



**Resolution No. 186/2016-2020 of
the Senate of the University of
Opole of 25 April 2019**

**Rules of Study at the University of
Opole**

I. General provisions

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1. The University of Opole, hereinafter referred to as the University - offers long-cycle (MA), first-cycle (BA) and second-cycle (MA) full-time and part-time studies.
2. The terms used in these Rules shall have the following meaning:
 - 1) Act - Act of 20 July 2018 - Law on Higher Education and Science;
 - 2) Rector - Rector of the University;
 - 3) Dean - Dean of a given faculty of the University;
 - 4) Coordinator – coordinator of study programmes - person planning and supervising the education process in study programmes assigned to the institute which they represent;
 - 5) general academic study programmes - studies whose programme of study includes courses related to the research carried out in the field of science or art connected with a given study programme;
 - 6) practical study programmes - studies whose curriculum includes classes training students' practical skills;
 - 7) plan of study - the schedule for implementation of the programme of study.

§ 2

1. Admission to the University shall be a result of the following procedures:
 - 1) enrolment, whose conditions, procedure, start and end date, and a method for carrying it out are specified by a Senate resolution every year;
 - 2) acknowledgement of learning outcomes;
 - 3) transfer from another university.
2. The admitted person assumes the rights of a student on matriculation and taking the oath, the content of which is stated in the University Statute.
3. The person who has been entered in the list of students by the Admission 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.
4. Matriculation is entering a student into the register of the University, confirmed by giving the number of the album.
5. The course of study shall be documented in the University Study-Oriented System (USOS).

§ 3

1. The Dean, upon request of the Coordinator or a student group, may appoint a tutor (tutors) of a year from among academic staff.
2. In the practical profile studies the appointment of a year tutor by the Dean is obligatory.
3. The scope of the tutor's responsibilities includes:
 - 1) acquainting students with the structure and functioning of the University, these rules, the system of scholarships, and other relevant regulations of the University authorities pertaining to students;
 - 2) assisting each student in realisation of the programme of studies;
 - 3) advising students or referring them to appropriate specialists;
 - 4) analysing students' academic progress.
4. Additionally, in practical study programmes, to coordinate academic classes with practical workshops at employer's.
5. A diploma thesis supervisor shall take over the role of tutor once a student is assigned their diploma thesis topic.
6. Students' year leader shall represent students of a given year. The University of Opole Students' Union Regulations define the procedure for the election of leaders.

II. Organization of the academic year

§ 4

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 examination sessions: winter session - closing the winter semester and summer session - closing the summer semester;
 - 3) two make-up sessions;
 - 4) internships - in accordance with the plans of study;
 - 5) winter, spring and summer holidays - according to the academic year organisation.

2. Detailed organisation of an academic year shall be announced in the Rector's regulation by the end of May. The Rector may suspend classes for a definite period and introduce other changes to the announced class schedule.

III. Studying process

§ 5

Enrolment on elective university-wide courses: physical education, foreign languages classes and other elective courses shall be carried out in line with the procedures defined by the Rector's regulations.

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1. A detailed schedule of didactic classes for each semester, prepared by the Coordinator and approved by the Dean, shall be announced 7 days prior to the start of a semester, at the latest.
2. The student's attendance in classes is a condition for obtaining the set number of ECTS points for a course. In exceptional and justified cases, an academic teacher of a particular course may offer a student an alternative form of realisation of classes.
3. The method and period for catching up with the material, which was taught during the student's absence in class, shall be determined by the academic teacher of a particular course.
4. The student shall justify his/her absence from a class with the teacher of a particular course within one week after its cause has ceased to exist.
5. Failure to justify 3 absences from obligatory classes or the lack of progress in learning may result in removing the student from the student list.
6. Upon the request of the Coordinator, having obtained approval of the course teacher, a student who participates in research or implementation activities may be excused by the Dean from participating in certain classes of the course, the topic of which is related to their work, allowing for full realisation of learning outcomes. This shall not release the student from the obligation to obtain a credit and pass an exam in that course.
7. Outstandingly talented secondary school students may - upon the request of their school headmaster and the Dean's approval - participate in the scheduled classes of the study programmes which conform with students' interests. The results obtained by a secondary school student shall be documented in the student's periodical achievements record issued by the Dean's Office. Upon enrolment in the University, the Dean shall validate the credited courses, which are included in the plan of study of a particular study programme.

§ 7

1. A semester shall be a credit period.
2. A semester shall be a credit period. A semester is completed once a student receives credits from all obligatory courses, defined in the plan of study. The minimum number of ECTS points required by the plan of to complete a semester is 30.
4. Surplus points obtained by a student can be transferred to the next semester, if the courses to which the points are allocated, are in line with a given study programme.
5. The student's results shall be recorded in the USOS and protocols.
6. Completion of a semester shall be confirmed in a student's periodical achievements record.
7. The 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 a credit shall be available in the syllabi of the courses in the USOS-web electronic system
8. The following six-grade grading scale shall be applied for both exams and credits with grades:
 - 1) very good (5.0);
 - 2) good plus (4.5);
 - good (4.0);
 - 4) satisfactory plus (3.5);
 - 5) satisfactory (3.0);
 - 6) unsatisfactory (2.0);
9. If the credit does not carry a grade, the word 'ZAL' (pass) - or NZAL (fail) shall be entered, respectively.
10. If the student is not classified "NK" is entered.

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11. In the case of continuation of studies at another university in the ECTS system, the European assessment scale is applied.
12. The exam passed or the credit obtained shall not require retaking on the following conditions:
 - 1) a credit was obtained no more than 3 years before;
 - 2) the course completed by the student had the same credit requirement;
 - 3) the course included at least the same number of hours;
 - 4) the course included all the required programme content and learning effects in the knowledge, skills, and social competences categories;
 - 5) the course was offered at the same educational level.
13. In the event the student undertakes another study programme, the teacher shall decide on awarding a credit, taking into account the conditions set out in item 12.

§ 8

1. Examination session shall last minimum 14 days and make-up session 7 days (including Saturdays and Sundays)
2. Students who participate in the internship envisaged in the plan of study in September may apply to have their make-up exams from the summer examination session postponed, however, by no more than two weeks. The Dean shall take the decision upon the student's request. The examination session schedule shall be prepared by students in cooperation with examiners. The schedule shall include the course name, the examiner's surname, time and place of exams (date, hour) during the examination and make-up sessions, as well as the form of the exam (oral or written).
4. The exams schedule shall be approved by the Dean a month prior to the start of an examination session. The Dean shall monitor the timely conduct of exams. The course teacher shall fill the exam and credit protocol.
5. The course teacher shall inform students about the obtained grades for an exam, credit or other work result, by entering such grades in the USOS-web system within seven days, in line with the personal data protection regulations.
6. In justified cases, the Dean, together with the Coordinator, may authorise another academic teacher, teaching the same or similar courses, to carry out credit and examination procedures.
7. The number of exams in the academic year cannot exceed 8, no more than 4 in the winter session and no more than 5 in the summer session. The limits specified in the preceding sentence do not apply to the study programmes in medicine.
8. 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; this shall not be an additional term.
9. Two terms shall be set for each exam: the first and the make-up term.
10. The student who did not obtain a credit in a course which conditions taking an exam, shall lose the term but shall not receive an unsatisfactory grade.
11. The student who did not take an exam in the defined date and did not present a justification validated by the Dean, shall also lose the exam term, but shall not receive an unsatisfactory grade.
11. The student 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 shall be kept on file for one year.

§ 9

1. The student's participation in the work of a research camp may be the basis for awarding a credit for internship, upon a request of the student or a person managing the camp, approved by the Coordinator, if the camp curriculum is in line with the internship requirements defined in the study programme
2. The student who did not complete their internship, due to justified reasons beyond their control, during the period defined in the plan of study may be allowed by the Dean to complete the internship in a different period, not conflicting with the classes included in the plan of study. In justified circumstances, the Dean may approve the student's internship carried out in a different form than defined in the programme of internships.
3. Detailed rules of professional internship are defined by the Rector's regulation.

§ 10

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1. The student who was refused a credit by the course teacher and received the unsatisfactory grade in the credit protocol or no credit (NZL) and sees the decision as unfair, may submit a request with a statement of reasons for a reassessment by the board to the Coordinator, not later than seven days after the credit entry date. The Coordinator may order a reassessment by the board, having reviewed the student's request application. The Coordinator may also order a reassessment by the board on his own initiative. In each of the above mentioned cases, the Coordinator shall set the closest possible date (not later than two weeks after the student's request was submitted) and appoint the board of which he/she will be the chairperson. The following persons shall be members of the board: the course teacher and another specialist in the field, the year leader or another representative of the Students' Union (as an observer, without the right to vote on the grade), and the year tutor. The chairperson shall fill in the protocol containing the names of board members, the questions asked, and the grade. The grade is the result of the voting of the board members, excluding the observers.
2. The student who received an unsatisfactory grade for an exam and sees the decision as unfair may submit a request with a statement of reasons for an examination before the board to the Dean, not later than seven days after the grade entry date. The Dean may order an examination before the board, having reviewed the student's request justification. The Dean may also order an examination before the board on his/her own initiative. In each of the above mentioned cases, the Dean shall set the closest possible date (not later than two weeks after the student's request was submitted) and appoint the board of which he/she will be the chairperson. The following persons shall be members of the board: the examining teacher and another specialist in the field, the year leader or another representative of the Students' Union (as an observer, without the right to vote on the grade), and the year tutor. The teacher who had previously examined the student prepares a written set of questions covering the range of the exam. The student shall draw questions during the exam, except for the practical foreign language exam. The exam grade, along with the asked questions, shall be included in a protocol drawn by the board. The grade is the result of the voting of the board members, excluding the observers.
3. A negative grade received for the reassessment or examination by the board shall result in the consequences stipulated in § 12, item 1.

§ 11

The student who has not fulfilled all the conditions required to complete a semester or a year of studies shall report to the Dean in order to confirm their status by the last day of the make-up session.

§ 12

1. According to the Dean's decision, the student who has not completed a semester on time shall:
 - 1) complete the semester conditionally, that is the student will be given an opportunity to retake the course and get a credit (or pass an exam) in the following semester. It applies only in the case the student has failed less than 2 (in study programmes in medicine 3) courses necessary to complete the semester; the student is obliged to participate in failed courses and to complete them.
 - 2) repeat a semester;
 - 3) be removed from the student list;
2. The decision referred to in item 1, subitem 1 and 2 shall be made upon the student's request.
3. The student of practical study programmes, who has not passed practical courses or has 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 classes at the study programme with the same profile. The decision in this case shall be made by the Dean.
4. After termination of a practical education contract due to the fault of the employer, the student may continue studies at the same study programme but with general academic profile. The decision is taken by the Dean after analysing the programme of study. The Dean shall also decide on which semester the student may continue their education.
5. The Dean shall decide to expel the student in the case he/she has not completed the first semester nor obtained the conditional completion. Readmission to the university shall be possible in line with the general enrolment procedure.
6. The Dean, together with the Coordinator, shall prepare a list of courses that are obligatory to complete in order to continue studies.
7. The student shall obtain the outstanding credits from previous semesters not later than by the end of the last by one semester.
8. The student shall proceed to the next semester only on condition he/she pays for every course failed in the previous semester and repeated due to unsatisfactory learning results. Tuition fees and exemption rules are defined in the Rector's regulation, issued after consultations with the Students' Union.

§ 13

The student who was removed from the student list after completing the first semester may apply for readmission and regaining the student rights if the break is not longer than 3 years and a given study programme still is conducted. The Dean shall take the decision on readmission to studies. The Dean decides to which semester the student is admitted, which courses they will have to repeat paying fees, and programme differences which the student will be obliged to complete.

IV. Student's rights and responsibilities

§ 14

Students shall act in line with the content of the oath and provisions of these Rules, as well as the University internal regulations. Students shall also follow the principles described in the Student Code of Ethics attached to these Rules.

§ 15

1. Students shall be liable to disciplinary measures for any breach of the rules and regulations in force at the University.
2. The rules of students' disciplinary liability and the executing organs are defined in separate regulations.

§ 16

The student shall have the right to submit requests, remarks, and complaints regarding programmes of study and plans of study and their implementation, as well as other important issues pertaining to studies and the student's personal development. **§ 17**

The student shall forthwith notify the Dean about the change of:

- 1) first name, surname, marital status and other personal data, collected in the documents of studies;
 - 2) address and other data necessary to contact the student
- not later than 14 days from the date of the change of data, failing which the delivery of decisions of the University bodies or information related to the course of studies shall be deemed effective.

§ 18

The student shall have the right to develop their scientific, cultural, tourist and sport interests and to use, for this purpose, the University facilities and resources as well as to get the assistance of academic teachers and the University bodies.

§ 19

1. Having completed the first year of the first-cycle, second-cycle or long-cycle studies, students shall have the right to start a second study programme. The student may start studies at the second study programme from the first semester and by way of the admission procedure only.
2. A student of full-time studies may start an additional part-time study programme, having met the admission requirements of that programme.
3. The student may study at the second-cycle and first-cycle studies or at the long-cycle studies of another study programme, 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 obtaining positive opinions from the coordinators of study programmes and approval of the Deans of both faculties. The Dean will determine the semester in which the student will study and programme differences that the student is required to complete.
5. The Dean, together with the Coordinator may, in justified cases, approve the transfer of the student from full-time to part-time studies.
6. The student's transfer from part-time studies to full-time studies is also possible. The application for a transfer from part-time to full-time studies shall be submitted by the student before the start of the academic year. The student is eligible for such a transfer after completion of the first or subsequent year of studies if they received a number of points qualifying for admission to full-time in the year in which they were admitted to studies and if they completed the previous academic year with a grade average of at least 4.6. The transfer is possible when there will be no increase in the number of groups on the year

of the full-time programme the student intends to move to.

7. The student can move to another higher education institution upon receiving approval from the accepting

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institution and having met all the requirements of the University, which they leave.

8. A student of another higher education institution can move to the University in order to study the same or similar study programme in the same form, upon receiving approval from the Dean of the accepting faculty. The student shall have at least one semester of studies completed, and those applying for the medical programme two semesters. The Dean defines the semester to which a student will be admitted, taking into consideration the transferred credits, their conformity with the programme and plan of study, and the number of ECTS points, in line with §7, item 3 of these Rules. The foreigner moving to studies conducted in Polish must pass the examination in the Polish language before a board appointed by the Dean. The admission of a student to a full-time programme may not result in increasing the number of groups.
9. The student who transfers the courses completed at another higher education institution shall receive the same number of ECTS points as the one allocated to learning outcomes, achieved during relevant classes and internships at the University.
10. Confirmation of the convergence of the achieved learning outcomes shall be the condition for the transfer of the courses completed in another organisational unit of the University or outside the University replacing the points allocated to the courses and internships defined in the programme and plan of study.
11. One ECTS point 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.

§ 20

1. The student shall have the right to carry out part of a study programme and professional or optional internship at another university, on the basis of agreements or programmes to which the University is a party.
2. The University students shall be directed to study at another university and students from other universities shall be admitted to study at the University pursuant to separate regulations.
3. The programme of study offered to a student at another university shall be defined individually by the exchange coordinator and approved by the Dean. The programme shall define the study period, for which a student is sent 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. The exchange coordinator shall be appointed by the Dean at the request of the Coordinator.
5. The programme of studies defined pursuant to item 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 individual cases, upon the student's request, the Dean may approve a partial realisation of the programme of study at a university with which no agreement on students' exchange was concluded. Items 2-5 shall apply respectively.

§ 21

1. The pregnant student and the student who is a parent may not be refused a study leave and a leave with the possibility of accession to validation of the learning outcomes set out in the programme of studies. The leave is granted to a pregnant student for the period until the birth of her child, and to the student who is a parent for a period of one 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.
2. The 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;
3. A leave is granted for the period from three weeks to one 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 the relevant teachers. The student may be granted a leave once during their studies, unless the reason for a leave application is a long-term illness or childbirth.
4. The student should apply for a leave immediately after the occurrence of the cause for such a leave (not later than 2 weeks).
5. The student on a leave keeps the student rights, subject to the right to material assistance, granting of which is based on separate regulations relating to material assistance.
6. With the Dean's approval, the student may participate in certain classes, obtain credits and take exams.

§ 22

1. The student who intends to specialise in a certain field of knowledge and undertakes an individual research project outside the diploma seminar shall have the right to study according to the individual programmes

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and plans of study (IPS). Such interests shall be certified with a course teacher's opinion and documented participation in student research activities.

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) the written consent of the 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 study (IPS) from the first semester.
4. Students participating in the scholarship programme 'Mayor's of Opole 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 admission committee about their intention to study in the IPS system and next, prepare an individual programme and plan of study with the academic tutor appointed by the Dean by 25 September.
5. The student shall submit an application to be granted the IPS, including the proposed academic tutor to the Dean by 30 June (and the student of the first year of the second-cycle studies by 1 February). The tutor - a professor or associated professor shall supervise not more than two students, and a doctor - one student. The tutor shall prepare an individual programme and plan of study in cooperation with the student. An application to be granted the IPS shall be assessed by the Coordinator; 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 and plan 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 teachers.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. The changes in the method or date for courses completion shall be made pursuant to item 4.
7. Granting the IPS requires the academic tutor to determine with course teachers individual deadlines and ways of realisation of the obligations arising from the plans 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 from a student's IPS to the 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.

§ 23

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 at more than one study programme;
 - 3) disability;
 - 4) major health problems or other important reasons;
 - 5) particular involvement in the activity for the benefit of the University.
 - 6) admission to studies in consequence of validation of the learning outcomes.
2. Also a pregnant student and a student who is a parent have the right to the IOS.
3. The Dean shall grant approval for the IOS upon receiving the student's application, for the period of one semester or a year.
4. A student with disability and a student who is a parent may be granted the consent for the entire period of study.
5. The Dean shall take the decision to grant individual organisation of studies not later than within 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 individual organisation of studies shall have the right to agree with the teachers upon individual terms and methods of performing the duties which result from the plan of study and, in the case of disabled persons – have the study conditions adjusted to the type of their disability. The above findings in writing, signed by the student and student's teachers, shall be submitted at the Dean's office.
7. The IOS shall not provide for lower expectations from the student, regarding the scope and level of knowledge and skills envisaged in the plan and programme of study of a given study programme.
8. Studying according to the IOS shall not exempt the student from participation in classes. The course

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teacher may agree to external completion of a course by the student only in justified and documented cases.

9. An examination session within the IOS shall not end later than a make-up session.
10. The Dean shall withdraw approval of 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 the selected courses from the plan of study of a given study programme.
12. The rules of adjusting the conditions of studies for persons with disabilities are defined by the Rector's regulation.

§ 24

1. The student whose learning outcomes acquired outside the formal education system have been validated can take 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 Coordinator shall supervise the study process of a student whose learning outcomes obtained outside of the formal education system have been validated.

§ 25

1. The student may receive the Rector's award for active work for the benefit of the academic community.
2. The Rector's award is given once a year. The Rector, in cooperation with the Students' Union, shall define the rules of the awarding.

V. Conditions for graduation (graduate, undergraduate, engineering studies)

§ 26

1. The student prepares a Master's thesis under the supervision of a person, hereinafter referred to as the supervisor, chosen by the student from people proposed by the Coordinator and within the limit set for the supervisor. If too many students are willing to work under the supervision of a particular supervisor, the selection of candidates is made the supervisor, or - if they do not do it - the Coordinator. A Master's thesis in art programmes, consisting of a practical and theoretical part, is prepared under the supervision of two academic teachers. Students whose programme of study 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.
2. The supervisor of an engineering thesis must be a person with a degree of doctor of engineering or a doctor with scientific output in the field of practical applications in a given discipline.
3. The supervisor and student shall define a topic of the diploma thesis before the start of the penultimate semester of studies, at the latest.
4. 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.
5. The employer shall have influence on a topic of the thesis in practical study programmes. They may also appoint a thesis co-supervisor from among his employees.
6. The topics and their possible changes, as well as those of supervisors and reviewers shall be approved by the council of the institute to which a given study programme is assigned.

§ 27

1. The student shall submit the thesis (if provided for in the plan of study) and pass the final examination (if applicable) not later than by the end of September of the last year of studies. For the studies ending in the winter semester, the deadline shall be the end of the winter make-up session.
2. Upon a request of the student or the supervisor of the diploma thesis, the Dean may extend the period 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 the diploma thesis in due time for justified reasons, independent from the student;
3. The extension of the deadline for submitting a diploma thesis shall result in extending the term of the planned completion of studies.

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4. The student who failed to meet the deadlines set out in item 1 or 2 may submit a request to the Dean to repeat the last semester of studies.
5. In the event of readmission to studies or repeating the last semester, the Dean, in cooperation with a supervisor, may approve the completion of the previously prepared diploma thesis.
6. In the event of a prolonged absence of a supervisor, which could cause the delay of submitting the diploma thesis, the Coordinator shall appoint another person to supervise the diploma thesis.

§ 28

1. The student shall be allowed to take the diploma exam after meeting the following conditions:
 - 1) fulfilling all the requirements resulting from the programme of study and plan of study;
 - 2) obtaining a positive grade for the diploma thesis, if required by the programme of study.
2. The term of the final exam is determined by the Dean.

§ 29

A diploma thesis shall be evaluated by the supervisor and the reviewer and in art programmes by supervisors and reviewers of practical and theoretical parts. In the event of major differences 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. The student shall have the right to access his diploma thesis review.

§ 30

1. The diploma exam shall be carried out before the board appointed by the Dean. The board shall consist of at least three members: the chairperson (the Dean or an academic teacher (with minimum doctoral degree appointed by the Dean), a supervisor/supervisors and a reviewer/reviewers. As far as practical study programmes are concerned, a representative of an entrepreneur may participate in a diploma exam as an observer.
2. A diploma exam shall be oral.
3. 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.
4. 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, a week before the exam date, at the latest.
5. If the programme of studies does not envisage the preparation of the 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 determined by the Coordinator with the approval of the institute council, and announced before the start of the last year of studies.
6. Students of the medical programmes are neither required to prepare a diploma thesis, nor to take a diploma exam.

§ 31

1. In the event of failure to pass the diploma exam or an unexcused absence at the exam in due date, the Dean shall set the second and final date of the diploma exam.
2. The second exam term shall take place not later than one month after the end of the make-up session.
3. In the event of failure to pass the diploma exam in the second term, the student can submit a request to repeat the last semester, which can involve the change of the diploma thesis topic

§ 32

1. Studies shall be completed following the passing of the diploma exam with at least a satisfactory grade.
2. The University graduate shall receive a university studies graduation diploma in a given study programme, with the final study result.
3. If the plan of study envisages a thesis, the final study result is the sum of the following:
 - 1) $\frac{1}{2}$ of arithmetic mean of the grades from 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;
4. If the plan of study 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 from exams and credits entered in the USOS;
 - 2) $\frac{1}{4}$ of the diploma exam grade;
5. For the medical programmes, the final result is defined as the average of all exam grades and credits entered into the USOS system.
6. The final grade shall be entered in the diploma according to the following rules:
 - 1) the sum not higher than 3.25 - satisfactory;
 - 2) the sum from higher than 3.25 to 3.75 - satisfactory plus;

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- 3) the sum from higher than 3.75 to 4.25 - good
- 4) the sum from higher than 4.25 to 4.55 - good plus,
- 5) the sum higher than 4.55 shall be entered in the diploma as a very good grade.

VI. Final Provisions

§ 33

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

§ 34

The Rules of Study shall enter into force as of 1 October 2019.