

Academic Regulations Warsaw University of Technology

§ 1. Introduction

1. These Academic Regulations shall govern the organisation and course of study provided within first-cycle and second-cycle full-time and part-time degree programmes, and shall specify the relevant rights and duties of students and other persons involved in the education process.
2. The terms used in the Regulations shall have the following meaning:
 - 1) the University – Warsaw University of Technology;
 - 2) faculty – basic organisational unit of Warsaw University of Technology;
 - 3) whenever used with reference to universally and internally binding acts of law:
 - a) the Act – the Act of 27 July 2005 Law on Higher Education (Journal of Laws of 2012, item 572, with further amendments),
 - b) the Statute – the Statute of Warsaw University of Technology, adopted by the Senate of Warsaw University of Technology by Resolution No. 93/XLVI/2006 of 28 June 2006, with further amendments;
 - 4) whenever used with reference to the education process (in alphabetical order):
 - a) course – a set of classes under a common name, foreseen in a given semester of the overall study schedule, with an assigned number of credit points and awarded a single grade,
 - b) course leader (teacher responsible for the course, course head, course coordinator) – a person authorised to enter marks and information on the course into the documentation related to the course of study,
 - c) course tutor – an academic teacher or any other person authorised to run a course,
 - d) credit points – ECTS (European Credit Transfer System) credits defined by the European system for credit accumulation and transfer as a measure of a learner’s average workload necessary to achieve the expected learning outcomes,
 - e) educational profile – practical profile or general academic profile,
 - f) educational programme – statement of intended learning outcomes and study programme determined for a given field of study, level of study and educational profile,
 - g) full-time study – a mode of study wherein a minimum half of the educational programme comprises courses which require direct participation of academic staff and students,
 - h) learning outcomes – a body of knowledge, skills and social competences acquired by a student as a result of a process of learning,
 - i) learning outcomes achieved outside the study system – a body of knowledge, skills and social competences acquired outside the education process,
 - j) level of study – first-cycle or second-cycle study,
 - k) mode of study – full-time or part-time study,
 - l) multi-area study – a study which includes at least two areas of study and leads to a diploma in at least one field of study offered at the University,
 - m) part-time study – a mode of higher education study, such as, for example, extra-mural, evening or distance-taught study,
 - n) person admitted to study – a person who has already been admitted to study but has not yet acquired the rights and duties of a student,
 - o) programme module – a course or a group of courses with allocated learning outcomes and a specified number of credit points; equivalent to a course module,
 - p) registration – the Dean’s decision on enrolling a student for a successive stage of study,
 - q) student – a learner enrolled in one of the degree programmes listed in section 1 above,
 - r) student’s home unit – a faculty or college at which the student started the currently pursued educational programme,

- s) programme of study – description of the education process leading to the achievement of intended learning outcomes, including in particular:
 - overall study schedule, understood as a model allocation of courses to semesters of study,
 - description of programme modules, including credits points and learning outcomes allocated to individual components of a programme,
 - methods of verifying the achievement of intended learning outcomes by the student,
 - t) study stage – a period of time (semester or year) adopted by a faculty upon completion of which the student should undergo further registration, or graduate in the case of registration for the last semester of study,
 - u) timetable – a detailed timetable of classes in a given semester of an academic year.
3. The terms dean, faculty board and faculty-level self-government body shall also refer respectively to the head, board and student self-government body of any unit, other than a faculty, providing a degree programme.

§ 2. General provisions

1. A person shall be admitted to the University and acquire student rights and duties upon matriculation and swearing the academic oath before the Rector or the Dean.
2. Upon matriculation a student shall receive a student identity card and, depending on the rules adopted by the faculty, a student record book. The student record book is a document, owned by the student, which shows the progress and achievements of the student in the course of study. If the faculty does not keep documentation of the course of study in the student record book, the faculty shall provide the student with access to such documentation stored in the electronic form.
3. The Rector shall be the superior and guardian of all students of the University.
4. Student self-government bodies shall represent the interests and express opinions of the students of the University.
5. The University may charge fees for its educational services as laid down in the Act. The fee levels for educational services shall be determined by the Rector in a decision. The University Senate shall determine rules for fee charges which shall be binding when concluding an agreement between the University and a student or a person admitted to study, as well as the procedure for exemption conditions.
6. Students of other schools of higher education who pursue a part of their degree programme at the University shall be subject to the provisions of these Regulations, as applicable.

§ 3. Student rights and duties

1. In addition to the rights stemming from the universally binding legal acts, the Statute, and other internal laws binding at the University, a student shall have the right to:
 - 1) develop his or her interests in the areas of research, culture, tourism and sports and, for this purpose, use teaching facilities, equipment and other resources available at the University and receive relevant support from the academic staff and other bodies of the University;
 - 2) participate in feedback proceedings, including course evaluation through student feedback forms, conducted in accordance with the relevant internal regulations in force at the University;

- 3) express either directly or through student representatives in the collective bodies of the University his or her opinions on matters affecting academic and student affairs;
 - 4) make use of the library resources and scientific information available in the University library system;
 - 5) make complaints and proposals pertaining to academic arrangements and student welfare issues,
 - 6) retain student rights until 31 October of the year in which he or she completed his or her first-cycle study, with the exception of the right to financial support as determined in the Act; in the case of second-cycle study, the student shall retain student rights until the day of graduation.
2. The University shall offer the study for which a student has been matriculated for a period equal to at least the nominal duration of the degree programme, counted as of the day of the student's matriculation.
 3. A student shall conduct himself or herself in accordance with the academic oath and the Academic Regulations. In particular, a student shall:
 - 1) pursue his or her studies in accordance with the educational programme,
 - 2) act with honesty towards the University and the academic community,
 - 3) observe the rules of social conduct,
 - 4) uphold the interests of the University.
 4. A student shall observe the internal regulations in force at the University, including resolutions of the Senate, decisions and regulations of the Rector, resolutions of the Faculty Board and regulations and decisions of the Dean.
 5. A student shall enter into a fee payment agreement with the University within thirty (30) days following the beginning of classes and timely pay the tuition fees resulting from the agreement and from the regulations in force at the University.
 6. During the period of study, a student shall immediately notify the Dean of any change in his or her personal data, especially his or her correspondence address, and of the change of his or her ID document.

§ 4. Organisation of the academic year

1. The academic year shall include:
 - 1) two semesters of classes: winter and summer, and three class-free examination periods: winter, summer, and autumn;
 - 2) a practical placement and field work, if included in the educational programme,
 - 3) winter, spring and summer holiday breaks, the total duration of which may not be shorter than six weeks, including at least four weeks of uninterrupted summer holidays.

Another organisation of the academic year shall be possible for study conducted jointly with another university.

Separate rules for the organisation of the academic year shall be established by the Rector for part-time distance-taught degree programmes.
2. For full-time degree programmes and the evening study option in part-time programmes:
 - 1) each semester shall have 15 weeks of classes,
 - 2) each examination period shall last at least two weeks.
3. For the extra-mural study option in part-time degree programmes:
 - 1) each semester shall include at least seven two- or three-day on-campus sessions,

- 2) examination periods shall last for at least two on-campus sessions directly after the end of classes in each semester and for one or two on-campus sessions in the autumn examination period.
The number and organisation of on-campus sessions for distance-taught programmes shall be laid down by the Rector.
4. The Rector shall establish, by regulation, the academic calendar for each academic year, and publish it at least four months prior to the beginning of the academic year.
5. The Rector may establish class-free days or class-free hours during the academic year, and the Dean may establish class-free hours.
6. The Dean shall set the dates of on-campus sessions for the extra-mural study option in part-time degree programmes and shall publish the dates at least one month before the beginning of a semester.
7. Timetables for examination periods shall be established by the Dean after consultation with the faculty-level self-government body and with regard to the dates of examinations in foreign languages referred to in section 10. The draft of the timetable for examination periods shall be presented for consultation with the faculty-level self-government body at least one week prior to its publication. Timetables for the winter and summer examination periods should be published no later than three weeks before the beginning of the period; the timetable for the autumn examination period and the timetable for the summer examination period should be published simultaneously.
8. In order to conduct examinations, the following shall be set in the examination period:
 - 1) in the winter examination period – at least two dates for each course of the winter semester ending with an examination,
 - 2) in the summer examination period – at least two dates for each course of the summer semester ending with an examination,
 - 3) in the autumn examination period – at least one date for each course of the winter and summer semesters ending with an examination, excluding the faculties, fields of study, levels of study and educational profiles where compulsory courses are taught in both semesters of the academic year, in which case at least one date shall be set for each course taught in the summer semester.
9. In justified cases, especially at faculties with semester-based registration, after consultation with the faculty-level self-government body, the Dean may set dates of retake examinations at times other than those listed in section 8 point 3.
10. The rules of passing foreign language courses shall be laid down by separate internal regulations in force at the University.

§ 5. Organisation of studies

1. Students shall follow degree programmes at a given faculty, within a given field of study, level of study and educational profile. The Faculty Board may establish specialisations within a field of study, level of study and educational profile.
2. Degree programmes shall be provided in accordance with the study programmes established by the Faculty Board, based on the learning outcomes and other guidelines adopted by the Senate of Warsaw University of Technology and after consultation with the faculty-level self-government body.

3. Degree programmes, including overall study schedules, shall be published on University or faculty websites at least three months before the programmes commence.
4. During his or her studies, a student shall be required to complete successfully all the courses and practical placements specified as compulsory in the overall study schedule for a given field of study, level of study, educational profile and specialisation, as well as a set of elective courses resulting from the required number of credit points to be accumulated or from the registration requirements specified otherwise.
5. Degree programmes shall be taught in the language of the study, with the exception of foreign language classes. Degree programmes in Polish as the language of instruction may include elective courses taught in a foreign language. In justified cases, the Dean may allow the student to take some courses in a language other than the language of the study.
6. The nominal duration of full-time programmes shall be at least six semesters for first-cycle programmes leading to the degree of *licencjat*, seven semesters for first-cycle programmes leading to the degree of *inżynier*, and three to five semesters for second-cycle programmes.
7. The nominal duration of part-time programmes shall be determined by the Faculty Board and may be one or two semesters longer than the nominal duration of full-time programmes.
8. Classes within part-time programmes and those within full-time programmes shall be run separately.
9. The organisation of degree programmes at the University shall be based on a flexible study system. This system shall enable a student, in accordance with the relevant rules, to choose the issues to be studied through the selection of a specialisation, individual courses, to take and complete courses at other faculties or other higher education institutions, and to have some freedom to choose his or her pace of study. Temporary changes of individual pace of study may not result in extending the duration of full-time study by more than two semesters in relation to the nominal duration of the programme. For each study stage, the Faculty Board may set a list of courses which are a requirement for registration for the next stage of study.
10. For purposes of registration and comparison of students' achievements, a credit point system shall be adopted. Each programme module shall be allocated a specific number of credit points by the Faculty Board. The nominal number of credit points for programme modules in one semester of a full-time degree programme shall be thirty (30). For a part-time degree programme, where its nominal duration is longer than that of a full-time programme, the number of credit points for one semester shall be proportionally smaller, with the total number of credit points for the entire part-time programme being the same as for a full-time programme. Credit points shall also be allocated to practical placement obligatory in the educational programme of a field of study, level of study, educational profile and specialisation. Credit points for the practical placement shall be included in the nominal number of credit points for programme modules in a semester if, in accordance with the overall study schedule, the practical placement is completed within a given semester.
11. A detailed class timetable, established by the Dean in consultation with the faculty-level self-government body, shall be published in a way customarily adopted by the faculty at least seven days before the beginning of classes.
12. Arrangements for the organisation and completion of foreign language courses shall be laid down in separate regulations in force at the University.
13. The provisions hereof shall apply to degree programmes conducted using the methods and techniques of distance-taught study.

14. The organisation of multi-area study shall be the same as for education provided within one area of study.
15. The rules governing the choice of specialisations and elective programme modules shall be laid down by the Faculty Board after consultation with the faculty-level self-government body.
16. A student shall be required to attend classes currently being taught which are part of compulsory programme modules and elective modules chosen by him or her and included in the educational programme for semesters lower than the one for which he or she is registered, if these have not yet been completed by the student, unless the rules adopted at a given faculty provide otherwise.
17. A student shall have the right to attend classes of the study stage for which he or she is registered and, upon the consent of the Dean, classes scheduled for higher stages.
18. The right to attend classes may be restricted by the requirements concerning the sequence of programme modules to be taken. In the case of elective courses, the right to attend classes may be restricted by the size of student groups or other regulations adopted by the Faculty Board.
19. Before the beginning of classes, by the deadline set by the Dean, a student shall submit a declaration stating which programme modules he or she will take in a given semester. Detailed regulations on submitting the declaration, including the consequences of failure to submit it, shall be determined by the Dean.
20. After a review of declarations the Dean shall draw up lists of students enrolled on individual courses.
21. Attendance at all classes for which a student has been enrolled shall be compulsory, with the exception of lectures. In the case of non-attendance, a student shall be required to submit a justification to the course tutor. In case of disagreement, the decision on justification of non-attendance shall be taken by the Dean.
22. During the first class or organisational meeting, the course tutor shall provide students with the following information and make it available in a way customarily adopted by the faculty:
 - 1) course syllabus, learning outcomes, and recommended reading list,
 - 2) course regulations laying down the required form of class attendance, the methods of continuous assessment of achieving the learning outcomes, the procedure and schedule for the completion of the course, including the procedure and schedule of publishing results of reports, examinations, tests, projects and other forms of passing the course and the rules of improving the results of the assessment, the bases on which class non-attendance may be justified, permissible use of any aids during tests, the rule for determining the overall grade for the course and other rules,
 - 3) the tutor's office hours and the place of the office hours.
23. The regulations referred to in section 22 points 1 and 2 may change in the course of classes or within the period in which, in accordance with the rules in force at the faculty, a student may pass the course without re-attending classes, only with the knowledge and consent of the students.
24. A disabled student may apply to the Dean to have a faculty supervisor appointed from among academic teachers. The role of the supervisor shall be to specify and present to the Dean special needs of the student in terms of organisation and completion of the education process, including adaptation of the conditions of study to the type of his or her disability.

25. Decision on adaptation of the conditions of study to the type of disability referred to in section 24 shall be taken by the Dean after consultation with the Section for the Disabled in the Office for Student Affairs.

§ 6. Completion of classes

1. Individual classes which students may be required to complete shall be understood to include tutorials, project, laboratory and workshop classes, seminars, individual or team projects, foreign language classes, as well as lectures. Completion of classes shall be based on verification of learning outcomes.
2. Completion of classes referred to in section 1 above shall be conducted in accordance with the rules described in detail in course regulations, as appropriate for the expected learning outcomes for the classes and their duration expressed in the number of hours, whereas lectures may be passed with a credit provided that an examination is not foreseen for a given course.
3. Credit shall be awarded by the course tutor. In exceptional cases, he or she may be replaced by an academic teacher authorised by the course leader or head of the organisational unit conducting the course.
4. Credit for classes should be given before the end of classes in a semester. The course tutor shall set at least one retake date for the credit and may set an additional date for the credit not later than by the end of a given study stage. Course completion shall be in the language of instruction. At the student's request and upon the consent of the tutor, course completion may be conducted in another language.
5. By the end of the study stage, a student shall have the right to access his or her assessed assignments on dates specified by the course tutor.
6. If, during the assessment procedure by which credit is awarded for classes, the teacher responsible for the assessment establishes that the work submitted by a student is not his or her own work or that a student has used unauthorised materials, the student shall not receive the credit at a given study stage.
7. Credit for classes shall be given together with a grade, except for practical placements, physical education classes and classes organised for information purposes as specified by the Faculty Board.
8. Within four days of the date on which the results of the assessment are communicated, a student raising objections to the correctness of the credit assessment may submit to the Dean a substantiated request for reassessment before a board. The reassessment conducted by the board shall be final at a given study stage.
9. The Dean may stipulate reassessment by a board on his or her own initiative.
10. Reassessment conducted by a board should take place within one week of the date of submission of the request or the decision to conduct the reassessment made by the Dean.
11. The composition of the board shall be determined by the Dean. At the request of the student, a chosen academic teacher or an authorised representative of student self-government shall take part as an observer in the reassessment conducted by the board. The reassessment conducted by the board may involve a joint review and evaluation of the materials which are the basis for the credit.

12. A disabled student may apply to the Dean for a change of the way of crediting the course depending on his or her disability. In particular, at the request of the student, the Dean may consent to additional non-attendance, change of the form of credit, application of solutions, such as presence of a sign language interpreter, a disabled person assistant or use of devices that facilitate the education process and alternative notation forms. The abovementioned decision shall be taken by the Dean after consultation with the Section for the Disabled in the Office for Student Affairs.

§ 7. Examination

1. An examination shall be conducted by the course leader. In exceptional cases, the leader may be replaced by an academic teacher authorised by the Dean.
2. An examination shall verify the learning outcomes achieved by a student within the scope defined by the syllabus for a given course. Examination shall be conducted in the language of instruction. At the student's request and upon the consent of the leader, examination may be conducted in another language.
3. Arrangements for the conduct of examinations in foreign languages shall be laid down in separate regulations in force at the University.
4. A student may choose any examination date from those set or, upon the consent of the course leader, may take examinations on dates other than the scheduled ones. The timing of the examination may not interfere with other classes attended by the student.
5. A student may take examinations on all the dates set within examination periods. The Dean or the course leader, and in the case of a foreign language, the director of the Foreign Language Centre, may increase the number of examination dates.
6. If the examiner establishes during an examination that a student's work is not his or her own or that he or she has used unauthorised materials, both the examination and the course shall be regarded as failed at a given study stage.
7. A student shall have access to his or her marked examination paper within three months of the date of the publication of examination results.
8. Within four days of the date on which the results of the examination are communicated, a student raising objections to the correctness of the conduct of the examination may submit to the Dean a substantiated request for reassessment before a board.
9. The Dean may stipulate the holding of an examination before a board on his or her own initiative.
10. An examination before a board should take place within one week of the submission of the request by the student or the decision to conduct the examination made by the Dean.
11. A board conducting such an examination shall be composed of:
 - 1) the Dean as its chairperson,
 - 2) the examiner who conducted the previous examination; in exceptional cases, he or she may be replaced by an academic teacher authorised by the Dean,
 - 3) an academic teacher appointed by the Dean representing the same or related course.

At the request of the student or a body of student self-government, a chosen academic teacher or a representative of student self-government may be present during the examination. In the case of a written examination, the reassessment conducted by the board may involve a joint evaluation of the examination paper. The result of the examination taken before a board shall be final at a given study stage.

12. A disabled student may apply to the Dean for a change of the way of taking examinations. The Dean may consent to: longer duration of the examination, change of its form adapted to the student's disability, use of devices such as: computer, text-to-speech software, Braille equipment, alternative keyboards, presence of a sign language interpreter, a disabled person assistant or change of the examination venue. The decision shall be taken by the Dean after consultation with the Section for the Disabled in the Office for Student Affairs.

§ 8. Completion of courses and practical placements

1. The completion of all types of classes taught as part of a given course during one semester must be graded jointly as specified in section 3 below.
2. The course tutor shall provide students with access to examination and credit results immediately after their assessment; depending on the technical possibilities, the results may be presented in the form of a written notice or using an IT system, e-mail or other electronic communication channels agreed on with students.
3. The overall grade for a given course shall be based on the grades for individual classes and the grade obtained in an examination (where applicable) and shall be calculated in accordance with the rules laid down in the course regulations. Credit for a course shall be given and the grade shall be determined and entered in the student record book by the course leader. If this teacher is unable to do so, credit shall be given and entered in the student record book by a person authorised by the Dean, or by the head of the unit in the case of classes conducted by an organisational unit from outside the faculty.
4. The teacher responsible for a given course may recognise the learning outcomes achieved by a student outside the study system by participating in a research or application-oriented project, a research camp or a practical placement as learning outcomes from the course and exempt him or her, fully or partially, from attendance at classes taught as part of a course. Credit and grade for these classes shall be given by the teacher responsible for a given course.
5. Upon successful completion of a full course, a student shall be awarded the number of credit points allocated to the course.
6. Practical placements may be completed at or outside the University. The conditions of the placement shall be determined in an agreement between the University and the entity providing the placement. A student may apply for credit for practical placement on the basis of his or her job, business activity, completed training or participation in a research or application-oriented project if the achieved learning outcomes correspond to those expected of the placement. The credit for practical placement shall be awarded, on the basis of a relevant certificate or other documents, by the Dean or an authorised practical placement supervisor.
7. Upon successful completion of a practical placement, a student shall be awarded the number of credit points allocated to the placement. Credit points for the placement shall be allocated no later than before admission to the diploma examination.

§ 9. Grading scale

1. The following grades and their verbal descriptors shall be used upon course completion:
 - 1) 5.0 – five or very good,
 - 2) 4.5 – four and a half or above good,
 - 3) 4.0 – four or good,
 - 4) 3.5 – three and a half or fairly good,
 - 5) 3.0 – three or satisfactory,
 - 6) 2.0 – two or fail.
2. The grade of “2.0” shall be equivalent to non-completion of a given course by a student.

§ 10. Arrangements for students following part of the curriculum outside their home unit

1. A student may follow part of the educational programme outside his or her home unit - at another faculty of the University or another higher education institution in Poland or abroad, in particular on the basis of inter-university agreements resulting from the participation of the University in national or international student exchange programmes.
2. In order to follow a specific part of the educational programme outside his or her home unit, a student shall be required to obtain the consent of the Dean.
3. At the student’s request, the decision to transfer his or her programme modules or courses completed outside his or her home faculty shall be made by the Dean after analysis of the documentation presented by the student on the course of study completed outside the home unit. The transfer of programme modules or courses shall depend on the correlation of the learning outcomes achieved when completing such programme modules or courses outside the home unit with the programme modules and courses laid down in the educational programme in the field of study, level of study, educational profile and specialisation the student pursues at his or her home unit.
4. A student transferring an educational module or course completed outside his or her home unit shall be awarded the same number of credit points that are allocated to the learning outcomes achieved for the completion of programme modules or courses at the home unit.
5. Where programme modules or courses completed outside the home unit are not allocated any number of credit points, this number shall be determined by the Dean. The grade shall be converted into its equivalent in the system used at the University by the Dean.

§ 11. Arrangement for completion of study by a person admitted to study as a result of confirmation of learning outcomes achieved outside the study system

1. The rules, conditions and procedure for the confirmation of learning outcomes achieved outside the study system and the fees for the proceedings related thereto shall be laid down in separate regulations in force at the University.
2. Upon confirmation of learning outcomes achieved outside the study system corresponding to all learning outcomes allocated to a programme module, a person applying for their confirmation shall be awarded a grade and the number of credit points that are allocated to the module in the study programme.

3. Grades obtained on the basis of the confirmation of learning outcomes achieved outside the study system shall be included in the average final grade for the study.
4. For a person admitted to study as a result of confirmation of learning outcomes achieved outside the study system, the Dean shall stipulate an individual study plan and may appoint a scientific supervisor.

§ 12. Recognition of learning outcomes achieved by a student outside the study system

1. A student may apply to the Dean or course tutor with a request to recognise his or her learning outcomes achieved outside the study system as a result of research, scientific, application-oriented or social activities performed during his or her course of study.
2. The application must include documentation confirming the achievement of the learning outcomes and an evaluation of the student's activity made by the supervisor. If the activity was performed outside the University, the Dean shall request an opinion of an academic teacher employed at the University.
3. The Dean may recognise learning outcomes achieved by a student outside the study system by crediting a programme module with an allocated number of credit points and give the student a grade on the basis of the evaluation referred to in section 2 above. The programme module may be an equivalent of elective modules and in special cases, also of compulsory modules if the achieved learning outcomes correspond to those assigned to the modules.
4. Learning outcomes achieved outside the study system may be recognised by the course tutor as described in §8 section 4.

§ 13. Completion of a semester of study

1. A student shall be required to complete successfully each successive semester of study in accordance with the educational programme.
2. In order to complete successfully a semester, a student shall be required to:
 - 1) have completed successfully all the compulsory programme modules for a given field of study, level of study, educational profile and specialisation which are included in the schedule for the semester, as well as elective subjects determined by the required number of credit points or other registration requirements,
 - 2) have accumulated in the semester and since the beginning of his or her studies a total number of credit points in accordance with the educational programme.
3. The completion of a semester of study shall be certified by the registration date on the basis of documentation of the course of study as determined at the faculty.
4. The course leader shall submit to the Dean all documents required to certify the completion of programme modules by the date specified by the Dean.
5. A student shall check information on the course of his or her study in the IT system before the registration date and immediately clarify any possible doubts with respective course tutors.
6. The completion of a year of study shall be understood as the completion of two successive semesters: an even-numbered and odd-numbered semester.

§ 14. Registration for the next study stage

1. Detailed registration rules shall be laid down by the Faculty Board after consultation with the faculty-level self-government body and shall be published no later than twelve months before the beginning of the registration period.
2. The registration period should begin no later than five days before the beginning of a semester.
3. A student shall be registered for the next study stage if he or she has fulfilled the requirements laid down in the registration rules, and in particular:
 - 1) has obtained a specified number of credit points,
 - 2) has not left any credits for compulsory or elective courses outstanding for a period exceeding one year of study, unless a longer time limit for successful completion of a given course is permitted by the Faculty Board,
 - 3) has paid all fees due to the University as specified in the agreement on the tuition fees.
4. A full-time student, excluding study pursued upon payment of tuition fees, may obtain registration for a period of up to one year beyond the nominal duration of the relevant degree programme. This period shall not include the duration of long-term leaves of absence.
5. Registration shall be performed by the Dean.
6. In case of failure to obtain registration, the provisions of §26 of the Regulations shall apply.

§ 15. Arrangements for students following an individual study programme

1. Having regard to special interests and abilities of its students, the University shall enable them to choose contents, methods and forms of study on an individual basis. This shall be achieved through the flexible study system and by offering students an option to study in accordance with an individual study programme, hereinafter referred to as an ISP.
2. An ISP shall be offered solely upon a student's request.
3. A request to follow an ISP can be made by a student who has successfully completed the first year of first-cycle study or the first semester of second-cycle study. In exceptionally justified cases, the Dean may authorise an ISP earlier notwithstanding the requirement specified in the preceding sentence.
4. A student applying for consent to follow an ISP should:
 - 1) request an academic teacher authorised to supervise a diploma thesis to act as his or her academic tutor,
 - 2) design a study programme and schedule together with his or her tutor and submit it to the Dean.
5. An ISP shall be approved by the Dean, and its implementation shall be monitored by the Dean's Office in accordance with the procedure that is applied to monitor the progress of other students.
6. With approval of his or her tutor, a student may apply to the Dean with a request to make changes to his or her ISP. The decision to introduce any such changes shall be taken by the Dean.
7. Where difficulties arise in the implementation of an ISP, the Dean, having consulted the student and the tutor, shall take a decision allowing further implementation of the programme, adjusting it or withdrawing consent for the ISP.

§ 16. Terms and conditions for participation of exceptionally gifted pupils in courses provided within educational programmes

1. Exceptionally gifted upper-secondary school pupils, hereinafter referred to as pupils, may apply to the Dean with a request to participate in courses provided within educational programmes in the fields of study relevant to their talents.
2. Decision on a pupil's participation in courses shall be taken by the Dean upon recommendation of the school headmaster and, in the case of underage pupils, also the consent of the parents or legal guardians of the pupil.
3. A pupil allowed to participate in courses shall have the right to use the teaching premises and facilities of the University and to receive support from its academic staff and governing bodies. He or she may also participate in student research activities.
4. A pupil shall be obliged to observe the rules and regulations binding at the University.
5. Course credit for a pupil shall be awarded on the basis of course rules and shall be entered into the Pupil's Transcript of Academic Progress. The Faculty Board may determine an individualised method of awarding course credit for pupils.
6. A pupil matriculated for the field of study in whose courses he or she participated prior to the matriculation may be exempt from the obligation to obtain credit for the courses he or she has already passed provided that in the meantime there have been no changes to the learning outcomes of the courses. The decision in this regard shall be taken by the course leader.
7. A pupil matriculated for a field of study other than that in whose courses he or she participated prior to the matriculation may be exempt from the obligation to obtain credit for the courses provided that the achieved learning outcomes are sufficient. The decision in this regard shall be taken by the course leader.

§ 17. Transfers

1. A student may transfer to another field of study at the same faculty, to another faculty of the University or from another school of higher education to the University, upon the consent of the Dean of the receiving faculty, provided that he or she has fulfilled all obligations resulting from the regulations in force at the faculty or at the school of higher education which he or she is leaving. The Dean may refuse to consent to the transfer when, for example, the applicant for the transfer fails to meet the qualification requirements for persons admitted to study in recruitment proceedings for a given field of study, level of study and educational profile.
2. Only a student who has successfully completed at least the first year of first-cycle study or the first semester of second-cycle study shall be eligible to apply for transfer.
3. Upon recognition of the learning outcomes achieved by the student prior to the transfer and of the credits for programme modules obtained by the student prior to the transfer, the Dean may set a list of curriculum differences that the student shall be obliged to make up for and the final dates for their completion.

4. The Dean may give permission for the transfer of a student from a full-time degree programme to a part-time degree programme, and *vice versa*. Provisions of sections 1 and 3 above shall apply respectively, and in the case of transfer from a full-time degree programme to a part-time degree programme at the same faculty, the student shall be exempt from the requirements referred to in section 2 above.
5. With the consent of the Dean, a student may transfer from the University to another school of higher education, provided that he or she has met all the requirements resulting from the University regulations.

§ 18. Resumption of study

1. An application to resume study may be submitted by a person who has interrupted study after the completion of at least the first year of first-cycle study or the first semester of second-cycle study. In exceptionally justified cases, an application to resume study may be submitted by a person who fails to meet the requirements set out in the preceding sentence herein.
2. The decision on resumption of study shall be made by the Dean.
3. Study shall be resumed at the beginning of a semester. This requirement shall not apply to those resuming study in order to defend the diploma thesis or to take the diploma examination.
4. Depending on the length of an interruption, the Dean shall decide to recognise the learning outcomes achieved prior to the interruption of study and credits for the programme modules obtained by the applicant before the interruption of study, and shall indicate the semester for which the applicant may be registered when resuming study, or may refuse permission for the applicant to resume study.
5. A person resuming study shall be required to take a readmission examination. The examination shall be chosen by the Dean from among those already passed by the person before the interruption of study. The Dean may also specify additional programme modules to be completed and the deadlines for their completion so that the person resuming study achieves the selected learning outcomes. The fee charges for the classes to be taken before resuming study shall be determined by the Dean in compliance with the rules laid down in the relevant decision of the Rector. The readmission examination as well as other examinations and assessment of any complementary courses to be completed shall be conducted by academic teachers appointed by the Dean.
6. The conditions for resumption of study in order to defend the diploma thesis or for the diploma examination shall be laid down by the Dean's decision. The Dean may also specify programme modules to be completed and the deadlines for their completion so that a person resuming study can achieve the intended learning outcomes. The fee charges for any classes to be taken before resuming study shall be determined by the Dean in compliance with the rules laid down in the relevant decision of the Rector. The Dean may also exempt the person applying for resumption of study from the readmission examination.

§ 19. Leaves of absence

1. A student may be granted the following types of leave of absence:
 - 1) long-term leave of absence:
 - a) health leave,
 - b) compassionate leave,
 - c) special leave,

- d) unconditional leave,
 - 2) short-term leave of absence.
2. A leave of absence shall be granted by the Dean at the request of a student. A long-term leave of absence may not be granted for a period longer than one year.
 3. Health leave may be granted by the Dean only on the basis of a certificate from an authorised medical board.
 4. Compassionate leave may be granted by the Dean only when legitimate and adequately documented circumstances beyond control prevent a student from attending classes for a longer period.
 5. Special leave shall be granted by the Dean to a student who, upon the Dean's consent, takes an extra-curricular part of his or her degree programme in another higher education institution or undertakes a job training or a practical placement, or when there are other justifiable reasons for granting such leave.
 6. Unconditional leave shall be granted at the request of a student who has completed at least the first year of first-cycle study or the first semester of second-cycle study. Such leave may be granted only once over the entire duration of studies and no later than within thirty days from the beginning of a semester.
 7. A student shall require the consent of the Dean in order to attend classes and to undertake assessment necessary to achieve credit during a long-term leave of absence.
 8. A student should apply for a leave of absence immediately after the circumstances justifying his or her application for a leave of absence have occurred.
 9. The granting of a long-term leave of absence shall extend the prescribed time limit for the completion of a degree programme.
 10. The granting of a long-term leave of absence shall be confirmed by a relevant entry in the documentation of the course of study.
 11. A student shall retain student rights throughout the duration of a leave of absence. Entitlement to financial support shall be governed by separate regulations.
 12. A student who returns from a leave of absence or long-term leave of absence may be obliged by the Dean to complete – by set deadlines – additional programme modules resulting from the changes made to the educational programme during the leave of absence.
 13. In exceptionally justified cases, the Dean may, at the request of the student, take the decision to grant a short-term leave of absence, thus justifying the student's non-attendance in classes for no longer than fourteen days.

§ 20. The diploma thesis

1. The diploma thesis shall be prepared by a student under the supervision of a person authorised by the Faculty Board.
2. When preparing his or her diploma thesis, a student shall be entitled to academic support provided by the thesis supervisor.

3. Out of his or her initiative, a student may propose the topic of his or her diploma thesis relevant to his or her academic and professional interests.
4. The diploma thesis shall be an independent elaboration on a given topic, reflecting a student's general knowledge and skills related to his or her field of study, level of study and educational profile, as well as testifying the acquired analytical and critical thinking skills. In particular, the diploma thesis may be a written paper, a published article, project work, including a design and development of a computer programme or system, and a construction or technological work. Detailed requirements as to the form in which the diploma thesis should be submitted shall be laid down by the Faculty Board.
5. The diploma thesis may be a result of teamwork provided that the contribution of each team member is specified in detail.
6. The diploma thesis shall be presented in the form of a hard copy together with its digital version. The diploma thesis must include the title, an abstract and a list of keywords in Polish and in English, and if a student applies for a copy of the diploma translated into a foreign language other than English, the thesis must also include the title, an abstract and a list of keywords in the relevant language.
7. At the student's request, approved by the diploma thesis supervisor, the Dean may give consent for the thesis to be written in a language other than the language of instruction. Such a diploma thesis shall include the title, an abstract and a list of keywords in the language it is written in, in Polish, and in English.
8. The diploma thesis may be a part of a research programme conducted either by the University or by a student research group; it may also be prepared in cooperation with an external entity.
9. A first-cycle student shall be required to submit his or her diploma thesis no later than three weeks before the beginning of the semester following the final semester of his or her degree programme, while a second-cycle student by the following deadlines:
 - 1) 1 March if enrolled on a degree programme ending with the winter semester,
 - 2) 15 September if enrolled on a degree programme ending with the summer semester.Detailed requirements concerning the procedures for submission of the diploma thesis shall be laid down by the Dean.
10. At the request of the thesis supervisor or at the request of the student, the Dean may extend the deadline for the submission of the diploma thesis, but this shall not exceed a period of three months from the deadlines set in section 9 above.
11. Provisions of §26 of the Regulations shall apply to a student who has not submitted the diploma thesis by the specified deadline.
12. The Dean shall appoint a reviewer of the thesis from among persons authorised to supervise diploma theses or from other persons holding appropriate qualifications.
13. The thesis supervisor and reviewer shall draw up opinions on the thesis, including proposed grades. Both opinions shall be made available to the student no later than three days before the date of the diploma examination.

§ 21. The diploma examination

1. The decision to admit a student to the diploma examination shall be taken by the Dean. In order to be admitted to the diploma examination, a student shall be required to:

- 1) have fulfilled the requirements laid down in the educational programme,
 - 2) have submitted a diploma thesis which has received a positive assessment from the thesis supervisor,
 - 3) have submitted complete documentation in accordance with the regulations in force at the faculty.
2. The Dean shall, by regulation, lay down detailed requirements for the procedure and documentation the student is required to submit prior to the decision on admission to the diploma examination.
 3. The diploma examination should take place within thirty (30) working days following the date of admission thereto, excluding class-free days set by the Rector's decision. Following the guidelines adopted by the faculty, the setting of the date for the examination and notification of the student thereof shall take place no later than three days before the examination.
 4. The diploma examination shall be taken before a board appointed by the Dean and composed of at least four members, including: the chairperson of the board, the supervisor of the diploma thesis, the thesis reviewer, and an academic teacher representing the specialisation or field of study of the student taking the examination. In special cases, the Dean may appoint a person substituting for the supervisor or reviewer of the diploma thesis. Other members may also be appointed to the board. At the request of the student or a body of student self-government, an appointed academic teacher from the faculty or a representative of student self-government may be present at the examination.
 5. The diploma examination shall be an oral examination.
 6. At the student's request, approved by the thesis supervisor, the Dean may authorise the conduct of the diploma examination as an open examination. Only members of the diploma examination board shall have the right to ask questions during the examination.
 7. The diploma examination shall be conducted in the language of instruction. At the student's request, approved by the supervisor, the Dean may authorise the conduct of the diploma examination in a foreign language in which the diploma thesis has been written.
 8. A negative assessment of the diploma thesis by the diploma examination board shall be equivalent to failure to submit the diploma thesis.
 9. At the end of the diploma examination, the board shall determine:
 - 1) the grade for the diploma thesis to be awarded on the basis of the grades proposed by the thesis supervisor and reviewer,
 - 2) the grade for the diploma examination to be based on the answers given by the student to questions concerning the diploma thesis and questions related to the field of study or specialisation,
 - 3) final grade to be given in accordance with §22 section 2 and the result of the study in accordance with §22 section 3 provided that the grade for the diploma examination is positive.
 10. If a student has failed the diploma examination, or for no justifiable reason, has failed to take the diploma examination on the appointed day, the Dean shall set another date for the examination as the final date. The second examination may take place after one month has elapsed but no later than within three months following the first examination date.
 11. If a student fails the diploma examination on the second date, provisions of §26 section 1 point 3 of the Regulations shall apply.

§ 22. Graduation

1. Graduation shall take place upon passing of the diploma examination. A graduate shall obtain a higher education diploma on the basis of the decision taken by the diploma examination board.
2. The final numerical result achieved by a student shall be calculated up to two decimal points and shall be equal to the sum of:
 - 1) 0.6 of the weighted average of all overall grades for courses, with weightings proportional to the number of credit points allocated to each course,
 - 2) 0.3 of the grade for the diploma thesis,
 - 3) 0.1 of the grade for the diploma examination.
3. The final grade shall be based on the final numerical result and determined in accordance with the following rule:
 - 1) 4.70 and above – excellent,
 - 2) between 4.40 and 4.69 – very good,
 - 3) between 4.10 and 4.39 – above good,
 - 4) between 3.80 and 4.09 – good,
 - 5) between 3.50 and 3.79 – fairly good,
 - 6) up to 3.49 – satisfactory.
4. Upon completion of studies, the University shall award the graduate with the following:
 - 1) the higher education diploma containing information on the mode and field of study, area of study, level of study and educational profile, as well as specialisation taken by the student and his or her final grade,
 - 2) the diploma supplement, with information on the degree programme completed, including the programme modules completed and the awarded grades and credit points.
5. At the graduate's request, submitted within thirty (30) days following his or her graduation, the University shall issue additional copies of the diploma translated into one of the following languages: English, French, Spanish, German or Russian. At the graduate's request, the University shall issue a maximum number of three (3) copies of the diploma supplement in English. The documents shall be issued within thirty (30) days after the submission of the request provided that the graduate has paid a relevant fee and submitted a current photograph.
6. Before receiving the diploma, a graduate shall be required to fulfil all obligations towards the University and submit a completed clearance slip.
7. At the request of the examination board, the Faculty Board may request the Rector to award a distinction to a student who has graduated with the grade "excellent". The types of distinction for graduates shall be determined by the Senate.
8. The faculty shall organise a special graduation ceremony at which higher education diplomas shall be presented by the Dean.

§ 23. Ranking of graduates

1. The University shall keep a ranking of its graduates based on their final numerical result, separately for each faculty, field of study, level of study and educational profile.
2. The ranking referred to in section 1 above shall be drawn up once a year for the academic year. A ranking list shall include all persons who passed the diploma examination during that period.

§ 24. Prizes and distinctions

1. The Deans and the Rector of the University may award prizes and distinctions to students.
2. Distinctions and prizes referred to in section 1 above shall include:
 - 1) a written commendation entered in the documentation of the course of study,
 - 2) a written distinction entered in the documentation of the course of study,
 - 3) prizes in kind and cash awards,
 - 4) other.Various types of distinctions and prizes may be awarded in combination.
3. The criteria and rules for the award of distinctions and prizes shall be laid down in separate regulations in force at the University. Information on prizes and distinctions should be announced to the academic community.

§ 25. Liability of students

1. A student shall be answerable to the Rector, the Disciplinary Committee for Students and Doctoral Students or the Student Disciplinary Panel of Warsaw University of Technology Student Self-Government for conduct involving dishonesty, demeaning the dignity of the student or contrary to the oath taken, and for any breach of the regulations in force at the University, including the appropriation of the authorship of another person's complete work or part thereof.
2. The decision to refer a case to the Disciplinary Prosecutor or the Student Disciplinary Panel shall be taken by the Rector. A request for the referral of a case to the Student Disciplinary Panel may be submitted to the Rector by the University body of student self-government.
3. Disciplinary penalties shall include:
 - 1) caution,
 - 2) reprimand,
 - 3) reprimand with a warning,
 - 4) suspension of certain student rights for a period of up to one year,
 - 5) expulsion from the University.
4. The Student Disciplinary Panel may impose the penalties referred to in points 1, 2 and 3 of section 3 above, whereas the Disciplinary Committee for Students and Doctoral Students may impose all types of penalties referred to in section 3 above.
5. For minor breaches, the Rector shall inflict the penalty of a caution, without referring to the Student Disciplinary Panel or the Disciplinary Committee for Students and Doctoral Students, after a prior hearing with the defendant or his or her defence counsel. A student who has been punished or a (University- or faculty-level) student self-government body may lodge an appeal with the Disciplinary Committee for Students and Doctoral Students or the Student Disciplinary Panel within fourteen days of the receipt of the penalty notice. In this case the Disciplinary Committee for Students or Doctoral Students or the Student Disciplinary Panel may inflict only the penalty of a caution.
6. A student may not be punished for the same act by more than one body referred to in section 1 above.
7. Detailed rules as to disciplinary proceedings shall be laid down in separate regulations in force at the University.

§ 26. Striking students from the register of students and termination of student status

1. The Dean shall take a decision to strike a student from the register of students if he or she:
 - 1) has not taken up study due to failure to take the academic oath within one month of the date of the beginning of classes,
 - 2) has notified the Dean in writing on withdrawal from study,
 - 3) has not submitted the diploma thesis or has not taken the diploma examination by the specified deadline,
 - 4) has been punished with the disciplinary penalty of expulsion from the University.
2. The Dean shall take the decision to terminate student status if a student:
 - 1) has died,
 - 2) has lost legal capacity.Termination of student status shall have the same consequences in the documentation as striking a student from the register of students.
3. The Dean may take a decision to strike a student from the register of students if he or she:
 - 1) has made no progress in learning, as confirmed by failure to obtain registration for the next study stage by the specified registration date or has failed to meet the requirements defined in the educational programme before submission of the diploma thesis on the last semester of study,
 - 2) has not paid the tuition fee within the specified time limit,
 - 3) has failed to sign an agreement on the tuition fees presented by the University.
4. Such a decision shall be made by the Dean in writing and shall be delivered to the student upon acknowledgement of receipt. The decision of the Dean to strike a student from the register of students may be appealed against to the Rector within fourteen days of the day of receipt.
5. Information on termination of student status shall be forwarded by the Dean to the Student Registry.
6. A person struck from the register of students shall be required to fulfil all obligations towards the University and submit a completed clearance slip.

§ 27. Final and transitional provisions

1. The Rector shall be the appeal authority in all matters governed by these Regulations.
2. Students matriculated for study before adaptation of educational profiles and programmes shall continue to pursue the study in accordance with the educational programmes valid hitherto until the graduation date specified in the study programme and schedule.
3. The Regulations shall enter into force from the beginning of the academic year 2015/2016.