

RULES AND REGULATIONS OF STUDIES AT THE UNIVERSITY OF SILESIA IN KATOWICE

I. GENERAL PROVISIONS

s 1

1. The Rules and Regulations apply to the rights of full-time and part-time students of first-cycle programmes, second-cycle programmes, and long-cycle studies conducted at the University.
1. Whenever the Rules and Regulations refer to:
 - 1) SSC — it shall be understood to mean the Student Service Centre of the University of Silesia in Katowice;
 - 2) the Dean — it shall be understood to mean the dean of a faculty or the director of the College of Interdisciplinary Individual Studies at the University of Silesia in Katowice;
 - 3) learning outcomes — it shall be understood to mean the body of knowledge, skills and social competencies acquired by the student in the course of their education;
 - 4) class schedule — it shall be understood to mean the detailed organisation of classes in a given semester, including mainly the dates and places of in-person classes;
 - 5) Individualised Organisation of Studies (IOS) — it shall be understood to mean the individual way of organising the study programme for a given student (e.g. as regards attendance, timetable of classes and manner of obtaining credit) in a given semester;
 - 6) Individual Interdisciplinary Studies (IIS) — it shall be understood to mean a way of organising studies which enable students to graduate from more than one degree programme;
 - 7) Individual Adaptation of Studies (IAS) — it shall be understood to mean adapting the organisation and appropriate realisation of the educational process to the situation of

students with special educational needs resulting from their health conditions;

- 8) Individual Course of Study (ICS) – it shall be understood to mean studies consisting in the appropriate selection of modules fulfilling the learning outcomes of the degree programme and additional learning outcomes, as well as the student's participation in research, development and implementation work;
- 9) module coordinator – it shall be understood to mean the person responsible for approving the module syllabus, specifying how the final module grade (FMG) is to be determined and how it is to be entered into the USOS system when verifying learning outcomes;
- 10) module – it shall be understood to mean a course (single-course module) or a group of courses (multiple-course module) to which specific learning outcomes and ECTS points are assigned;
- 11) Final Module Grade (FMG; Polish acronym OKM) – it shall be understood to as the grade which is confirmation of the achievement or non-achievement of all the learning outcomes of the module;
- 12) curriculum – it shall be understood to mean a description of the learning outcomes and the process of acquiring them for a particular degree programme, a cycle of studies and a profile of education along with a number of ECTS points assigned to specific modules;
- 13) Educational Council – it shall be understood to mean the Educational Council for the Degree Programme;
- 14) Rules and Regulations – it shall be understood to mean these rules and regulations;
- 15) decision – it shall be understood to mean an internal decision which is made in student matters within the framework of the University's authority as an administrative establishment within the meaning of administrative law and which does not constitute an administrative decision;
- 16) exam session – it shall be understood to mean the period of verification of learning outcomes;
- 17) the Statute – it shall be understood to mean the Statute of the University of Silesia in Katowice adopted by the Senate of the University of Silesia in Katowice on 28 May 2019, as amended;
- 18) student – it shall be understood to mean a male, female, other, or non-gender-identifying person studying at the University;
- 19) partial studies – it shall be understood to mean studies lasting less than an entire

course cycle and not leading to a diploma confirming the completion of studies from the host university;

- 20) double-degree programme – it shall be understood to mean studies conducted jointly with another entity;
- 21) USOS system – it shall be understood to mean the University's IT system for the handling of the course of study along with associated applications;
- 22) The University – it shall be understood to mean the University of Silesia in Katowice;
- 23) The Act – it shall be understood to mean the Act of 20 July 2018 – Law on Higher Education and Science;
- 24) verification of learning outcomes – it shall be understood to mean the method provided in the module description for assessing the extent to which a student has achieved learning outcomes;
- 25) faculty – it shall be understood to mean a faculty of the University or the College of Interdisciplinary Individual Studies;
- 26) courses – it shall be understood to mean the teaching activities conducted within the framework of the module concerned, specified in the curriculum accordingly as lectures, practical classes, laboratory classes, discussions, seminars, pro-seminars, language classes, field classes, internships, workshops, and tutoring.

s 2

- 1. The basis for admission as a University student is the candidate's fulfilment of the admission criteria outlined in the Senate of the University's resolution.
- 2. A person shall also be accepted as a student of the University after being transferred from another university, when, as a student of another university, they have begun another programme at the University, after being readmitted, or as a result of the confirmation of their learning outcomes.
- 3. Those on double-degree programmes or partial studies shall be enrolled upon meeting the conditions outlined in international agreements and programmes concluded by the University.
- 4. A person shall acquire the student's rights upon taking an oath. The oath shall be administered through the USOS system.
- 5. A University student shall receive a student ID card.
- 6. A student's supervisor shall be the Rector.

II. ORGANISATION OF THE ACADEMIC YEAR

s 3

1. An academic year shall begin on 1 October of a particular calendar year and end on 30 September of the following calendar year.
1. An academic year includes:
 - 1) a period of time when classes mentioned in the curriculum are conducted; it is divided into two semesters – the winter semester and the summer semester;
 - 1) exam sessions, lasting from 14 to 21 days;
 - 2) classes-free periods, particularly Christmas and Easter holidays and inter-semester breaks.

s 4

1. Studies shall be conducted in a particular degree programme, cycle and profile based on the curriculum passed in the procedure specified in separate regulations.
2. Classes shall be conducted on the premises of the University or its branch, and if the character of the studies in a particular programme so allows, part of the learning outcomes included in the curriculum may be achieved during classes conducted using the methods and techniques of distance learning. The rules and procedures for teaching using distance learning methods and techniques shall be specified in a regulation of the Rector.
3. Verification of learning outcomes shall be held on the premises of the University or its branch. If the nature of the studies in a specific degree programme permits, the verification of learning outcomes may be held beyond the premises of the University or its branch with the use of electronic communication. Verification of learning outcomes using electronic communication shall be specified by the Rector's regulation.
4. A diploma exam shall be organised on the premises of the University or its branch.
5. If the nature of the studies in a specific degree programme so permits, the diploma examination may be held beyond the premises of the University or its branch using electronic communication providing:
 - 1) a real-time transmission of the diploma examination between the student and the examination committee,
 - 2) a real-time, multilateral communication where the student and the examination committee can speak in the process – in compliance with all necessary safety rules.
6. Detailed rules for the evaluation of learning outcomes conducted as mentioned in sub-s. 3(2)

and conducting a diploma examination in the way mentioned in sub-s. 5 shall be specified by the Rector's resolution.

s 5

1. A curriculum may include an obligation for students to serve an internship.
1. A detailed procedure for serving internships shall be specified by the regulations issued by the Degree Programme Director upon consultation with an appropriate Educational Council and an appropriate body of the Student Government.
2. The internship supervisor may give credit to a student for the internship based on the professional job certificate, the student's participation in an academic research camp or, in another case, if they have verified that the required learning outcomes have been achieved.
3. The internship supervisor may allow the student to serve a student internship at a time different from the one specified in the study plan, which does not overlap with courses in the study plan.

III STUDENT'S RIGHTS AND OBLIGATIONS

s 6

1. The student shall have the right to have their dignity respected by all University community members.
2. The student shall be entitled:
 - 1) to develop their academic, research, social, cultural, artistic, tourist and sporting interests, and to do so, to turn to academic teachers for help, use the University educational rooms, equipment, and resources under the regulations in force;
 - 1) to transfer and have their ECTS points recognised under the conditions specified in the Rules and regulations;
 - 2) to evaluate and express opinions on classes organised at the University and academic teachers who conduct them, in the mode and under the conditions specified in separate regulations;
 - 3) to participate in the activities of student organisations, scientific circles, creative or sports groups, and associations functioning at the University based on separate regulations; and to participate in academic, developmental and implementation works conducted at the University;

- 4) to attend open lectures unless otherwise stated in the Statute of the University;
- 5) to participate in classes in other degree programmes with the consent of the Dean; the Dean shall decide upon hearing the decision of an appropriate Degree Programme Director;
- 6) to explain their absence during classes;
- 7) to consult academic teachers during their office hours; teachers on part-time studies should hold their office hours at times and dates adapted to the studies.
- 8) to get scholarships and financial benefits under separate regulations;
- 9) to health care under separate regulations;
- 10) to appeal against decisions of the University authorities under the conditions specified in separate regulations;
- 11) to conduct organised industrial action at the University under the conditions specified in separate regulations;
- 12) to participate in the works of the University collegial bodies through student representatives under the conditions specified in separate regulations; during the collegial bodies' meetings, student representatives shall be exempted from participating in classes;
- 13) to be instructed in the students' rights and obligations and get help from the Student and PhD Student Ombudsperson;
- 14) to have access to information, mainly through the University's websites, e.g. USOSweb, the Programme Catalogue Guide, concerning:
 - a) curricula available at least 3 months before the beginning of an academic year,
 - b) current syllabi, specifying methods and criteria of assessment, forms of examination or getting credit made available within 14 days after the start of the relevant semester or within 14 days after the classes have started, but no later than 14 days before the learning outcomes verification, when, due to different organisation in a particular unit, some clourses do not begin in the start of the semester,
 - c) class schedules made available at least 7 days before the start of the semester,
 - d) academic teachers' office hours (dates and places) made available within 7 days after the beginning of the semester,
 - e) dates of sessions for part-time studies made available at least 14 days before the

- start of the semester,
- f) dates of exams announced at least 7 days before an exam session,
- g) legal acts regulating the studies organisation and procedure issued by the University authorities,
- h) a description of the education quality assurance system,
- i) e-mail addresses of academic teachers who conduct classes,
- j) results of examinations and credit assignments at the latest 7 days after they have been conducted;
- 15) to get the information mentioned in para 15(a), (f) and (g) before the start of the study cycle;
- 16) to use the IT tools implemented in the University for documenting the course of studies, including USOSweb;
- 17) to resign from studies;
- 18) to record the content of classes under the rules specified in s 7.

s 7

1. With the teacher's consent, a student shall have the right to record the lecture's content in the form of audio recording (voice recording). The consent should be given at least verbally before the start of the sound recording.
1. Lecture content recording, which also involves visual recording (audio-visual recording), shall be allowed only with the teacher's and other participants' knowledge and consent. The consent should be given at least verbally before the start of the lecture recording.
2. For classes other than lectures, their course may be recorded as sound or sound and image only with the knowledge and consent of the teacher and other participants. The consent should be given at least verbally before the start of the recording of the classes.
3. Recorded materials may only be for use in connection with the realisation of studies and the consolidation of knowledge within limits set by different regulations (permitted use). The recorded materials from classes cannot be distributed.

s 8

1. A Student Government body appropriate for a particular programme shall have the right to express their opinion of a class schedule. If the opinion on a specific class schedule is negative, the responsible entity shall take action to optimise it.
1. The class schedule for part-time studies should consider the character of studies for working professionals.

s 9

1. A student who is or may be exposed to harmful, strenuous or dangerous agents during classes shall be required to undergo a medical examination and obtain a medical certificate attesting to their ability to participate in the classes. The form of the certificate shall be determined by separate regulations.
2. The student should be sent by the Dean for the medical examination mentioned in sub-s. 1 in time to obtain a medical certificate before the start of classes during which harmful agents may operate.
3. A student who will not undergo medical tests mentioned in sub-s. 1, or will not submit a medical certificate before the classes start, or who submits a medical certificate stating the existence of a medical contraindication cannot be allowed to participate in the classes.

s 10

The student shall be required to:

- 1) respect the dignity of all members of the University's academic community;
- 1) act according to the oath, the rules specified in the Student Code of Ethics and the University regulations;
- 2) participate in classes and organisational activities under the curriculum, subject to s 6(2), s 13 and s 15 to 17, but attendance at lectures shall not be compulsory;
- 3) behave in a civilised way, not to disrupt classes; the student who does not obey this rule may be removed from class and rendered liable to disciplinary action specified in separate regulations;
- 4) fulfil their obligations to the University on time, including payment of fees due;
- 5) inform the University of the change of first name, last name, contact data, particularly correspondence address and phone number; and, in the case of international students, also of the change of an identity document and a document confirming their entitlement to be exempted from paying tuition fees. A

student who does not have a place of residence or habitual abode in the Republic of Poland, another Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Association (EFTA), a party to the Agreement on the European Economic Area, if they have not appointed a proxy for the case residing in the Republic of Poland and do not act through a consul of the Republic of Poland, shall be obliged to appoint a proxy for service unless the service is effected through the electronic recorded delivery system;

- 6) perform duties resulting from the curriculum, particularly the following:
 - a) register for classes included in the curriculum and the studies plan in USOSweb according to the Faculty calendar of registration,
 - a) make module subscriptions to the appropriate curriculum and stage of study in the USOS system within the deadlines specified by the University;
 - b) report stages of education resulting from the curriculum in USOSweb by the deadline set by the University;
 - c) have constant access to their study documentation, including decisions concerning their cases and made available in USOSweb;
- 7) have an e-mail registered in USOSweb and regularly read messages sent to this address;
- 8) perform other duties specified in separate regulations.

s 11

Violating the regulations in force in the University and committing acts offending against the student's dignity, the student shall be liable to disciplinary under the rules specified in separate regulations.

s 12

1. Individual student cases shall be dealt with by administrative decisions or resolutions.
2. Administrative decisions shall be issued by the Rector, the Dean or the Deputy Dean for Education and Students authorised by the Rector in the following cases:
 - 1) admitting a person for studies, changing a form or a programme of studies in the case of foreigners;
 - 1) refusing to accept a person transferred from another university;
 - 2) refusing to readmit a person for studies;
 - 3) exempting a person from paying or reducing a tuition fee;
 - 4) granting a social allowance, an allowance for persons with disabilities, financial aid, the

- Rector's scholarship or a scholarship from the University Scholarship Fund;
- 5) suspending a student by the Rector in the cases mentioned in s 312(5) and s 316(4) of the Act;
 - 6) dismissing a student from studies;
 - 7) pronouncing a diploma invalid.
3. To issue, repeal, change a document or pronounce it invalid or expired, and remove formal defects in an application in cases that require making an administrative decision mentioned in sub-s. 2, one must apply the Code of Administrative Procedure rules if the Act or other regulations do not state differently.
 4. Students' individual cases, other than the ones mentioned in sub-s. 2, are solved by decision-making. The Code of Administrative Procedure provisions shall not apply to their issuance. The persons authorised based on the separate rules of making decisions shall make decisions immediately, however no later than within 14 days after applying, unless the Rules and Regulations state differently. If a resolution is not made within the time limit, the student may complain to the Dean about the untimely handling of the case. Dealing with the complaint, the Dean shall decide on an individual student or appoint a particular person to deal with the case, setting an appropriate deadline, however no longer than 14 days.
 5. Applications requiring administrative decisions shall be submitted in writing, faxed or presented orally to the minutes, in an appropriate Dean's Office.
 6. Applications in matters that do not require the issuing of an administrative decision shall be submitted to the dean directly in the USOS system, if the IT study support system so allows, or to the address of the appropriate dean's office from the e-mail address registered in the USOS system (without the need to fulfil the requirement to affix a handwritten signature to the application, or a qualified electronic signature or a signature with a trusted profile); they may also be submitted in writing and submitted to the appropriate dean's office.
 7. If the student has submitted an application which requires making an administrative decision:
 - 1) if the application includes formal defects, a person authorised to decide shall call the applicant to complete it within 7 days upon sending the message via USOSweb, or the application will not be considered;
 - 1) if the student fails to comply with the submission deadline, a person authorised to decide shall restore the deadline on the student's request if they can prove that the negligence was not their fault.

8. The content of the decision referred to in sub-s. 4 shall include the information concerning:
 - 1) the person making the decision;
 - 2) the date of making the decision;
 - 3) the addressee of the decision;
 - 4) the mode of solving the case;
 - 5) in the case of an unfavourable decision concerning the student's individual case, also the justification for the decision.
9. Decisions made in the students' cases referred to in sub-s. 4 shall be delivered to the students via USOSweb or sent to the students' USOS-registered e-mails.
10. A student may appeal to the Dean against an unfavourable decision; if the decision is maintained, they may appeal to the Rector. The decision of the Rector in an individual case shall be final.
11. A student may request reconsideration of an administrative decision issued in the first instance by the Rector or a person authorised by the Rector.
12. An appeal and a request for reconsideration should be submitted through the body that has issued the decision, which shall be subject to appeal within 14 days after its delivery.
13. An appeal and a request for reconsideration do not have to include a detailed justification; an expression of dissatisfaction with the administrative decision will suffice. The student may present an argument for a favourable decision.
14. An appeal shall be passed on to the Rector along with the case files and an opinion of the body that has issued the decision within 7 days after the appeal date unless the body gives a favourable decision after reconsidering the case.
15. If an appeal includes formal defects, the body that has issued the decision shall call the student to remove them by a set deadline, but not earlier than 7 days after the delivery, or the appeal will not be considered. Once formal defects have been remedied within the time limit, sub-s. 14 shall apply accordingly.

s 13

1. The Dean shall dismiss a student from studies when:
 - 1) the student has not undertaken studies;
 - 1) the student has withdrawn from studies;
 - 2) the student has not submitted their diploma thesis on time, as referred to in s 34(6) of the Rules and regulations;
 - 3) the student has not taken their diploma exam on time, as referred to in s 39(3) and (4) of

the Rules and regulations;

4) the student has been punished for indiscipline with expulsion from the University;

2. The Dean may dismiss a student from studies when:

1) the student has not made any progress in their studies;

1) the student has not completed a semester or a year by a set deadline referred to in s 29(1)(3);

2) the student has not paid their tuition fees referred to in s 29(5);

3) the student has been found not to attend obligatory classes and organisational activities under their curriculum, except for lectures.

s 14

After consultation with the competent body of the Student Government, the Dean appoints year tutors or practical class tutors, either on their initiative or at students' request. Failure by the Student Government to take a position within 7 days shall be deemed an expression of a favourable opinion. A tutor shall give advice and assist students in all studies-related matters. A detailed scope of a tutor's duties shall be determined by the Dean.

s 15

1. A student has the right to apply for an IOS if the circumstances justify its granting; such circumstances may be undertaking studies in more than one programme, activity in University bodies, Student Government bodies or student organisations, representing the University in sports, or if there are some medical indications (the student's health condition).

1. Regardless of the child's age, a student being a parent, as well as a pregnant student, shall be granted an IOS upon application.

2. An IOS shall be granted for a semester to a student who has applied.

3. A student applying for an IOS shall be obliged to determine, together with the teachers delivering the courses, methods of realisation of learning outcomes and their verification:

1) methods of realisation of learning outcomes for a given module (particularly an individual choice of a group attending particular classes or the completion of the learning outcomes either partly attending contact classes or not attending them at all);

1) a deadline for and a method of learning outcomes verification, considering a class schedule; the deadline cannot go beyond the class schedule in a particular degree programme, subject to s 25(6).

4. A student applying for an IOS submits for the Dean's acceptance methods and conditions of

the learning outcomes verification for a given semester agreed with the academic teachers delivering particular courses in the modules in the semester. Failure to agree shall result in an obligation to attend classes regularly.

5. The Dean shall make a decide to grant an IOS 30 days after the beginning of a semester referred to in the student's application. In particular cases, an IOS may be given at a later date.
6. The Dean may withdraw the decision of granting an IOS if the student does not meet the determined conditions.
7. Students coming to the University in an inter-university exchange or returning to the University from an inter-university exchange shall be entitled to an IOS in a given semester.

s 16

1. Students with special educational needs shall be granted an IAS by the Dean.
1. Detailed rules for awarding an IAS shall be specified in Annexe No. 1 to the Rules and Regulations.

s 17

1. A student who has completed at least the first semester of study, has presented a detailed concept for the implementation of the ICS and meets one of the following prerequisites may apply for the ICS:
 - 1) obtained a grade point average above 4.5 in the semester preceding the application or a grade point average above 4.0 in the course of studies to date;
 - 2) has been employed by the University in connection with the award of an individual or team grant to fund research activities;
 - 3) completed first-cycle studies with excellent grades, after which they undertook second-cycle studies;
2. The Educational Council may determine a higher grade point average than that indicated in sub-s. 1(1), required for the ICS.
3. Winners and finalists of Science Olympiads at the central level, winners of nationwide and international competitions, and finalists in national and international youth championships in sports disciplines included in the academic sports competition may apply for the ICS from the first semester of their studies.

4. The Dean shall grant a student the ICS upon considering their progress in education, interests and abilities.
5. When granting the ICS, the dean, after obtaining the student's opinion, shall select the supervisor.
6. Students studying under the ICS are entitled to the rights specified in s 15(4) of the Rules and Regulations.
7. The detailed rules for study within the ICS shall specified by the dean based on a proposal from the ICS supervisor after consultation with the appropriate degree programme director.
8. Studies in the ICS mode may shorten the period of studies but cannot make it longer.
9. After consulting the ICS supervisor, the Dean may withdraw consent to study in the ICS mode if the student does not meet the conditions specified in the ICS programme.

s 18

1. Transfer to another programme or another major at the University shall be possible after the student has completed at least the first semester.
1. After getting credits for at least the first year of the first-cycle or long-cycle studies or at least the first semester of second-cycle studies, a student of part-time studies may apply for transfer to full-time studies within a particular programme.
2. A student of full-time studies may apply for transfer to part-time studies within a particular programme.
3. If a student applies for transfer from another university, they are obliged to submit to the Dean an application together with a justification evaluated by an appropriate body of the University from which they intend to be transferred along with the documents certifying their academic record.
4. In the cases referred to in sub-s. 1 to 4, the appropriate Educational Board may lay down detailed regulations for the transfer.
5. Decisions on the matters referred to in sub-s. 1 to 4 shall be made by the Dean who, after consulting the appropriate Degree Programme Director, shall specify the terms of transferring and recognising the courses the student has got credits for in their home higher education institution under the rules of transferring and recognising ECTS points and the terms of the student compensating for the differences in learning outcomes.
6. Decisions concerning transfers of international students from another university shall be made by the Rector, who applies a suitable procedure from sub-s. 5.

s 19

1. A student shall have a right to participate in student exchange programmes, particularly the Erasmus and the MOST programmes.
2. A student may, with the consent of the Dean of the home faculty and the competent body of the host higher education institution, undertake part of their studies in other higher education institutions, including ones from abroad. After obtaining the opinion of the Degree Programme Director, the Dean shall specify the learning outcomes to be achieved by the student, including the number of ECTS points allocated to the modules undertaken at the host institution and the rules for the conversion of the grading scale.
3. The terms and conditions of the student's part-time studies at the host university shall be determined by the Dean. The Dean shall agree on the curriculum or the stay programme with an appropriate body of the host university.
4. Before undertaking a part of the studies at the host university, a student must get detailed information concerning the conditions they should meet to complete a semester or get a diploma in the University.
5. The learning outcomes defined by the Dean and to be achieved by the student shall be communicated by the Dean to the appropriate authorities of the host university. The list of learning outcomes achieved by the student in the host university shall constitute the basis for giving them credits for the modules at the University.
6. The Dean shall recognise credits achieved by a student during a part of studies or an internship abroad based on the earlier approved agreement concerning the realisation of the curriculum or internship under the agreement.
7. Detailed rules for undertaking partial studies or an internship abroad by students of the University and partial studies by students of other higher education institutions at the University shall be specified by separate regulations.

s 20

Detailed terms and modes of education in the Individual Interdisciplinary Studies, requirements concerning the realisation of the individual curriculum, the tutor's duties and the deadlines that IIS students have to meet in particular shall be determined in the form of a resolution by the

s 21

1. At a student's request, the Dean may recognise the learning outcomes achieved due to academic, artistic, implementation or social activities during their studies by completing one or more modules.
1. The application referred to in sub-s. 1 should be submitted with documentation confirming the achieved learning outcomes and an opinion of the person supervising the student's activities. If the activity of an academic, artistic, implementation or social nature, which is to form the basis for recognising learning outcomes, has been conducted outside the University, the Dean may consult with the module coordinator to be credited on this basis.
2. The Dean may recognise the learning outcomes achieved by the student by giving them credit for a module, with an assigned number of ECTS points, and give the student a grade, considering the opinion mentioned in sub-s. 2.

s 22

1. Terms, conditions and mode for confirming learning outcomes and fees for proceedings related to confirming learning outcomes of a person applying for admission to studies at the University shall be specified by separate regulations.
1. On confirming learning outcomes corresponding to a given module's learning outcomes, a person applying for the confirmation shall get grades and ECTS points in a number identical to the number of ECTS points assigned to the module in the curriculum.
2. Grades achieved based on the confirmation of learning outcomes shall be included in the grade-point average from the studies.
3. The Dean may outline an individual study plan and designate an academic tutor for a person admitted to studies based on the confirmation of learning outcomes.

IV. CREDIT ASSIGNMENTS AND EXAMINATIONS

s 23

1. The reference period for the assessment shall be a semester. If a student undertakes partial

studies or an internship abroad, it shall be possible for them to get credits yearly by consent of the Dean.

1. A prerequisite for completing a semester shall be to obtain a final module grade (FMG) in all modules in the curriculum and a total of at least 30 ECTS points.
2. A student shall get credit for a module based on positive verification of all the learning outcomes they achieved in the module. The Dean may recognise as passed a module whose learning outcomes the student has previously achieved, consulting the module coordinator if necessary.
3. A student may receive credit for a module during a semester after the module classes have ended, by consent of the Dean and under the rules resulting from s 25(2).
4. A Final Module Grade (FMG) may be determined based on:
 - 1) grades received based on credits for particular learning outcomes;
 - 1) an exam including the verification of all the learning outcomes of the module;
 - 2) an examination that verifies a part of the module's learning outcomes (in this case, the grades obtained for the learning outcomes not covered by the examination concerned shall be considered when determining the final module grade (FMG)).
5. In a final module grade, unsatisfactory grades received for credit assignments and exams may also be considered.
6. The module syllabus shall specify a detailed way of determining a final grade for a given module (FMG). The Dean may select the method of determining a Faculty's final module grades (FMGs).

s 24

1. In the case of a module leading to an exam, the student must first obtain the credits required in the curriculum and the module description. By consent of the Degree Programme Director, the module coordinator may specify in the syllabus that a student may take an exam before getting credits for other classes in the module.
2. Two dates shall be set for credit assignments: the first and the second (retake). In the situation referred to in the first sentence of sub-s. 1, the date of the second credit assignment should precede the date of the retake exam.
3. In the event of failure to obtain the required credits before the examination date, the student shall receive a failing grade for the exam date in question.
4. Two dates shall be set for exams: the first and the second (retake). The right to take the second (retake) examination date shall be given to those who have obtained all the required

credits and received a failing grade on the first examination date or did not take the learning outcomes verification.

5. In duly justified cases, a person verifying learning outcomes or the Dean may reinstate a credit assignment deadline or an exam date. A request for the reinstatement of the deadline should be made within 7 days of the cessation of the reason for not taking the credit assignment or exam. Applications submitted after the deadline shall not be considered. It is not permissible to apply for the reinstatement of a deadline for an application for reinstatement. A new exam date shall be set under s 25(4) of the Rules and Regulations.
6. The learning outcomes assessment shall be conducted in the language in which the module was held. The verification may be performed in another language upon a student's request and the teacher's consent.
7. In the event of a student failing to take a credit assignment or examination, the course teacher, no later than on the last day of the retake session or the expiry of the deadline for extending credit for the semester granted to the student, shall enter a failing grade, equivalent to negative verification of learning outcomes, into the record in the USOS system. The provision of sub-s. 5 shall apply accordingly.

s 25

1. Exam dates and how to announce the results shall be determined by the examiner in consultation with the students. Two or more exam dates cannot be set on the same day for students of one degree programme, one major, one form, one cycle and one year of studies. The Dean shall solve any contentious issues in this respect.
2. The first exam date shall be set during the exam session no earlier than 3 days after the module classes ended. A retake exam may be organised at the earliest 14 days after the results of the first exam were announced, considering the provisions of sub-s. 7. A retake exam date may be set earlier upon a student's request.
3. Students shall be notified at least 7 days before exam dates unless the student agrees to take the credit assignment or exam earlier.
4. The dates of exams and credit assignments in part-time studies should be adapted to the specific nature of these studies.
5. Before allowing a student to take an exam, the person authorised to organise the exam may verify the identity of the person to take the exam with their identity card or personal data and photo registered in USOSweb.
6. A student may take an exam before the end of the module classes and a retake exam before

the retake session if the examiner so agrees and the circumstances referred to in the second sentence of s 24(1) of the Rules and Regulations apply.

7. The Dean may consent them to take a first-date exam during the retake exam session upon a student's request, considering sub-s. 1.
8. A student should get credits for a winter semester no later than 15 March and for a summer semester or an academic year – no later than 25 September. Upon a student's request, the Dean may extend the deadlines in duly justified cases; however, credits for the winter semester should be given no later than 15 May and for the summer semester no later than 25 November. The student shall be obliged to attend the following semester's classes from the beginning, irrespective of the date of getting credits for the previous semester.
9. The course teacher shall enter the grades in the exam reports in the USOS system without delay but no later than 7 days from the announcement of the results of the conducted verification of learning outcomes and, at the latest, on the last day of the retake exam session. In the case of an agreement to extend credits for a semester, once access to the exam report has been closed, the entry of the grade, at the request of the academic teacher, shall be made by an employee in the appropriate dean's office.
10. In the case referred to in s 24(1)(2), the module coordinator shall enter a final module grade (FMG) within 14 days after the deadline for the last credit assignment or exam, however no later than on the last day of the retake exam session, or after the extended deadline for getting credits for the semester granted to the student. After access to the exam report is closed, an appropriate Dean's Office employee shall enter the grade at the academic teacher's request.

s 26

1. A student participating in research or implementation works in which they have achieved learning outcomes coinciding with the learning outcomes of a given module may apply for getting credit for the module or particular learning outcomes within the module.
1. The credit referred to in sub-s. 1 shall be decided by the Dean after consultation with the module coordinator or the academic employee responsible for the research or implementation work in question.
2. A student's participation in a science camp may constitute a basis for giving them credit for the whole internship or its part if the programme coincides with the learning outcomes expected in a given internship.

1. The following grading is used in credits for practical classes, exams and modules:
 - 1) very good — 5.0 — A;
 - 1) good plus — 4.5 — B;
 - 2) good — 4.0 — C;
 - 3) satisfactory plus — 3.5 — D;
 - 4) satisfactory — 3.0 — E;
 - 5) unsatisfactory (first date for a credit assignment or exam) — 2.0 — FX;
 - 6) fail (retake or extra retake for a credit assignment or exam) — 2.0 — F.
2. In the case of physical education classes, health and safety training and library training, the grades referred to in sub-s. 1 shall not be used and shall be replaced by the following phrases:
 - 1) pass (zal);
 - 1) fail (nzal).
3. Other classes for which the marks indicated in sub-s. 1 do not apply and are replaced by the phrases specified in sub-s. 2 shall be determined by a regulation of the Rector.
4. A person authorised to assess individual learning outcomes shall be indicated in the syllabus of a given module; in duly justified cases, the Dean may appoint another person.
5. In cases concerning credit assignments and exams, a shall have the right to appeal to the Dean within 14 days after the results of the learning outcomes verification have been announced.
6. A student shall have the right to view their written work during the office hours of the person verifying the learning outcomes within 14 days after the results of the learning outcomes verification have been announced. The right shall also include the opportunity to obtain explanations, particularly about the mistakes made. If the office hours have not been held on the specified date, the person verifying learning outcomes shall be obliged to set at least two office hours before the following date for credit assignment or exam to make written work available to students for inspection.
7. Using sources of information not authorised by the course teacher during the verification of learning outcomes or submitting plagiarised work shall result in the student receiving a failing grade, equivalent to a negative verification of learning outcomes. In duly justified cases, the course teacher shall notify the Rector of the possibility that the student has committed a disciplinary offence.

s 28

1. If a student submits a motivated application within 5 working days after the day when the exam results have been announced or the credit assignment deadline, in justified cases, the Dean may order an extra retake exam or a deadline for the credit assignment, which should take place as soon as possible. In setting the date, the provisions of s 25(4) of the Rules and Regulations shall apply.
1. The committee forms of the verification referred to in sub-s. 1 shall take place before the committee appointed by the Dean. The committee shall consist of the Dean or the Deputy Dean for Education and Students, or, in extraordinary cases, an academic teacher holding at least a PhD degree authorised by the Dean as a chair, and two specialists in the learning outcomes to be verified or two teachers conducting classes as part of the modules realising related learning outcomes.
2. If it is impossible to ensure that the committee is adequately composed, the Dean or the Deputy Dean for Education and Students shall be the chair of the committee, and the committee shall be composed of persons with at least a post-doctoral degree in a discipline compatible with the degree programme.
3. Upon a student's request, a representative of the Student Government, a year tutor or a class tutor, and the Student and PhD Student Ombudsperson may participate in the extra retake credit assignment or exam before the committee.
4. Extra retake credit assignment or exam shall take place in the same format as the retake exam or the last date for the credit assignment unless the Dean decides otherwise.

s 29

1. In the case of a student who has not received credits for a semester, the Dean shall decide that:
 - 1) the student should retake a module or modules, and they will get a conditional pass for the following semester if they have not got credits for at most two modules in a semester;
 - 1) the student should retake a semester in cases other than those mentioned in para 1;
 - 2) the student should be dismissed from studies;the decisions mentioned in sub-s.1 (1) and (2) are made on a student's request.
1. Repeating the module and a passing referred to in sub-s. 1(1) shall be subject to the following rules:

- 1) the deadline for getting credit for a module as part of a conditional pass for the next semester cannot be longer than a semester or year cycle of the module which the student has not received credit for;
 - 1) the fact that the student has not received credits for other modules in the following semester does not preclude them from getting a conditional pass for the next semester, subject to para 3 and 4;
 - 2) repeating a given module shall be possible when a student repeats at most four modules in total, being conditionally enrolled in the following semesters;
 - 3) conditional enrollment for the final year of study may only be for the repetition of modules from the two immediately preceding semesters;
 - 4) a decision may not be made if its implementation would conflict with the sequence of modules.
2. A student shall be entitled to repeat a semester within a long-cycle studies programme at most three times, to repeat a semester within a first-cycle studies programme twice and to repeat a semester within a second-cycle studies programme once. The provision shall not apply in the case mentioned in sub-s. 6.
 3. If a student retakes a semester, they are obliged to retake only the modules for which they have not received passing grades. The achievement of passing learning outcomes from the other modules shall not be subject to re-verification and shall not be re-registered in the study record.
 4. The decision referred to in sub-s. 1(3) may also be made if the payment for education services (studying, retaking a semester or retaking a module) has not been made on time.
 5. At the student's request, the rules for repeating a semester in the event of failing a diploma module in the final semester shall be specified by the Dean after obtaining the opinion of the thesis supervisor, and it shall only be possible to repeat the semester twice.
 6. In the case of a change in the curriculum that makes it impossible to repeat a module that has not been passed, the Dean, in consultation with the Degree Programme Director, shall determine how the learning outcomes are to be achieved and the method of their verification.

s 30

1. Upon a student's request, the Dean may give consent for realising all or selected learning outcomes from a semester higher than it results from the student's current pass for the semester.

1. The decision referred to in sub-s. 1 may not apply to a student who has been conditionally enrolled for a semester or who is repeating a semester.

s 31

1. A student who has been expelled from studies after receiving credits for the first two semesters of first-cycle or long-cycle studies, or at least the first semester of second-cycle studies, may be readmitted after a break no longer than 3 years, starting from the end of the semester which the student did not pass.
1. A person for whom the only reason for being expelled from studies was failure to pass a diploma module may be readmitted if at most three years have elapsed since the expulsion.
2. A decision on readmission shall be made by the Dean. In the case referred to in sub-s. 2, the Dean shall appoint a supervisor for the diploma thesis.
3. Readmission shall be impossible if the degree programme is no longer conducted at the University.
4. If a given cycle, form, profile or major are no longer conducted at the University, readmission shall only be possible in the curriculum conducted in a given cycle.
5. A student who has been readmitted shall get a pass for a semester no later than the one after the last semester for which they got credits before being expelled from studies; however, semesters for which the student has a conditional pass shall not be considered as passed.
6. After consulting the degree programme director and considering a current curriculum, the Dean may determine differences in a curriculum leading to achieving the learning outcomes in a particular programme.
7. A person who has been expelled from studies due to a valid decision of the Disciplinary Committee may apply for readmission in a particular programme and year of studies within a year after the punishment has been erased.
8. A student may be readmitted only once. In exceptional cases, the Rector may issue a decision of another readmission.

V. LEAVE

s 32

1. A student may apply for leave in the event of:
 - 1) long-lasting illness (health leave);
 - 1) other important circumstances (the Dean's leave).
1. A pregnant student shall be granted leave for the period up to the date of birth of the child,

while a parent-student shall be granted leave for up to one year (parental leave), subject to the proviso that if the end of the leave were to fall during a semester, the leave may be extended until the end of that semester.

2. After obtaining a medical opinion, the Dean may grant health leave based on the student's application. The Rector shall determine the model application for health leave.
3. The dean may grant dean's leave at the motivated request of a student. The application should be submitted as soon as the reason for the leave appears. It shall not be permissible to grant leave for a past period unless the reason justifying it arose earlier.
4. A student may be granted dean's leave: short-term leave lasting at most 6 weeks, one semester leave (resulting from retaking a semester), or one year leave.
5. Granted short-term leave, a student shall not be exempted from meeting the deadlines for getting credits for a semester.
6. One year leave may be granted to a student after they have received credits for the first semester of studies. In particularly justified cases, the Dean may grant leave despite failure to pass the first semester of study.
7. The total period of leave granted to a student during their studies may not exceed two years. Health leave shall not count towards the entire period of leave.
8. A student undertaking studies after the leave shall be obliged to complement differences in the curriculum resulting from the change of the curriculum they study. The provision of s 29(7) shall apply accordingly.
9. During leave, the student shall retain the student's rights. Entitlement to financial benefits shall be subject to different regulations.
10. In justified cases, during the period of leave, a student may, with the consent of the Dean and under the conditions set by the Dean, proceed to the verification of the learning outcomes specified in the curriculum. In an application for the leave, the student shall declare that they intend to exercise the right.

s 33

1. If a student has been absent from classes, which has not required applying for leave, they shall be obliged to explain their absence to the teacher no later than during the first classes

after the reason for the absence has disappeared. The teacher shall excuse the student for the absence caused by:

- 1) poor health condition confirmed by a medical certificate;
 - 2) participation in a University body meeting or a Student Government body meeting;
 - 3) representing the University, certified by an authorised person.
2. In the case referred to in sub-s. 1, the course teacher shall indicate the conditions and mode for remedying the arrears to the student.
 3. Where accumulated arrears cannot be remedied under the procedure referred to in sub-s. 2, the Dean shall decide upon the conditions for passing classes and the module after consulting the teacher conducting the classes or the module coordinator.

VI. DIPLOMA THESIS

s 34

1. Before taking the diploma exam, the student shall submit a diploma thesis, insofar as provided for in the curriculum.
1. Submission of the thesis shall be a condition for passing the final semester of the diploma module classes.
2. A student shall be required to submit a diploma thesis no later than by:
 - 1) 15 March for study programmes ending in the winter semester;
 - 1) 25 September for study programmes ending in the summer semester;
3. Upon a student's request positively evaluated by the supervisor, the Dean may, in justified cases, appoint a later date for submitting the diploma thesis.
4. In case of a supervisor's prolonged leave, which could have a negative impact on the student's ability to submit the diploma thesis by the deadline, the Dean shall be obliged to appoint a person who takes over as supervisor. The change of supervisor within the last 6 months before the end of the studies may constitute the basis for extending the deadline for submitting the diploma thesis.
5. A student who has not submitted their diploma thesis by the deadline shall be expelled from studies.

s 35

1. A student writes their Bachelor's thesis (an engineering project) under the supervision of an academic teacher holding at least a PhD degree or equivalent. A Bachelor's thesis (an

engineering project) may also be supervised by a specialist not related to the University, holding at least a PhD degree or equivalent, authorised by the Dean. Having consulted an appropriate Educational Council, the Dean may authorise an academic teacher holding a Master's degree to supervise the Bachelor's thesis (an engineering project).

1. A student shall write their Master's thesis under the supervision of an authorised academic teacher holding at least a DLitt or DSc degree. Having consulted an appropriate Educational Council, the Dean may authorise an academic teacher or specialist holding a PhD degree or equivalent to supervise a Master's thesis.
2. In duly justified cases (i.e., in artistic programmes, practical studies or interdisciplinary studies), a diploma thesis may be supervised by more than one supervisor.
 1. At the student's request, with the opinion of the original supervisor and the candidate for a new supervisor, the Dean may appoint a new supervisor. In justified cases, the Dean, at the student's request, may appoint a new supervisor despite the failure to obtain the opinion of the original supervisor.
3. The student shall prepare their thesis individually. In exceptional cases, the thesis may be completed collectively. If the case referred to in the second sentence, the student shall submit the diploma thesis together with their and the co-authors' declarations indicating their factual contribution to the work, which would help to assess the student's role and contribution in initiating and conducting the research presented in the work.
4. Upon the student's request with the supervisor's approval, the Dean may agree on the diploma thesis submission in the form of a scientific article published in free, universal and permanent access (open access) in a scientific journal included in the list of scientific journals issued under Section 267(3) of the Act, which is assigned to a scientific discipline consistent with a degree programme.
5. If the article mentioned in sub-s. 6 is a two-author or multi-author publication, the student shall submit the diploma thesis together with their and the co-authors' declarations indicating their factual contribution to the work, which would help to assess the student's role and contribution in initiating and conducting the research presented in the article.
6. A diploma thesis topic should align with the student's degree programme. Then choosing a topic, one should consider the student's research interests, research programmes realised in the disciplines specific to the degree programme, majors offered in the programme and the University's ability to supervise a given diploma thesis.
7. If copyright infringement in the thesis is suspected, the supervisor shall inform the Dean thereof in writing. Rules for verifying the authorship and originality of the work shall be

specified in separate regulations.

8. In the situation referred to in sub-s. 9, the Dean shall immediately inform the Rector in writing, suspend a diploma exam and deny the student a diploma until a legally valid disciplinary decision has been made.
9. Provisions of sub-s. 8 shall apply to diploma thesis reviewers and other examination committee members.
10. The Dean shall call for a review of the diploma thesis after it has been accepted by the supervisor, subject to sub-s. 9 to 10. The Dean may regulate in detail the rules for submitting diploma theses for reviewing.
11. A diploma thesis shall be evaluated by the supervisor and the reviewer. The work shall be considered as positively evaluated if it has received two positive grades.
12. If a reviewer has evaluated a diploma thesis negatively, the Dean shall appoint a second reviewer. If the second reviewer has evaluated the thesis positively, the Dean shall admit the student to the diploma exam; otherwise, it cannot be the basis for graduation, and the student may prepare a new thesis. The provision of s 31(2) shall apply accordingly.

VII. DIPLOMA EXAMINATION

s 36

1. Studies shall conclude with submitting a diploma thesis and taking a diploma exam.
1. To be allowed to take a diploma exam, the condition that a student must meet shall be achieving the learning outcomes specified in the curriculum and getting positive grades for the diploma thesis.
2. A diploma exam shall occur before a committee appointed by the Dean, which consists of at least three persons, including the chair and the supervisor. At least one of the committee members should hold at least a DLitt or DSc degree.
3. A diploma exam should be organised within 3 months after the date mentioned in s 34(4), and if the student undertakes part of the studies abroad or participates in a student internship abroad, it should be organised within 6 months after the return home. In case of the supervisor's or the reviewer's prolonged leave of absence, which could have a negative impact on meeting a deadline for the diploma exam, the Dean shall appoint a person who takes over as supervisor or reviewer.
4. Upon a student's or the supervisor's request submitted no later than 7 days before the diploma exam date, the Dean shall decide that the diploma exam will be open to the public.

A request for a public diploma exam should include information on the expected number of guests.

s 37

1. A diploma exam shall be oral or written or as an artistic presentation. A different form of the diploma exam may be envisaged by the IAS.
1. In the case of a diploma thesis prepared in a foreign language, the diploma exam may be held in this language.
2. The evaluation of the exam results shall be based on the grades specified in s 27(1).

s 38

1. To graduate from the University, a student must pass a diploma exam with at least a satisfactory grade. The graduate shall get a diploma of higher education confirming the acquisition of particular qualifications.
2. The final result of the studies shall be calculated based on:
 - 1) an arithmetic mean of all grades (FMGs) obtained during the studies, including failing grades, rounded to two decimal places;
 - 1) a grade for the diploma thesis calculated based on the supervisor's grade and the reviewer's grade, including grades for practical work in artistic programmes; in contentious cases, the chair of the committee shall have a final word;
 - 2) a grade for the diploma exam shall be determined based on constituent grades received by the student during the exam.

The final result shall be a sum of $\frac{1}{2}$ of the grade mentioned in para 1 and $\frac{1}{4}$ of each grade mentioned in para 2 and 3; each constituent of the sum shall be rounded to two decimal places. If the grade mentioned in para 1 is lower than 3.0, the final result cannot be higher than satisfactory.

3. If the curriculum of first-cycle studies does not include a diploma thesis, the final grade for the studies shall be the sum of $\frac{3}{5}$ of the grade mentioned in sub-s. 2(1) and $\frac{2}{5}$ of the grade mentioned in sub-s. 2(3); each constituent of the sum shall be rounded to two decimal places. If the grade mentioned in sub-s. 2(1) is lower than 3.0, the final result cannot be higher than satisfactory.
4. The graduation diploma shall indicate the final result of the studies, assuming that:
 - 1) up to 3.25 – the final result of the studies shall be a satisfactory grade,
 - 1) 3.26 to 3.75 – satisfactory plus,

- 2) 3.76 to 4.25 – good,
 - 3) 4.26 to 4.60 – good plus,
 - 4) 4.61 to 4.80 – very good,
 - 5) 4.81 and above – excellent.
5. The examination committee may increase the grade referred to in sub-s. 4 by half a grade if the student has received a very good grade in the diploma thesis and has a grade average of at least 4.0; however, this shall not apply to the grade increase to "excellent". The increase of the grade on the diploma shall be recorded in the diploma exam report.
 6. A student may be awarded a diploma with distinction under the rules specified in a regulation of the Rector.

s 39

1. If a student has got a failing grade or has not taken the exam on the set date, the Dean shall set a second date for the exam. The second exam may be organised no earlier than a month after and no later than 3 months after the date of the first exam.
2. In justified cases, the Dean may reinstate the date of the diploma examination. An application for reinstating the exam date should be submitted no later than 7 days after the reason for failing to take the diploma exam has disappeared.
3. If a student has got a failing grade in the second (retake) diploma exam, the Dean, on the student's request submitted within 7 days after the retake exam, may order an extra retake diploma exam. The committee appointed by the Dean consists of the Dean – the chair of the committee, the supervisor and the reviewer, and, in addition, two persons holding at least a PhD degree in the discipline of the diploma thesis.
4. In the event of a failing grade in the diploma exam, the student shall be expelled from studies and may not benefit from readmission.

VIII. FINAL PROVISIONS

s 40

1. Issues concerning the rules of studies not included in the Rules and Regulations shall be decided by the Rector.
1. Students' individual cases not regulated by the Rules and Regulations shall be decided by the Dean.

s 41

1. The Rules and Regulations shall become effective on 1 October 2023.
2. As of 1 October 2023, the Rules and Regulations of Studies at the University of Silesia in Katowice adopted by the Senate of the University of Silesia in Katowice – the Resolution No. 108 of 27 April 2021, as amended, shall be repealed.
3. In cases initiated and not completed before the Rules and Regulations have become effective, the previous regulations shall be applied.
4. In cases concerning the readmission referred to in s 31 of the Rules and Regulations, where a student has been expelled from studies during the period of validity of the Rules and Regulations indicated in sub-s. 2, the provisions of the Rules and Regulations shall apply.

Annexe no 1 to the Rules and Regulations
of studies
at the University of Silesia in Katowice

**Regulations for adaptation
the organisation and proper realisation of the educational process
to persons with special educational needs,
including adaptation of studying conditions
to a type of difficulty**

s 1

The Regulations specify the rules for the award of IAS.

s 2

The process of adaptation shall be realised based on the following rules:

- 1) individualisation – forms of adaptation shall be tailored individually for each individual;
- 1) subjectivity – student autonomy shall be considered;
- 2) developing a person's potential – forms of adaptation as compensation;
- 3) rationality of adaptation – adaptation is to be economically rational, effectively equalising opportunities;
- 4) maintaining academic standards – adaptation of the organisation of studies must take into consideration the maintenance of academic standards;
- 5) adaptation closest to a standard way of conducting classes – they shall not constitute a privilege but create equal opportunities for everyone;
- 6) equal rights and obligations – providing equal rights in the access to education but

through adaptation and making the exact requirements.

s 3

1. Students with special educational needs due to their health condition may apply for adjusting the organisation and proper realisation of the educational process, including studying conditions, to a type of difficulty, and for support in conducting research, or IAS.
2. Every case of a person applying for IAS shall be considered individually, following the idea of equal opportunities and rational adaptation to the needs resulting from disability.
3. IAS shall aim to provide equal opportunities for students with special educational needs in full access to the University's educational offer under the rules of educational support included in s 16(1) of the Rules and Regulations of Studies at the University of Silesia in Katowice.
4. All solutions related to IAS shall be to provide equal opportunities, simultaneously considering a student's current abilities, but cannot involve reducing substantive requirements.
5. IAS shall refer to the course of studies, forms of exams and the environment in which classes take place.
6. The coordinating unit for the organisation of the IAS shall be the SSC.

s 4

1. In response to a student's request for IAS, it shall be possible to propose forms of support
 - 1) relating to:
 - a) including third parties (e.g. assistants to students with disabilities – those who assist blind and visually impaired students, those who assist deaf students, transport assistants and sign language interpreters),
 - a) using additional compensating devices (e.g. computer, Braille ruler, the FM system),
 - b) making it possible for the students to record all types of classes (e.g. dictaphone, video camera),
 - c) using educational means, making it possible for the students to access information through different channels depending on their needs (e.g. multimedia presentations, graphs, maps, illustrations, photos and recordings),
 - d) equipping the students with educational materials in an accessible form (e.g. in an electronic form, written in an enlarged font),

- e) providing the students with class materials ahead of the classes (e.g. an electronic or paper version of the class synopsis, main points, literature, multimedia presentation),
 - f) changing classrooms into architecturally accessible ones,
 - g) possibilities of modifying the class schedule or changing the group,
 - h) increasing the absence limit and providing the students with an opportunity to catch up under the rules determined by persons conducting classes,
 - i) extending deadlines for credit assignments, for long written works in particular, and making it possible for the students to divide the works into shorter fragments,
 - j) replacing oral papers and presentations and verbal activity during classes with written assignments (e.g. test, essay),
 - k) making it possible for them to get credit in an individual mode if the student's health condition makes them unable to participate in classes regularly,
 - l) modifying the class schedule to minimise the student's absence in classes due to planned treatment,
 - m) organising individual consultations if the disability makes the student unable to participate in classes in a standard mode;
- 1) credit assignments and exams, in particular consisting of:
- a) prolonging the time to complete them,
 - a) providing the assistance of a sign language interpreter,
 - b) enabling written exams to be taken on a computer with specialised software,
 - c) providing the students with examination sheets with an enlarged font,
 - d) possibility of receiving questions in a written form during oral exams,
 - e) changing the form of credit assignment/exam from oral to written or from written to oral,
 - f) making it possible for the students to have short breaks during written exams,
 - g) spreading exams over the exam session,
 - h) making it possible for the students to take exams covering extensive material in parts,
 - i) changing the place and time of exams due to the student's health condition,
 - j) extending the deadline for getting credits for a semester beyond the dates mentioned in s 25(8) of the Rules and Regulations of Studies at the University, maintaining the obligation to attend classes in the following semester from the beginning;
- 2) providing educational materials, in particular consisting of:

- a) using electronic forms,
 - a) enlarging fonts,
 - b) converting to Braille;
- 3) transport between home and the University and between University buildings.
- 1. The student may apply for other forms of adaptation of the educational process not included above but determined by the specific nature of the student's disability.

s 5

1. IAS shall be granted upon the student's written request. An IAS application form may be submitted
at the SSC continuously throughout an academic year. Electronic applications shall be permitted.
1. A student applying for IAS shall submit the following documents to the SSC:
 - 1) an application for IAS addressed to the Dean;
 - 2) an information cart, depending on the problems the student faces, compiled by the SSC;
 - 3) a valid disability degree certificate or another equivalent document or, in the case of persons applying for IAS for reasons other than somatic dysfunction who do not have a relevant certificate or medical indication, a certificate by a psychologist from the SSC;
 - 4) a medical certificate that includes recommendations to the SSC if the head of the SSC applies to the student to get the certificate.
2. The SSC, together with an appropriate coordinator:
 - 1) recognise the individual needs of the student applying for IAS based on the presented documents and an interview with the student;
 - 2) evaluate the application for IAS addressed to the Dean;
 - 3) gather necessary documentation confirming particular problems faced by the person applying for IAS; the documentation includes sensitive information and should be protected;
 - 4) may consult other academic teachers to offer the person applying for IAS solutions most adequate for their health condition and adjusted to the organisational potential of the University, considering the character of a particular degree programme or a major.
3. The SSC, with the coordinator, shall give an opinion on the student's application for IAS, whereby the opinion should include:
 - 1) the student's special needs and abilities associated with their health condition;

- 2) the specificity of substantive requirements in a particular programme;
- 3) the student's justified and rational needs related to the realisation of the educational process;
- 4) the relationship between difficulties due to health status and difficulties in fulfilling the obligations of the study process on a generally accepted basis.
4. The SSC shall immediately pass on the application with the opinion to an appropriate Dean.
5. The dean shall decide on the IAS subject considering the recommendations suggested by the SSC and the coordinator regarding content for implementing the forms of support.
6. IAS shall be granted to students for the duration of the validity of the IAS eligibility document (disability certificate or other equivalent document or SSC psychologist's certificate).
7. A student shall have the right to appeal against the Dean's decision to the Rector within 14 days after the day they got the decision.
8. Where a disability and other difficulties arising from a health status are not permanent, the student granted IAS shall be required to keep the relevant documentation up to date.
9. Within 7 days of the dean granting approval for IAS, the appropriate Administration Coordinator for Accessibility in a given faculty shall be required to provide the Content Coordinator for Accessibility in a given faculty with a list of academic teachers and teachers conducting verifications of learning outcomes, together with a list of classes taught in the semester in question.
10. The Content Coordinator for Accessibility shall inform the appropriate Administration Coordinator for Accessibility of the proposed forms of support resulting from the IAS agreement.
11. The Content Coordinator for Accessibility shall communicate the forms of IAS support to all teaching conducting classes and the Degree Programme Director.
12. After the coordinator has sent the IAS recommendations to appropriate academic teachers, the student and the teachers shall establish details of the realisation of the approved forms of support within 14 days after getting the information of being granted IAS from the coordinator.

s 6

1. All the persons participating in the procedure of granting IAS shall be obliged to protect the information concerning the disabilities or health conditions of the students applying for IAS and not to disclose it to unauthorised persons.

1. The detailed documentation submitted by the students applying for IAS shall be stored in the SSC. After the case has been solved, the documents shall be passed on to the Dean's Office and stored in the student's personal file.
2. The documents submitted by students, opinions concerning their mental health in particular, may be presented to appropriate Deans by SSC employees or the coordinator if the nature of the case justifies this.

