

Text adopted by the Senate of the Warsaw University of Technology on 19 April 2006.

## Warsaw University of Technology

### Academic Regulations

#### § 1. Introduction

1. These regulations shall apply to first-cycle programmes, leading to a Bachelor's degree (*inżynier* or *licencjat*), and second-cycle programmes, leading to a Master's degree (*magister* or an equivalent degree), as well as long-cycle programmes, leading to a Master's degree (*magister* or an equivalent degree), provided as both full-time and part-time programmes.
2. Part-time degree programmes and some other educational services shall be offered to students and other persons on a fee-paying basis. The types of services for which fees are chargeable and the amounts thereof shall be laid down by the Rector in a regulation. The Senate of the Warsaw University of Technology shall lay down detailed rules for charging such fees, including the procedure and conditions for exemption therefrom. The University shall conclude a written agreement with each student, setting out the conditions for the payment of tuition fees for a given part-time degree programme.
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 providing a degree programme other than a faculty.

#### § 2. General rules

1. A student shall be admitted to the Warsaw University of Technology upon matriculating and taking the academic oath before the Rector or the Dean. After matriculation the student shall receive a student identity card and a student record book. A student record book is a document which shows the progress and achievements of the student and which will be kept by the student after graduation.
2. The Rector shall be the superior and guardian of all students at the Warsaw University of Technology.
3. Student self-government bodies shall represent the interests and voice the opinions of students of the Warsaw University of Technology.

#### § 3. Rights and duties of students

1. In addition to the rights stemming from Acts of Parliament and the Statutes of the Warsaw University of Technology, a student shall have the right to:
  - develop his or her interests in the areas of research, culture, tourism and sports, and use teaching facilities, equipment and other resources of the Warsaw University of Technology as well as receive support from the academic staff and bodies of the University for this purpose;
  - evaluate classes through student feedback questionnaire surveys conducted in accordance with the regulations in force at the University;
  - voice his or her opinions on matters relevant to students and the University, directly or through student representatives in the collective bodies of the University;
  - make use of the collection of books and journals as well as scientific information available in the university library system;
  - make complaints and proposals concerning academic arrangements and student welfare issues.

2. A student shall conduct himself or herself in accordance with the academic oath and the academic regulations. In particular, a student shall:
  - pursue his or her studies in accordance with the overall study schedule and curriculum;
  - act with honesty towards the University and the academic community;
  - observe the rules of social conduct;
  - uphold the interests of the Warsaw University of Technology.
3. A student shall also observe administrative regulations in force at the Warsaw University of Technology, and in particular shall undergo periodic medical examination.
4. A student shall pay tuition fees by the specified deadlines, in accordance with the rules in force at the University.
5. A student shall immediately notify the Dean of the change of his or her first name, surname or address.

#### § 4. Organisation of the academic year

1. The academic year shall include:
  - a) two semesters: a winter and summer semester;
  - b) three class-free examination periods: a winter, summer and autumn examination period;
  - c) a practical placement or field work, if included in the overall study schedule;
  - d) 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.

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:
  - a) each semester shall include 15 weeks of classes;
  - b) each examination period shall last at least two weeks.
3. For the extramural study option in part-time degree programmes:
  - a) each semester shall include at least seven two- or three-day on-campus sessions;
  - b) examination periods shall last for at least two on-campus sessions directly after the end of classes in each semester and for two on-campus sessions in the autumn examination period.

The number and nature of on-campus sessions for distance-taught programmes shall be laid down by the Rector.

4. The Rector shall establish the academic calendar for each academic year by regulation and publish it at least four months before the beginning of the year.
5. Class-free days or hours may be established during the academic year by the Rector ("Rector's days/hours") and class-free hours by the Dean ("Dean's hours").
6. The Dean shall set the dates of on-campus sessions for the extramural study option in extramural degree programmes and shall publish them 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 student self-government body, taking into account the dates of examinations in foreign languages set by the Foreign Language Centre. Timetables for the winter and summer examination periods should be published no later than four weeks before the beginning of the period; the timetable for the autumn examination period should be published simultaneously with that for the summer examination period.
8. In order to conduct examinations:
  - at least two dates shall be set in the winter examination period for each course of the winter semester;
  - at least two dates shall be set in the summer examination period for each course of the summer semester;
  - at least one date shall be set in the autumn examination period for each course of the winter and summer semesters – except at the faculties 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. The dates and number of examinations in foreign languages shall be laid down in the regulations for the completion of foreign language courses at the Warsaw University of Technology.

## § 5. Organisation of degree programmes

1. Students shall follow degree programmes within a given field of study or macro-field of study. The Faculty Board may establish specialisation areas within a field or macro-field of study.
2. Degree programmes shall be provided in accordance with overall study schedules and curricula established by the Faculty Board, following the guidelines of the Senate of the Warsaw University of Technology and after consultation with the faculty-level student self-government body.
3. During his or her studies, a student shall be required to complete successfully all courses specified as compulsory in the overall study schedule for a given field of study and specialisation area, as well as elective courses which have a duration corresponding to the required number of credits. A course shall be understood as a set of classes which are assessed by an overall grade and which are allocated a specific number of credits referred to in section 7 below.
4. The nominal duration of full-time programmes shall be seven or eight semesters for first-cycle programmes leading to the degree of *inżynier*, six semesters for first-cycle programmes leading to the degree of *licencjat*, and three or four semesters for second-cycle programmes.
5. 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. Classes within part-time programmes and those within full-time programmes should be taught separately.
6. The organisation of degree programmes at the Warsaw University of Technology shall be based on a Flexible Study System. This system shall enable a student, in accordance with certain rules, to choose the issues to be studied through the selection of a specialisation area and individual courses, to take and complete elements of courses at other faculties or other higher education institutions, and to have some freedom to choose his or her pace of study. Student achievements shall be documented and compared by means of a credit system.
7. Each course shall be allocated a specific number of credits as determined by the Faculty Board. The nominal number of credits for courses in one semester of a full-time degree programme shall be 30. For a part-time degree programme, where its nominal duration is longer than that of a full-time programme, the number of credits for one semester shall be proportionally smaller, with the total number of credits for the entire part-time programme being the same as for a full-time programme. For the purposes of mobility between higher education institutions, these credits shall be regarded as ECTS (European Credit Transfer System) credits.
8. A detailed class timetable, established by the Dean after consultation with the faculty-level self-government body, shall be published at least two weeks before the beginning of a semester.
9. Arrangements for the organisation and completion of foreign language courses shall be laid down in the regulations for the completion of foreign language courses at the Warsaw University of Technology.
10. The rules governing the choice of specialisation areas and elective courses shall be laid down by the Faculty Board after consultation with the faculty-level self-government body.
11. A student shall be required to attend classes currently being taught which are part of compulsory courses included in the schedule 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.
12. A student shall have the right to attend classes of the semester for which he or she is registered and, upon the consent of the Dean, classes scheduled in higher semesters.
13. The right to attend classes may be restricted by the requirements concerning the sequence of courses to be taken and, in the case of elective courses, by the size of student groups.
14. Before the beginning of classes, by the deadline set by the Dean, a student shall submit in the Dean's Office a declaration concerning the courses which he or she will take in a given semester or the individual classes which he or

she will attend. If such a declaration is not submitted, a student shall be enrolled on all compulsory courses included in the schedule of the semester for which he or she is registered and the courses scheduled in the previous semesters which he or she has not yet completed.

15. After a review of declarations the Dean shall draw up lists of students enrolled on individual courses.
16. Attendance at all classes for which a student has been enrolled shall be compulsory, with the exception of lectures.
17. The teacher responsible for a given course shall provide students during the first class with:
  - the course syllabus and recommended reading list;
  - the course regulations laying down the required form of attendance of classes, the methods of continuous assessment of student performance, the procedure and schedule for the completion of the course, the bases on which non-attendance of classes may be justified, the form of examination, permissible use of any aids during tests, the rule for determining the overall grade for the course and other rules;
  - the teacher's office hours and office number.

The above information should be made available at a place which is easily accessible for students of a given course.

### **§ 6. Completion of classes**

1. Individual classes which students may be required to complete shall be understood to include tutorials, project work, laboratory and workshop classes, seminars, foreign language classes, as well as lectures where no examination is foreseen for a given course.
2. Credit for classes shall be based on the assessment of a student's coursework during a semester and should be given before its end. Credit shall be awarded by the teacher responsible for the classes.
3. If credit concerns the contents of a lecture, the assessment of student achievements must include at least two tests. In this case, the teacher responsible for the classes shall be required to publish arrangements for a resit test for a given lecture.
4. A student shall have access to his or her assessed assignments on dates specified by the teacher responsible for the classes.
5. If, during the assessment procedure by which credit is awarded for classes, the teacher conducting 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 receive a failing grade for these classes.
6. 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.
7. A student raising objections to the correctness of the assessment conducted by the teacher in order to give credit for classes may submit a request for reassessment before a board. The request should be submitted either to the immediate superior of the teacher conducting assessment or to the Dean within four days of the date on which the results of the assessment are communicated. Reassessment conducted by a board for the award of credit should take place within one week of the date of the submission of the request. The composition of the board shall be determined by the Dean. At the request of the student, an authorised representative of the student self-government shall take part as an observer in the reassessment conducted by the board. The reassessment conducted by the board may involve joint review and evaluation of the student's coursework assignments or projects by the board members.
8. The Dean may stipulate reassessment by a board on his or her own initiative.
9. Classes shall be repeated where a student has not achieved credit for them before the beginning of the registration period.

## § 7. Examination

1. An examination shall evaluate the knowledge and skills acquired by a student within the scope defined by the syllabus for a given course.
2. An examination shall be conducted by the teacher responsible for a given lecture. In exceptional cases, the lecturer may be replaced by an academic teacher authorised by the Dean.
3. Arrangements for the conduct of examinations in foreign languages shall be laid down in the regulations for the completion of foreign language courses at the Warsaw University of Technology.
4. A student may choose any examination date from those set or, upon the consent of the teacher responsible for the lecture, may take examinations on dates other than those scheduled. In this case, the timing of the examination may not interfere with other classes attended by the student.
5. A student may take one resit examination, on one of the dates set within examination periods. The Dean or the teacher responsible for a given lecture may permit students to take more than one resit examination.
6. If the examiner establishes during an examination that a student's work is not his or her own or that he or she uses unauthorised materials, the student shall receive a failing grade for the examination.
7. A student shall have access to his or her marked examination script within one month of the date of the publication of examination results.
8. A student raising objections to the correctness of the conduct of the examination may submit, within four days of the date of the publication of examination results, a request to the Dean for an examination to be retaken 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 a request by the student or the decision to conduct the examination given by the Dean. The result of the examination taken before a board shall be final.
11. A board conducting such an examination shall be composed of:
  - the Dean or Vice-Dean as its chairperson;
  - the examiner who conducted the previous examination;
  - an academic teacher appointed by the Dean and representing the same or a related course;
  - a representative of the student self-government as an observer, at the request of the student or a student self-government body.

At the request of the student, an academic teacher from the faculty indicated by the student may be present during the examination.

## § 8. Completion of a course

1. The completion of all types of classes taught as part of a given course during one semester must be certified jointly by the award of credit for a full course. In specific cases, at the request of the Dean and upon the consent of the Vice-Rector for Academic Affairs, classes taught as part of one course during one semester may represent more than unit for which credit is given separately as for a full course.
2. The overall grade for a given course shall be based on the grades for individual classes and the grade for an examination, where conducted, 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 teacher responsible for the course. 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.

3. The teacher responsible for a given course may exempt, fully or partially, a student participating in a research or application-oriented project, a research camp or a practical placement from attendance at classes taught as part of a course which is thematically related to the work carried out by the student. Credit and a grade for these classes shall be given by the teacher responsible for a given course.
4. Upon successful completion of a full course, a student shall be awarded the number of credits allocated to the course.

#### **§ 9. Grading scale**

1. The following grades and their verbal descriptors shall be used when assessing student achievements in a given course:
  - 5.0 – five or very good
  - 4.5 – four and a half or above good
  - 4.0 – four or good
  - 3.5 – three and a half or fairly good
  - 3.0 – three or satisfactory
  - 2.0 – two or fail.
2. The grade "2" shall be equivalent to non-completion of a given course by a student.

#### **§ 10. Arrangements for students following a part of the curriculum outside their home faculty**

1. A student may follow a part of the curriculum at another faculty of the Warsaw University of Technology or another higher education institution in Poland or abroad, in particular on the basis of inter-university agreements resulting from the participation of the Warsaw University of Technology in national or international student exchange programmes.
2. In order to follow a specific part of the curriculum outside his or her home faculty, a student shall be required to obtain the consent of the Dean.
3. Credit for all courses successfully completed, upon the consent of the Dean, outside a student's home faculty shall be recognised as fulfilling a part of the curriculum requirements in his or her home faculty. This means that the courses successfully completed outside the home faculty must be recognised as equivalent to a set of compulsory or elective courses, as determined by the Dean, which have the same total number of ECTS credits and are included in the curriculum of the home faculty. Where courses successfully completed in another higher education institution are not allocated any number of credits, the number of credits shall be determined by the Dean. The grade received by the student in another institution shall be converted into its equivalent in the system used at the Warsaw University of Technology by the Dean.

#### **§ 11. Completion of a semester of study**

1. A student shall be required to complete successfully each successive semester of study.
2. In order to complete successfully a semester, a student shall be required to:
  - have completed successfully all the compulsory courses for a given field of study and specialisation area which are included in the schedule for the semester;
  - have accumulated since the beginning of his or her studies a total number of credits which is equal at least to the product of the number 30 and the number of the semester to be completed, if the student is enrolled on a full-time programme, or a proportionally smaller number of credits as determined by the overall study schedule, if the student is enrolled on a part-time programme.
3. The completion of a semester of study shall be certified and entered in the student record book on the registration date. A student shall be required to submit to the Dean by this date his or her student record book with entries concerning the completion of courses.
4. The completion of a year of study shall be understood as the completion of two successive semesters: an even-numbered and odd-numbered semester.

## **§ 12. Registration for the next year or semester of study**

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 12 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 year or semester of study if he or she has fulfilled the requirements laid down in the registration rules, and in particular:
  - has obtained a specified number of credits;
  - has not left outstanding any credits for compulsory courses for a period extending beyond one year of study, unless a longer time limit for successful completion of a given course is permitted by the Faculty Board;
  - has paid all fees due to the University as specified by the Rector in a relevant regulation.
4. A full-time student may obtain registrations 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 any leave of absence.
5. Registration shall be performed by the Dean.
6. A student who has failed to obtain registration for the next semester or year of study shall be struck from the register of students. Appeal against a decision by the Dean to strike a student from the register may be made to the Rector within 14 days of its receipt.

## **§ 13. Arrangements for students following an individualised study programme**

1. Having regard to special interests and abilities of its students, the Warsaw University of Technology 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 individualised study programme, further on referred to as an ISP.
2. A request to follow an ISP can be made by a student who has successfully completed the first year of study.
3. A student applying for consent to follow an ISP should:
  - request an academic teacher authorised to supervise a diploma thesis to act as his or her academic tutor;
  - design a study programme together with his or her tutor and submit it to the Dean.
4. An ISP shall be approved by the Dean, and its implementation shall be monitored by the Dean's Office in accordance with the same procedure as used to monitor the progress of other students.
5. Changes to an ISP may be proposed to the Dean on the basis of a joint request of the student concerned and his or her tutor. The decision to introduce changes shall be taken by the Dean.
6. Where difficulties arise in the implementation of an ISP, the Dean – in consultation with the tutor – shall take a decision allowing further implementation of the programme, adjusting it or withdrawing consent for the ISP.
7. A student has the right to attend classes taught as part of courses which are not included in the curriculum for his or her field of study either at the Warsaw University of Technology or at other higher education institutions upon the consent of teachers responsible for the classes.

## **§ 14. Arrangements for students following more than one degree programme in parallel**

1. A student of the University who has been registered for the second year of study may apply for permission to undertake an additional degree programme or additional degree programmes in a different field or different fields of study at the Warsaw University of Technology or other higher education institutions.

2. Permission to undertake an additional degree programme in parallel shall be given by the Dean of the faculty where the student intends to follow the additional programme, after permission has been obtained from the Dean of the faculty where the student is enrolled on his or her main degree programme.
3. A student shall have the same academic rights at the faculty where he or she follows an additional degree programme, whereas administrative matters, including the prolongation of the student identity card and the issue of certificates, shall be the responsibility of his or her home faculty.
4. A student who has been struck from the register of students in his or her main field of study shall lose the right to follow in parallel other degree programme(s) at the Warsaw University of Technology.
5. After graduation in his or her main field of study, a student shall acquire all student rights at the faculty where he or she follows a degree programme in the additional field of study.
6. The restrictions referred to in sections 1 to 5 above shall not apply to students following simultaneously degree programmes in two fields of study if at least one of these programmes is a part-time degree programme.

### **§ 15. Transfers**

1. A student may transfer to another faculty of the Warsaw University of Technology or from another higher education institution to the Warsaw University of Technology, within the same field or a related field of study, 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 higher education institution which he or she is leaving.
2. Only a student who has successfully completed at least the first year of study may apply for transfer.
3. A student should make up any shortfalls in knowledge and/or skills and corresponding credits resulting from differences in curricula in connection with his or her transfer. A list of differences in curricula and time limits for students to make up resulting shortfalls shall be laid down by the Dean.
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.

### **§ 16. Arrangements for resuming 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 study.
2. Study shall be resumed at the beginning of a semester. This condition shall not apply to those resuming study who have been struck from the register of students for failure to submit the diploma thesis by the specified deadline or for failing the diploma examination.
3. Depending on the length of interruption, the Dean shall decide to recognise credit for courses obtained by the applicant before the interruption of study, shall indicate the semester for which the applicant may be registered when resuming study or may refuse permission for the applicant to resume study.
4. A person resuming study shall be required to take a readmission examination. Such an 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 courses to be completed. The level of fees for any classes to be taken before resuming study shall be determined by the Dean on the basis of the rules laid down in the relevant decision of the Rector. The readmission examination and examinations or other types of assessment for additional courses to be completed shall be conducted by academic teachers appointed by the Dean.
5. The conditions for resumption of study by persons who were struck from the register of students for failure to submit the diploma thesis or for failing the diploma examination shall be laid down in a decision taken by the Dean. The Dean may specify additional courses to be completed together with the procedure for their completion and may require that a new diploma thesis be prepared. The Dean may also exempt the person concerned from the readmission examination.

## § 17. Leave of absence

1. A student may be granted the following types of leave of absence:
  - a) health leave,
  - b) compassionate leave,
  - c) special leave,
  - d) unconditional leave.
2. Leave of absence shall be granted by the Dean at the request of a student. 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 takes, upon the Dean's consent, an extra-curricular part of his or her degree programme in another higher education institution or undertakes 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 second year of study, if enrolled on a first-cycle programme, or the first year of study, if enrolled on a second-cycle programme. Such leave may be granted only once over the entire duration of studies and no later than in the first month of a semester. A student shall require the consent of the Dean in order to attend classes and to undertake assessment necessary to achieve credit during unconditional leave of absence.
7. A student should apply for leave of absence immediately once the circumstances justifying his or her application for leave of absence have occurred.
8. The granting of leave of absence shall extend the prescribed time limit for the completion of a degree programme.
9. The granting of leave of absence shall be confirmed by a relevant entry in the student record book.
10. A student shall retain student rights throughout the duration of leave of absence. Entitlement to financial support shall be governed by separate regulations.

## § 18. The diploma thesis

1. The diploma thesis shall be prepared by a student under the supervision of a staff member of the Warsaw University of Technology authorised by the Faculty Board.
2. When preparing his or her diploma thesis, a student shall be entitled to academic support to be provided by the staff member supervising the thesis.
3. Research and professional interests of a student should be taken into account when defining the topic of his or her diploma thesis.
4. The diploma thesis may be a joint work provided that the contribution of each person involved is defined in detail.
5. The diploma thesis shall be presented in the form of a text, together with its digital version, and annexes where applicable. The text must include a summary of the thesis in the Polish language and, if a student applies requests a copy of the diploma translated into a foreign language, also the title and a summary in that language. Detailed requirements concerning the form in which the diploma thesis should be submitted shall be laid down by the Dean.
6. At the request of the supervisor of the diploma thesis, the Dean may give consent for the thesis to be written in a foreign language. Such consent shall not be required in the case of English-medium degree programmes. If the diploma thesis is written in a foreign language, its title and summary shall also be given in the Polish language.

7. Upon the consent of the Dean, the diploma thesis may be prepared outside of the Warsaw University of Technology, at an institution providing appropriate conditions for such preparation.
8. The diploma thesis may be included as part of the research programme of a faculty or a student research circle.
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, and a second-cycle student by the following deadlines:
  - 1 March if enrolled on a degree programme ending with the winter semester;
  - 15 September if enrolled on a degree programme ending with the summer semester.
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 only for a maximum period of three months from the deadlines set in section 9 above.
11. A student who has not submitted the diploma thesis by the specified deadline shall be struck from the register of students.
12. The Dean shall appoint as reviewer of the thesis either a person from among those authorised to supervise diploma theses or another person 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.

#### **§ 19. The diploma examination**

1. A 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:
  - a) have fulfilled the requirements laid down in the curriculum;
  - b) have submitted a diploma thesis which has received a positive assessment from the thesis supervisor.
2. The diploma examination should take place within one month of the date of admission thereto.
3. The diploma examination shall be taken before a board appointed by the Dean and composed of: the chairperson of the board, the supervisor of the diploma thesis, the thesis reviewer, and an academic teacher representing the specialisation area or field of study of the student taking the examination. Other members may also be appointed to the board.
4. The diploma examination shall be an oral examination.
5. At the end of the diploma examination, the board shall determine:
  - a) the grade for the diploma thesis to be awarded on the basis of the grades proposed by the thesis supervisor and reviewer;
  - b) the grade for the diploma examination to be based on the answers given by the student to questions concerning the diploma thesis and questions covering the field of study or specialisation area;
  - c) the final grade to be given in accordance with § 20 (3).
6. If a student has failed the diploma examination or has failed for no justifiable reason to take the diploma examination on the date fixed, 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 of the first examination date.
7. If a student fails the diploma examination on the second date, he or she shall be struck from the register of students.

#### **§ 20. Graduation**

1. Graduation shall take place once a student has received a positive assessment of the diploma thesis and passed the diploma examination. A graduate shall obtain a higher education diploma, confirming the award of a relevant degree, 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:
  - a) 0.6 of the weighted average of all overall grades for courses, with weightings proportional to the number of credits allocated to each course,
  - b) 0.3 of the grade for the diploma thesis,
  - c) 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:
 

4.70 and above	– excellent,
between 4.30 and 4.69	– very good,
between 3.90 and 4.29	– good,
between 3.50 and 3.89	– fairly good,
up to 3.49	– satisfactory.
4. A higher education diploma shall consist of two parts:
  - the first part shall give the degree awarded to the student, the name of the field of study and, where applicable, the specialisation area taken by the student and his or her final grade;
  - the second part, a *Diploma Supplement*, shall give information concerning the degree programme completed, including the courses completed together with grades.
5. At the request of a student, submitted either together with the diploma thesis or seven days after the diploma examination at the latest, the University shall issue, in addition to a higher education diploma in the Polish language, a copy of the diploma in one of the following languages: English, French, Spanish, German or Russian.
6. Before receiving the diploma, a graduate shall be required to fulfil all obligations towards the University.
7. 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 of the Warsaw University of Technology.
8. Higher education diplomas shall be presented by the Dean at a graduation ceremony.

#### § 21. Ranking of graduates

1. Each faculty shall keep a ranking of its graduates based on their final numerical result, separately for each field of study or specialisation area in which degree programmes are offered.
2. The ranking referred to in section 1 above shall be drawn up once a year for the calendar year. A ranking list shall include all persons who have passed the diploma examination during that period.

#### § 22. Prizes and distinctions

1. The Deans and the Rector of the Warsaw University of Technology may award prizes and distinctions to students.
2. Distinctions and prizes awarded to students of the Warsaw University of Technology shall include:
  - a) a written commendation in the student record book;
  - b) a written distinction in the student record book;
  - c) prizes in kind and cash awards;
  - d) 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. Information on prizes and distinctions should be announced to the academic community.

### § 23. Liability of students

1. A student shall be answerable to the Rector, the Disciplinary Committee for Students or the Student Disciplinary Panel of the 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 Warsaw University of Technology, including the appropriation of the authorship of another person's complete work or a 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 institutional student self-government body.
3. Disciplinary penalties shall include:
  - a) caution,
  - b) reprimand,
  - c) reprimand with a warning,
  - d) suspension of certain student rights for a period of up to one year,
  - e) expulsion from the University.
4. The Student Disciplinary Panel may impose the penalties referred to in sections 3 (a), (b) and (c) above, whereas the Disciplinary Committee may impose all types of penalties.
5. For minor breaches, the Rector shall inflict the penalty of a caution, without referring to the Disciplinary Committee or the Student Disciplinary Panel, after a prior hearing with the defendant or his or her defence counsel. A student who has been punished or a student self-government body may lodge an appeal with the Disciplinary Committee for Students or the Student Disciplinary Panel within 14 days of the receipt of the penalty notice. In this case the Disciplinary Committee 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 both the Student Disciplinary Panel and the Disciplinary Committee.
7. Detailed rules for disciplinary proceedings shall be laid down in separate regulations.

### § 24. Circumstances of striking students from the register of students

1. The Dean shall take a decision to strike a student from the register of students if he or she:
  - a) has not taken up study;
  - b) has withdrawn from study;
  - c) has not submitted the diploma thesis or has not taken the diploma examination by the specified deadline;
  - d) has been punished with the disciplinary penalty of expulsion from the University.
2. The Dean may take a decision to strike a student from the register of students if he or she:
  - a) has made no progress in learning, as confirmed by failure to obtain registration for the next year or semester of study by the specified registration date;
  - b) has not paid the tuition fee within the specified time limit.
3. Such a decision shall be given by the Dean in writing and shall be delivered to the student concerned 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 14 days of the receipt of the decision.

### § 25. Final and transitional provisions

1. The Rector shall be the appeal authority in all matters governed by these regulations.
2. Long-cycle students shall be subject to the provisions applicable to first-cycle students, and the deadlines for the submission of the diploma thesis by long-cycle students shall be those applicable to second-cycle students.
3. A credit system in part-time degree programmes shall be introduced on a compulsory basis in programmes commencing in 2007.