

*Appendix to Resolution No. 186/2016-2020 of the Senate of the University of Opole,
uniform text of 29 April 2021*



RULES OF STUDY AT THE UNIVERSITY OF OPOLE

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**Chapter I
General provisions**

§ 1

1. The University of Opole conducts long-cycle (MA), first-cycle (BA) and second-cycle (MA) study programmes in a full-time form and part-time form.
2. The Rules of Study at the University of Opole apply to all forms of education referred to in subsection 1. The Rules of Study at the UO also specify the organisation and course of studies and the related rights and responsibilities of the UO students.

§ 2

1. The terms used in these Rules shall have the following meaning:
 - 1) Dean - dean of a given faculty of the University;
 - 2) plan of study - a list of courses to be completed in given semesters, necessary for graduation;
 - 3) IOS - individual organization of studies;
 - 4) IPS - individual programme of studies;
 - 5) programme coordinator - person planning and supervising the education process in study programmes assigned to the leading discipline;
 - 6) exchange coordinator - programme coordinator, tutor of a bilateral student, or another person appointed by the Dean who is responsible for the verification of learning outcomes of the courses taken by the student during his/her stay at the partner university and after returning from mobility;
 - 7) diploma thesis - Bachelor's, Engineer's, Master's thesis;
 - 8) supervisor - a person who supervising the preparation of the diploma thesis by a student;
 - 9) Rules - Rules of Study of the University
 - 10) Rector - Rector of the University of Opole
 - 11) timetable - a list of courses/classes, divided according to their form, day of the week and time, in a given semester of a given academic year, in accordance with the plan of study;
 - 12) Student's Union - Students' Union of the University of Opole;
 - 13) academic study programme - studies whose curriculum includes mostly modules of classes related to the research carried out in the discipline of science or art connected with a given study programme;
 - 14) practical study programme - studies whose curriculum includes mostly modules of classes training students' practical skills;
 - 15) USOS - electronic, University Study-Oriented System;
 - 16) Act - Act of 20 July 2018 - Law on Higher Education and Science.

§ 3

1. The Students' Union represents all students and acts through its organs on the basis of the provisions of the Act, the University of Opole Statute and the University of Opole Student's Union Rules.
2. The Students' Union is entitled to present its position on all matters related to students.

§ 4

The Rector is the superior of all students at the University, while the Dean at a given faculty.

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§ 5

Pursuant to the powers and authorizations granted by the Rector and the separate regulations in force at the University, in the name of the Rector the competent vice-rector is authorized to make internal decisions and adjudications at the University, while at a faculty it is the Dean.

§ 6

1. Student affairs as defined in these Rules are decided by way of an administrative decision, within the meaning of the Code of Administrative Procedure, or an internal decision.
2. Administrative decisions referred to in subsection 1 are taken with respect to the affairs referred to in the Act or separate regulations.
3. In other individual student affairs referred to in these Rules that are not decided by means of an administrative decision, an internal decision shall be made.

§ 7

Administrative decisions are issued on the basis of the provisions of the Code of Administrative Procedure.

§ 8

1. An internal adjudication shall be an expression of the dean's decision in all matters relating to the rights and responsibilities of students.
2. Internal decisions are issued at the request of a student or ex officio.
3. An internal decision should include:
 - 1) the name of the body issuing the internal decision;
 - 2) the date on which the internal decision was issued;
 - 3) the recipient of the internal decision;
 - 4) the substance of the decision;
 - 5) factual or legal grounds of the internal decision.
4. In the event that an internal decision fully complies with the student's request, the factual or legal grounds for the decision shall be waived.
5. Students have the right to appeal an internal decision made by a dean to the Rector within a period of fourteen [14] days of the receipt of the internal decision.
6. An internal decision made after considering a request for reconsideration by the Rector is final and cannot be appealed.

§ 9

1. The Dean can issue decisions or announcements.
2. Decisions are issued in matters that are reserved to the competence of the dean.
3. Announcements are issued in matters that are informative, interpretative, explanatory, or organizing the area of activity reserved to the dean.
4. The rules for issuing legal acts referred to in subsection 1 are set out in a separate regulation issued by the Rector.

Chapter II Admissions to studies

§ 10

1. Admissions to the University shall be a result of the following procedures:

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- 1) enrolment, whose conditions, procedure, start and end dates, and a method for carrying it out are specified in a relevant resolution of the Senate every year;
- 2) confirmation of learning outcomes, the conditions and procedure for its realisation are specified by a relevant resolution of the University Senate;
- 3) transfer from another higher education institution or from a foreign institution.

§ 11

1. An admitted person assumes the rights of a student on matriculation and taking an oath, whose content is stated in the University Statute.
2. A person who has been entered in the list of students by the Admissions Committee must take an oath on the induction day or on the first day of classes. Failure to do so shall be treated as a failure to take up study, resulting in the removal from the list of students.
3. Matriculation is entering a student into the register of the University, confirmed by giving a student number.
4. The loss of student rights is effected on the day of the loss of student status, in particular the date of graduation or removal from the list of students.

§ 12

1. A person admitted to the studies is entered in the list of students.
2. A person admitted to the university is given:
 - 1) an individual student number;
 - 2) an individual e-mail address in the domain <@student.uni.opole.pl>;
 - 3) an individual account in the USOS system.
3. A student also receives a student ID card.

Chapter III Organization of the academic year

§ 13

1. The academic year runs from October 1 to September 30 of the following calendar year and includes:
 - 1) the teaching period divided into two semesters - winter and summer - each containing 15 weeks of classes;
 - 2) two exam periods; winter period - closing the winter semester and summer period - closing the summer semester;
 - 3) two resit periods;
 - 4) internships - in accordance with the study plans;
 - 5) winter, spring and summer holidays - according to the academic year organisation.
2. In the case of courses the successful completion of which is a prerequisite for taking an examination in a given course, the course tutor is obliged to conduct the assessment and enter the grade in the USOS system before the examination date.
3. A detailed academic year calendar shall be specified by the Rector in the form of a regulation by the end of May of each year preceding the academic year to which the calendar pertains.
4. The Rector may suspend classes for a definite period and introduce other changes to the announced academic year calendar.

**Chapter IV
Course of Study**

§ 14

Registration for university-wide elective courses: foreign language courses, physical education courses, university-wide variable courses or other elective courses are held according to the rules set out in the University's internal legal acts.

§ 15

A detailed timetable of didactic classes for each semester, prepared by the programme coordinator and approved by the Dean, shall be announced 7 days prior to the start of a semester at the latest.

§ 16

1. A student's attendance in classes is a condition for obtaining the set number of ECTS points for a course. In exceptional and justified cases, a course tutor may offer a student an alternative form of realisation of classes.
2. A method and period for catching up with the material, which was taught during the student's absence in class, shall be determined by a course tutor.
3. Students should excuse absences from classes within a maximum of seven [7] days of the cessation of the reason for the absence.
4. Failure to excuse 20% of absences from classes for full-time students and part-time students, respectively, or lack of academic progress may be the basis for students' removal from the list of students.
5. Outstandingly talented secondary school students may - upon the request of their school headmaster and the Dean's approval - participate in the classes envisaged in study plans of programmes which conform with students' interests. The results and confirmed learning outcomes achieved by a student are documented in the student's periodic achievement record, which is completed by the appropriate dean's office, approved by the Dean, and forwarded to the Office of Academic and Student Affairs. Once a student commences his or her studies at the University, the Dean may recognise the credited learning outcomes if they are achieved as part of the studied programme.

§ 17

1. A semester shall be a credit period.
2. A semester is completed once a student receives credits from all obligatory courses, specified in the study plan.
3. The minimum number of ECTS points required by the study plan to complete a semester is thirty [30].
4. A student's results shall be recorded in the USOS.
5. Completion of a semester shall be confirmed in the student's periodical achievements record.
6. An academic teacher of a particular a course shall define the conditions for obtaining a credit during the first meeting with students. The conditions for obtaining credits shall be available in the syllabi of the courses in the USOS.

§ 18

1. Examinations and credit assessment end with a grade, unless the curriculum specifies a different form.
2. Grades for examinations and credit assessments are given in accordance with the six-grade [6] scale in force at the University:
 - 1) very good (5.0);
 - 2) good plus (4.5);
 - 3) good (4.0);
 - 4) satisfactory plus (3.5);
 - 5) satisfactory (3.0);

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- 6) unsatisfactory (2.0);
3. If a course is ungraded, the course assessment shall be marked as follows:
 - 1) ZAL [pass];
 - 2) NZAL [fail].
4. If a student is not classified "NK" is entered.
5. Non-classification of a student, referred to in subsection 4, means that it is not possible to verify the assumed learning outcomes. "NK" is used when a student is absent from all classes, fails to justify all absences and fails to meet the requirements for passing a course.

§ 19

1. An exam passed or a credit obtained shall not require retaking on the following conditions:
 - 1) a credit was obtained not more than three [3] years before;
 - 2) a course was subject to the same form of assessing;
 - 3) the completed course included all the required curriculum content and learning outcomes in terms of knowledge, skills, and social competence;
 - 4) the course was offered at the same educational level.
2. In the case of a student taking up a programme in a different field of study, the course tutor decides whether the student should be given credit for the course, in consultation with the programme coordinator, based on a written request submitted by the student during the first week of the course, taking into account the conditions referred to in subsection 1.
3. The rules referred to in subsections 1 and 2 shall not apply to the transfer of students from another higher education institution or a foreign institution.

§ 20

1. An exam period shall last at least 14 days and a resit period 7 days (including Saturdays and Sundays)
2. The exam period schedule shall be prepared by the programme coordinator in consultation with students. The exam period schedule includes:
 - 1) name of the course;
 - 2) examiner's full name
 - 3) location and dates of examinations (date, time) in the exam and resit periods;
 - 4) form of the examination (written or oral).
3. The schedule of the examination period shall be approved by the Dean at least fourteen [14] days before its commencement. The schedule of the exam period shall be announced by the Dean at least ten [10] days before its commencement.
4. The exam period schedule is subject to changes made by the Dean upon a request from an examiner. Subsection (3)(2) shall apply accordingly.
5. In the case of courses which do not conclude in an examination, the course tutor shall set the dates of the assessment for credit at least seven [7] days prior to the planned date of assessment.
6. The Dean shall monitor the timely conduct of exams.
7. A course tutor is obliged to complete the examination and credit reports, taking into account the rules referred to in §13(2) and §21(2).

§ 21

1. Two dates shall be set for each exam: the first and the resit date.
2. Information on the results of examinations, credits, or other forms of student work subject to assessment is entered into the USOS system by the examiner or course tutor within seven [7] days of the date of the examination, credit assessment, or other forms of student work subject to assessment, and in the case of a resit period, by the last day of the period - in compliance with the principles of personal data protection and subject to the provisions of §13(2).
3. Students shall have the right to access their written work, learn the assessment criteria and justification of the awarded grade or failure to obtain a course

credit. Written works referred to in the preceding sentence shall be kept for one

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[1] year after completion of the course.

§ 22

1. In justified cases, the Dean, together with the programme coordinator, may authorise another academic teacher, teaching the same or similar courses, to carry out credit and examination procedures.
2. The Dean may allow for taking an exam at an earlier date, agreed with the examiner, upon a student's request approved by the examiner. An earlier date for taking an examination is not an additional date.
3. A student who:
 - 1) has not obtained a credit for a course required for being allowed to sit an exam before the scheduled date of the exam, may not take the exam;
 - 2) did not take an examination at the set date and did not justify his/her absence, he/she misses the examination date. In the case referred to in the preceding sentence, the student is not given an unsatisfactory grade.
4. A student who took an examination without obtaining the passing grade for the courses required for being allowed to sit an examination loses this grade.
5. Students who participate in the internship envisaged in the study plan in September may apply to have their resit exams from the summer examination period postponed, however, by no more than two weeks from the end of the internship. The Dean shall take a decision upon the students' request.

§ 23

Detailed rules of internships are defined by a separate Rector's regulation.

§ 24

1. A student:
 - 1) who has been refused credit for a course by the course tutor by entering a failing grade or "NZAL" ("fail") in the transcript of records and considers this decision to be unfair, or;
 - 2) a student who has received a failing grade for an examination and considers this decision unfair;may apply, not later than on the last day of the resit period, for reassessment by the board or for an examination before the board.
2. A request for reassessment by the board shall be submitted to the programme coordinator. A request for an examination before the board shall be submitted to the Dean.
3. The programme coordinator or the dean shall order, respectively, the conduct of a credit reassessment or an examination before the board at the request of a student or on his or her own initiative.
4. Credit reassessment or an examination before the board shall be carried out immediately, not later than two [2] weeks from the date of the submission of the request by a student or the order to conduct credit reassessment or an examination before the board on coordinator's or dean's own initiative.
5. The coordinator or the dean shall appoint a board to conduct a credit reassessment or examination before the board consisting of:
 - 1) the coordinator or the dean as a chairperson;
 - 2) the course instructor or academic teacher who examined the student;
 - 3) at least one academic teacher competent in the relevant field of the course.
6. At a student's request, the year representative or another representative of the Students' Union may participate in the assessment or exam as an observer and without the right to vote on the grade).
7. The chairperson shall fill in the report containing the names of board members, the questions asked, and the grade.
8. The teacher who examined the student before shall prepare a written set of questions covering the subject of the exam before the board.
9. In the course of an examination before the board, with the exception of a practical foreign language exam, students draw questions at random.
10. In the case of a credit reassessment or an examination before the board in which

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the learning outcomes acquired are verified on the basis of the assessment of project tasks or artistic work completed, the members of the board shall reassess them.

11. The grade for a credit reassessment or examination before the board shall be the result of a vote by the members of the board, excluding an observer.

§ 25

1. In the case of a student who has not completed a semester by the specified deadline, the Dean decides to:
 - 1) refer them to repeat failed courses and to grant a conditional entry for a period of time in which the student may repeat the failed courses, which the student is obliged to attend and to complete;
 - 2) refer them to repeat a semester;
 - 3) remove them from the student list;
2. The decision referred to in subsection 1(1) and (2) shall be made upon the student's request. The application referred to in the preceding sentence must be submitted by the student not later than on the last day of the resit period. The student is obliged to attach to the application a proof of payment of a fee for each course not completed in the previous semester, repeated due to unsatisfactory academic performance, or a proof of payment for repeating a semester, or a copy of an application for a full/partial fee exemption or payment in instalments, pursuant to the rules set out in the relevant Rector's regulation.
3. If a proof of payment or a copy of the application referred to in subsection 2 is not attached to the application, the student shall be requested to supplement the submitted application not later than seven [7] days under the pain of leaving the application unprocessed.
4. Fees and fee exemption rules are specified in the relevant Rector's regulation.
5. A student who has failed not more than two [2] courses in a semester, excluding courses the continuation of which is scheduled for the following semesters, is entitled to repeat the failed courses and to obtain a conditional entry.
6. The Dean shall decide to expel the student in the case he or she has not completed the first semester nor obtained the conditional entry. Readmission to the university shall be possible in line with the general admissions procedure.
7. The dean, in consultation with the programme coordinator, may specify in the form of a decision a list of courses which, if not completed, make it impossible to repeat the failed courses and to obtain a conditional entry.
8. In the case of a student being referred to repeat failed courses and conditional entry in courses that end with an examination, the student is entitled to two conditional examination dates.
9. A student may be referred to repeat failed courses, and may obtain a conditional entry - within one course - not more than twice [2].

§ 26

1. Students of practical programmes, who have not passed practical courses or have not completed a semester, may continue studying at a general academic programme, or be removed from the list if it is not possible to retake courses at the study programme with the same profile. Decisions on this matter shall be made by the Dean.
2. After termination of a practical education contract due to the fault of the employer, the student may continue studying the same study programme but with the academic profile. The decision is made by the Dean after obtaining an opinion from the programme coordinator with regard to curriculum differences. The Dean will determine the semester in which the student will study and curriculum differences that the student is required to complete.

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§ 27

1. A student who was removed from the student list after completing the first semester may apply for regaining the student rights and continuation of studies if the break is no longer than 3 years and a given study programme is still conducted.
2. After the submission of the application, the programme coordinator verifies possible curriculum differences and other conditions allowing for resumption of studies.
3. If the verification referred to in subsection 2 is positive, the Dean issues a decision on the reinstatement of the student's rights and continuation of the studies, in which he or she specifies the semester for which the student will be admitted, courses that the student shall be obliged to repeat for a fee, and curriculum differences that the student shall be obliged to complete.

Chapter V Student rights and responsibilities

§ 28

1. A student has the right to acquire knowledge in the chosen field of study, to participate in classes and take examinations or credits specified in the study curriculum, to develop their scientific, cultural, tourist and sports interests and, for this purpose, to use the facilities and resources of the University and to receive assistance from the academic staff and University's organs.
2. A student shall have the right to submit requests, comments, and complaints to the programme coordinator regarding study curricula and plans and their implementation, as well as other important issues pertaining to studies and the student's personal development.
3. A student is also entitled, pursuant to the provisions of these Rules - to:
 - 1) ECTS credits transfer and recognition,
 - 2) studying according to the individual organisation of studies;
 - 3) justifying absences from classes;
 - 4) leaves from classes, and leaves from classes with the possibility of proceeding with the verification of the learning outcomes specified in the study curriculum;
 - 5) changing a study programme;
 - 6) transferring to full-time or part-time studies,
 - 7) taking the exam before the board with the participation of an observer indicated by the student;
 - 8) repeating courses failed due to unsatisfactory academic progress.

§ 29

1. Students shall act in line with the content of the oath and provisions of these Rules, as well as the regulations in force at the UO. Students are also obliged to comply with the rules contained in the Student Code of Ethics attached to these Rules.
2. The student is also obliged to:
 - 1) study in accordance with the study curriculum, including attendance in classes, taking examinations, obtaining credits and completing internships;
 - 2) fulfil other obligations resulting from the study curriculum;
 - 3) notify the University immediately of any change in his or her forename, surname, marital status and other personal data collected in the course of study documents, address and other data necessary for the University to contact the student - not later than fourteen [14] days from the date of the change in the data, or else the student will be deemed to have been effectively notified of the decisions of the University bodies or of information pertaining to the course of study;
 - 4) pay tuition fees in a timely manner.

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§ 30

1. The student shall be liable to disciplinary action for breaching the regulations in force at the University and for acts offending the dignity of students.
2. The rules of the student's disciplinary liability and the executing organs are defined in separate regulations.

§ 31

1. Having completed the first year of the first-cycle, second-cycle or long-cycle programme, students shall have the right to take up another study programme. The student may start studies at another programme from the first semester and by way of the admissions procedure only.
2. A student of full-time studies may take up an additional part-time study programme, having met the admission requirements for that programme.
3. The student may study at the second-cycle and first-cycle studies or at the long-cycle studies in a different field of studies, having met the selection criteria valid for these programmes.
4. Having completed the first semester of the first- or second-cycle studies, or the long-cycle studies, the student may apply for a transfer to a similar study programme at the University, upon approval of the Deans of both faculties after obtaining opinions from both programme coordinators on curriculum differences. The Dean will determine the semester in which the student will study and programme curriculum that the student is required to complete.

§ 32

The Dean, together with the coordinator may, in justified cases, approve the transfer of a student from full-time to part-time studies.

§ 33

1. Part-time students may transfer to full-time programmes.
2. A student must submit an application for transfer from a part-time degree programme to a full-time programme to the Dean not later than fourteen [14] days before the beginning of the academic year.
3. In order to be transferred from a part-time degree programme to a full-time programme, the student must fulfil all of the following conditions:
 - 1) completing at least the first year of study;
 - 2) not repeating any year of study;
 - 3) not using a conditional entry;
 - 4) completing the previous academic year with the highest average grade in a given year, not lower than 4.75. If in a given year of studies more than one student achieved the highest average grade as referred to in subsection 4, the average grade for exams from the previous academic year is decisive in the second order;
 - 5) transfer shall not increase the number of students in a given year beyond the limit adopted for a given programme;
 - 6) transfer will not increase the number of full-time study groups of the year to which the student intends to transfer.

§ 34

A student of the University may transfer to another university with the consent of the receiving institution and after fulfilling the obligations resulting from the regulations of the University they are leaving.

§ 35

1. A student of another HEI or a foreign university may transfer to study at the University the same or related programme and in the same form of study with the consent of the Dean of the accepting faculty.

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2. A student transferring from another HEI or a foreign institution should have successfully completed at least one [1] semester of study, and two [2] semesters of study in the field of medicine, and meet the requirements referred to in §33 (3)(2-3) and (5-6).
3. A foreigner moving to studies conducted in Polish must pass an examination in the Polish language before the board appointed by the Dean.
4. The admission of a student as a transfer student from another HEI or from a foreign institution of higher education may not result in an increase in the number of class groups.
5. A student must submit an application for transfer from another HEI or a foreign institution to the Dean not later than fourteen [14] days before the beginning of the academic year. Along with an application for admission to study at the University, the student is required to provide documentation, confirmed by another university or a foreign university, of the course of study completed at that university.
6. The programme coordinator, on the basis of the study curriculum at the university or foreign institution from which the student intends to transfer, verifies and compares the compliance of the learning outcomes/curriculum contents ascribed to the courses/modules with the learning outcomes included in the study curriculum at the University.
7. If curriculum differences are found, having carried out the activities referred to in subsection 6, the programme coordinator specifies courses which the student is obliged to complete in order to make up for the curriculum differences.
8. Having carried out the activities referred to in subsections 6 and 7, the Dean specifies the semester to which a student will be admitted, taking into consideration the transferred credits and exams, their conformity with the study curriculum and plan, and the number of ECTS credits, in line with § 17(3) of these Rules.
9. In the case of significant discrepancies between the learning outcomes achieved at another HEI or a foreign institution and the learning outcomes achieved at the University, the student may be enrolled for a semester of study that is respectively lower than the semester for which the application was submitted.
10. Curriculum differences referred to in subsection 7 may not exceed a total of 30 ECTS credits.
11. The student who transfers the courses completed at another higher education institution shall receive the same number of ECTS credits as the one allocated to learning outcomes achieved during relevant classes and internships at the University.
12. Confirmation of the convergence of the achieved learning outcomes shall be the condition for transfer of the courses completed at another organisational unit of the University or outside the University replacing the credits allocated to the courses and internships defined in the curriculum and plan of study.
13. One ECTS credit shall represent learning outcomes, obtaining of which requires from the student 25-30 hours of work on average; the student's number of working hours includes both classes organised by the University pursuant to the plan of study and their individual work.

§ 36

1. A student shall have the right to carry out a part of the curriculum and mandatory or optional internships at another university, on the basis of agreements or programmes to which the University is a party.
2. The University's students shall be referred to study at another university and students from other universities shall be admitted to study at the University pursuant to separate regulations.
3. The curriculum offered to a student at another university shall be defined individually by an exchange coordinator and approved by the Dean. The curriculum shall define the study period, for which a student is sent

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to a partner institution by the University as well as a list of courses which have to be completed and the number of ECTS points to be obtained.

4. An exchange coordinator shall be appointed by the Dean at the request of the programme coordinator.
5. The curriculum defined pursuant to subsection 3, which ensures realisation of the study segment included in the plan of study at the University, shall be treated as equivalent and shall be the basis for completion of the study segment realised at another university.
6. In special cases, upon the student's request, the Dean may approve a partial realisation of the curriculum at a university with which no agreement on students' exchange has been concluded. Subsections 2-5 shall apply respectively.

§ 37

1. Pregnant students and students who are parents may not be refused a study leave or a leave with the possibility of accession to verification of the learning outcomes set out in the curriculum. The leave is granted to a pregnant student for the period until birth of the child, and to a student who is a parent for a period up to one [1]year, provided that if the end of the leave takes place during the semester, the leave may be extended until the end of that semester. The student who is a parent submits an application for a leave within 1 year from the child's birth.
1. A student may be granted a leave from classes in the following cases:
 - 1) long-term illness, based on a medical certificate, for the period identified in the certificate;
 - 2) important unforeseen circumstances;
2. A leave is granted for the period from three [3] weeks to one [1] year. In the case of a leave shorter than one semester, prior to receiving the Deans' decision, the student shall agree a make-up procedure for the missed classes with relevant course tutors. A student may be granted a leave once during their studies, unless the reason for a applying for a leave is a long-term illness or maternity.
3. A student should apply for a leave immediately after the occurrence of the cause for such a leave (not later than 2 weeks).
4. The student on a leave retains student rights, subject to the right to material assistance, granting of which is based on separate regulations relating to material assistance.
5. With the approval of the dean, a student on a leave of absence may attend certain classes, earn credits and take examinations.

§ 38

1. The student who intends to specialise in a certain field of knowledge and undertakes an individual research project outside a diploma seminar shall have the right to study according to an individual programme of studies (IPS). These interests may be evidenced by an opinion of the course tutor and documented participation in the student research movement.
2. The student shall have the right to the IPS on the following conditions:
 - 1) the completion of the first year of studies, and at the second-cycle studies - of the first semester;
 - 2) obtaining a written consent from the programme coordinator;
3. Laureates and finalists of subject contests, who are admitted to certain study programmes without the admission procedure, pursuant to the UO Senate resolution, shall have the right to start studying according to the individual programme of studies (IPS) from the first semester.

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4. Students participating in the scholarship programme 'Opole Mayor's Scholarships for Laureates' shall also have the right to start studying according to the IPS from the first semester. During the admission process, the candidate shall inform the admissions committee about their intention to study in the IPS system and next prepare an individual curriculum and plan of study together with the academic tutor appointed by the Dean by 25 September.
5. A student shall submit an application to be granted the IPS, including the proposed academic tutor, to the Dean by June 30 (and a student of the first year of the second-cycle studies by February 01). A tutor - a professor or associate professor shall supervise not more than two students, and a doctor - one student. The tutor shall prepare an individual curriculum and plan of study in cooperation with the student. An application to be granted the IPS shall be reviewed by the programme coordinator, and the Dean shall finally approve the application by the end of July (or February, for the first year, second-cycle students).
6. The individual programme of study specifies:
 - 1) the aim of taking up the IPS and its general plan of tasks;
 - 2) a list of courses, dates and methods of completion, names of course tutors.The list shall include the courses required in order to obtain the bachelor's degree, bachelor of engineering degree, or master's degree. Courses shall be completed on the annual basis. Changes in the method or date for courses completion shall be made pursuant to subsection 5.
7. Granting the IPS requires the academic tutor to determine with course tutors individual deadlines and ways of realisation of the student's responsibilities resulting from the plan of study.
8. Studying according to the IPS shall not exempt the student from participating in classes.
9. The consent to study according to the IPS shall be granted for one academic year. The academic tutor shall submit a report on the student's IPS to the programme coordinator at the end of an academic year. On the basis of the report, the coordinator shall recommend to the Dean a request for extension of the student's IPS for the next academic year or semester.

§ 39

1. The student shall have the right to study according to the IOS (individual organisation of study) in the following cases:
 - 1) studying partly at other universities;
 - 2) studying on more than one study programme;
 - 3) disability;
 - 4) serious health problems;
 - 5) particular involvement in the activity for the benefit of the University.
 - 6) other valid reasons.
2. Also a pregnant student and a student who is a parent of a child under the age of three 3 has the right to the IOS.
3. The Dean shall grant consent for the IOS upon receiving the student's application, for the period of one semester or a year.
4. A student with a disability and a student who is a parent of a child up to the age of three [3] may be granted a consent for the entire period of study.
5. The Dean shall take the decision to grant the IOS not later than within fourteen 14 days from the start of the semester to which the decision applies. In special circumstances, the IOS can be granted later.
6. The student who was granted the individual organisation of studies shall be obliged to agree with course tutors upon individual deadlines and ways of performing the duties resulting from the plan of study and in the case of disabled persons studying conditions adjusted to the type of their disability. The

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above arrangements in writing, signed by the student and course tutors, shall be submitted to the Dean's Office within a period of one [1] month from the date of obtaining consent for the IOS. Should a student fail to submit the documents referred to in the previous sentence to the Dean's Office, the Dean may decide to withdraw the consent for the IOS.

7. The IOS does not reduce the student's requirements relating to the scope and level of knowledge and skills in the courses envisaged in the plan and curriculum on a given study programme.
8. Studying according to the IOS is not tantamount to exempting the student from participation in classes. The course tutor may agree to external completion of a course by the student only in justified and documented cases.
9. An examination period within the IOS shall not end later than a resit period.
10. The Dean shall withdraw consent for the IOS in the event the student fails to meet the agreed study requirements.
11. The IOS shall be granted to the student commencing studies, who has previously completed selected courses from the plan of study of a given study programme.
12. The rules of adjusting the studying conditions for persons with disabilities are defined by the relevant Rector's regulation.

§ 40

1. A student whose learning outcomes achieved outside the formal education system have been validated can take advantage of the IOS. The student shall submit an application immediately after receiving the decision on admission, and during the first week of classes of the first semester at the latest. The student shall have validated not more than 50 per cent of ECTS points allocated to a given study programme, its level and profile.
2. A member of teaching staff appointed by the programme coordinator shall supervise the study process of a student whose learning outcomes obtained outside of the formal education system have been validated.

§ 41

1. A student may receive the rector's award for active work for the benefit of the academic community.
2. The rules of awarding it are specified by the relevant Rector's regulation.

Chapter VI Removal from the list of students

§ 42

1. The dean shall remove the student from the list of students in the case of:
 - 1) failure to commence studies;
 - 2) resignation from studies;
 - 3) failure to submit a diploma thesis within the deadline or failure to pass a diploma examination;
 - 4) disciplinary penalty of expulsion from the university.
2. The dean may remove a student from the list of students in the case of:
 - 1) lack of attendance at compulsory classes;
 - 2) finding no progress in learning;
 - 3) failure to complete a semester or year within a specified period;
 - 4) failure to pay tuition fees.

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3. Removal from the list of students referred to in sections 1 and 2 shall be effected by way of an administrative decision, within the meaning of the provisions of the Code of Administrative Procedure.
4. The administrative decision referred to in subsection 3 shall be issued and signed by the Dean, acting under the authority of the Rector.
5. The administrative decision referred to in subsection 3 shall be preceded by notification to the student of the initiation and termination of the administrative proceedings for removal from the list of students.
6. A dean's decision to remove a student from the list of students may be appealed to the Rector within fourteen [14] days of its receipt.
7. The Rector's decision to remove a student from the list of students may be appealed to the Voivodeship Administrative Court within thirty [30] days of the date of its receipt. The appeal shall be filed via the Rector.

Chapter VII Conditions for Completion of Studies

§ 43

1. A prerequisite for completion of a first-cycle programme, second-cycle programme or long-cycle programme is the preparation and submission of a diploma thesis, provided that the study curriculum requires the submission of such a thesis and passing a diploma examination.
2. Requirements for completion of degree programmes for which educational standards are in force are specified in separate regulations.

§ 44

1. A diploma thesis is prepared by a student under the guidance of a supervisor selected by a student.
2. The student chooses a thesis supervisor from among persons proposed by the coordinator, within the limit set for a given academic teacher.
3. If too many students are willing to work under the supervision of a particular supervisor, the selection of candidates (students) is made the supervisor, or - if they fail to do it - the programme coordinator.

§ 45

1. A supervisor of a diploma paper may be an academic teacher holding at least the academic degree of a doctor.
2. In academic programmes, a supervisor of a diploma thesis may be an academic teacher conducting - in the year preceding the formal assumption of the function of a supervisor - scientific research in the discipline appropriate to the field of study.
3. In practical programmes, a supervisor of a diploma thesis may be an academic teacher experienced in practical applications in a given scientific discipline or conducting scientific research in the discipline appropriate to the field of study.
4. A Master's thesis in art programmes, consisting of a practical and theoretical part, is prepared under the supervision of two academic teachers.
5. Students whose study curriculum includes studying in Poland and abroad prepare a thesis under the guidance of two supervisors, an UO academic teacher and one from a foreign university.

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§ 46

1. The topic of the diploma thesis is set by the supervisor and the student.
2. Scientific interests of the student may be taken into consideration during defining a topic of the diploma thesis. A thesis prepared during activities of a students' research organisation may be regarded as a diploma thesis.
3. The employer can have influence on a topic of the thesis on practical study programmes. The employer may also appoint a thesis supervisor from among their employees.
4. The supervisor and student shall define the final topic of a diploma thesis before the end of the first week of the final semester of study at the latest. The supervisor shall provide the Dean's Office with a list of students containing the final topics for the diploma thesis in Polish and English by the end of the second week of the final semester of study.
5. The Dean's College shall approve:
 - 1) topics for diploma theses and any possible changes thereto;
 - 2) supervisor(s) and any possible changes thereto;
 - 3) reviewer(s) and any possible changes thereto.

§ 47

1. A student is obliged to submit a diploma thesis and pass a diploma exam, if provided for in the study plan, not later than by the end of September of the last year of study.
2. The student is obliged to submit a diploma paper and pass a diploma exam, if provided for in the study plan - in the case of a programme lasting 3.5 years - not later than by the end of a winter resit period.
3. Upon a request of the student or the supervisor of the diploma thesis submitted by the deadline referred to in subsection 1 or subsection 2, the Dean may extend the deadline for submitting a diploma thesis and taking a diploma exam by not more than two weeks, in the following cases:
 - 1) long-term illness of the student, confirmed with medical documentation;
 - 2) inability to complete a diploma thesis within the applicable deadline for reasons justified and beyond a student's control.
3. The extension of the deadline for submitting a diploma thesis shall result in extending the term of the planned completion of studies.
4. The student who failed to meet the deadlines set out in subsections 1 or 2 may submit a request to the Dean to repeat the last semester. Section 25(2) shall apply respectively.
5. In the event of a prolonged absence of the supervisor, which may cause the delay of submitting the diploma thesis, the coordinator shall appoint another person to supervise the diploma thesis.

§ 48

1. A diploma thesis is assessed by a supervisor and a reviewer, and in artistic programmes by supervisors and reviewers of the practical and theoretical part.
2. In the event of significant discrepancies in the thesis evaluation, the Dean, who may ask for an opinion of another reviewer, shall decide whether to allow the student to take the diploma exam.

§ 49

1. A student shall be allowed to take the diploma exam after meeting the following conditions:
 - 1) fulfilling all the requirements resulting from the study curriculum and plan of study

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- 2) obtaining a positive grade for the diploma thesis, if required by the study curriculum.
2. The date of a diploma examination is set by the programme coordinator in consultation with the student and the thesis supervisor - not later than seven [7] days before the planned date of defence, and it is approved by the Dean.

§ 50

1. The diploma exam shall be carried out before the board appointed by the Dean.
2. The board referred to in subsection 1 shall consist of at least three [3] people. The board shall be composed of:
 - 1) chairperson - the dean or an academic teacher appointed by the dean an academic teacher with at least a doctoral degree;
 - 2) supervisor(s)
 - 3) reviewer(s).
3. As far as practical study programmes are concerned, a representative of an employer may participate in a diploma exam as an observer.
3. A diploma exam shall be oral.
4. A report on the diploma examination is drawn up.
5. The diploma examination result is given with the use of the grading scale referred to in § 18(2).
6. At the request of the student or the thesis supervisor, the diploma examination may be an open examination. Such a request shall be submitted at the Dean's office at the beginning of the last semester of studies at the latest.
7. An announcement, containing the student's and supervisor's full names, the topic of the diploma thesis, the date and place of the open exam, shall be placed on the Dean's office information board and on the web site of the unit responsible for the study programme 7 days before the exam date at the latest.
8. If the study curriculum does not envisage the preparation of a thesis, the examination may be oral, written or oral and written. The form of the diploma exam and the scope of material required shall be specified by the coordinator with the approval of the Dean's College, and announced before the start of the last year of studies.

§ 51

1. Should a student receive an unsatisfactory grade in the diploma examination or should he or she fail to take the diploma examination at the set date without adequate justification, the Dean - at the request of the student submitted not later than seven [7] days after the first date of the diploma examination - shall set the second date for the diploma examination as the final one.
2. The second date of the diploma examination should be not later than one month after the end of the resit period.
3. In the event of failure to pass the diploma exam in the second date or unjustified failure to take it, the student can submit a request to repeat the last semester, which can involve the change of the diploma thesis topic
4. A student should provide the dean with an excuse for an absence at the diploma examination - not later than within seven [7] days of the cessation of the reason for the absence.

§ 52

Detailed rules for preparation of diploma theses are specified by the relevant Rector's regulation.

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§ 53

1. Completion of a degree programme whose study curriculum requires a diploma thesis and a diploma examination shall take place upon passing the diploma examination with at least a satisfactory grade.
2. A medical programme shall be completed when a student has passed the last examination required by the study curriculum.
3. Degree programme in pharmacy and physiotherapy shall be completed after a student has completed the last internship required by the study curriculum.
4. An University graduate shall receive a university diploma of completion of studies on a given study programme with the final study result.
5. If the study plan envisages a diploma thesis and exam, the final study result is the sum of the following:
 - 1) $\frac{1}{2}$ of arithmetic mean of the grades for exams and credits entered in the USOS;
 - 2) $\frac{1}{4}$ of the diploma thesis grade;
 - 3) $\frac{1}{4}$ of the diploma exam grade;
5. If the study plan does not envisage a thesis, the final study result is the sum of the following:
 - 1) $\frac{3}{4}$ of arithmetic mean of the grades for exams and credits entered in the USOS;
 - 2) $\frac{1}{4}$ of the diploma exam grade.
6. For medical programmes the final study result is defined as the mean of all exam grades and credits entered into the USOS system.
7. The final grade shall be entered in the diploma of completion of studies according to the following rules:
 - 1) the mean not greater than 3.25 - satisfactory [3.0];
 - 2) from 3.26 to 3.75 - satisfactory plus [3.5]
 - 3) from 3.76 to 4.25 - good [4.0];
 - 4) from 4.26 to 4.55 - good plus [4.5],
 - 5) the mean above 4.55 - very good [5.0].

Chapter VIII Transitional provisions

§ 54

All rights acquired on the basis of decisions and adjudications made on the basis of the previous Rules of Study shall remain in force.

§ 55

The provisions of the previous Rules of Study at the University of Opole shall apply to cases initiated and not concluded before the entry into force of these Rules.

Chapter IX Final provisions

§ 56

The provisions of these Rules apply to University students and staff.

§ 57

1. In matters not regulated by these Rules, provisions of the Act and other generally binding laws shall apply.

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2. In matters not regulated by these Rules or the provisions of the Act or other generally binding legal regulations, as well as in matters of dispute, a decision is taken by the Rector.
3. The right of binding interpretation of the provisions of these Rules belongs exclusively to the Rector of the University of Opole.

§ 58

The Rules of Study shall enter into force as of 1 October 2021.

**CHAIRMAN
OF THE SENATE OF THE UNIVERSITY OF OPOLE**

Prof. Dr habil. Marek Masnyk