ANNOUNCEMENT No. 2

of the Rector of the Nicolaus Copernicus University in Toruń

of 28 August 2019

on the consolidated text of the Rules of Study at the Nicolaus Copernicus University in Toruń

Pursuant to Art. 2 of Resolution No. 101 of the Senate of the Nicolaus Copernicus University of June 25, 2019, amending Resolution No. 39 of the Senate of the Nicolaus Copernicus University of April 30, 2019 the Rules of Study at the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK 2019, item 222)

it is announced as follows:

the annex to this announcement contains the consolidated text of resolution No. 39 of April 30, 2019 the Rules of Study at the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK 2019, item 127), taking into account the amendment introduced by resolution No. 101 of the Senate of the Nicolaus Copernicus University in Toruń of June 25, 2019 amending resolution No. 39 of the Senate of the Nicolaus Copernicus University in Toruń of April 30, 2019 Rules of Study at the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK 2019, item 222).

RECTOR

prof. dr hab. Andrzej Tretyn

Annex to Announcement No. 2 of the Rector of the Nicolaus Copernicus University in Toruń of August 28, 2019 on the consolidated text of the Rules of Study at the Nicolaus Copernicus University in Toruń
RESOLUTION No. 39

of the Senate of the Nicolaus Copernicus University in Toruń

of April 30, 2019

Rules of Study at the Nicolaus Copernicus University in Toruń


the following shall be adopted:

Chapter 1

General provisions

Article 1

1. The rules of study at the Nicolaus Copernicus University in Toruń, hereinafter referred to as the "rules", shall specify the organisation of degree programmes and the related rights and obligations of students, including special rules for the pursuit of degree programmes by students enrolled in the dual career Program.
2. The rules shall apply to first-cycle programmes, second-cycle programmes, and long-cycle programmes provided in a full-time or part-time mode at the University or partner higher education institution under an exchange programme.
3. The rules shall apply accordingly to students of other higher education institutions pursuing a part of their degree programme at the university, unless separate regulations or agreements to which the University is a party provide otherwise.

Article 2

Whenever the rules refer to:

1) dean – it respectively means the dean competent to issue internal legal acts in the form of a regulation or the dean for student affairs competent to issue individual acts on student matters referred to in § 82.1;
2) study plan – it means the time frame for the implementation of a study programme (curriculum), including in particular the names and codes of courses, their sequence in
semesters, forms of conducting classes and number of hours, ECTS credits and the form of course completion;

3) didactic plan – it means the schedule of didactic classes in a given semester or academic year;

4) dual career Program – it means pursuing by a student-sportsperson of a degree programme within the framework of the dual career Program;

5) study programme (curriculum) – it means the study programme (curriculum) referred to in the Regulation of the Minister of Science and Higher Education of September 27, 2018 on studies (Dz. U. 2018, item 1861);

6) supervisor – it means an academic teacher under whose guidance a diploma thesis is written;

7) rules - it means the rules of study at the Nicolaus Copernicus University in Toruń;

8) University – means the Nicolaus Copernicus University in Toruń;

9) USOS – it means the University Study-Oriented System;


Article 3

1. The course of study, in particular the results obtained by students during their studies, shall be documented in an electronic form in the USOS system and in student personal files.

2. The University shall provide students with the access to the documentation of the course of study kept in an electronic form via the USOSweb.

3. The University shall issue copies and print-outs of periodical student performance transcript of records at the request of the person concerned.

Article 4

1. The University shall issue a student ID to the student immediately after commencing their studies.

2. Art. 4.1 shall not apply to students undertaking parallel studies in another field of study or continuing their studies at the University.

3. A student ID can also be issued to a student of a foreign university who is pursuing part of their studies at the University.

4. The validity of a student ID is confirmed every semester by updating the data in the electronic system and placing the hologram in the marked fields.

5. A student ID shall be valid no longer than until the date of completion of a degree programme, suspension of student’s rights or striking off the list of students. In the case of graduates of the first-cycle degree programmes, a student ID shall be valid no longer than October 31 of the year of completion of such a degree programme.

Article 5
1. The dean may appoint a tutor chosen from among academic teachers for first-year students.
2. At the request of the competent student government body, the dean may appoint tutors for students in higher years of a degree programme.
3. The dean shall determine the scope of the tutor's duties.

Chapter 2
Student’s rights and obligations

Article 6

1. A person enrolled in a degree programme shall commence their studies and shall acquire student's rights upon taking the oath the content of which is laid down in the statutes of the University.
2. Student's rights and obligations shall expire on the date of graduation or striking off the list of students.
3. A person who has completed the first-cycle degree programme shall retain student's rights until October 31 of the year in which the programme is completed, excluding the right to a social scholarship, a scholarship for the disabled, an allowance and a scholarship granted by the rector.

Article 7

The student shall have the right to:
1) obtain reliable and modern knowledge;
2) develop their interests in science, culture, arts, sport, tourism, and use for this purpose the facilities and resources of the University and the assistance of academic teachers and university bodies;
3) join research-interest groups or student organisations;
4) participate in research, development and implementation works carried out at the University;
5) receive awards and distinctions;
6) use the services offered by the University;
7) pursue a degree programme according to the individualized organisation of studies;
8) transfer and have ECTS credits recognized;
9) change their field of study;
10) transfer to a full-time or part-time degree programme;
11) excuse their absence from classes;
12) take leave from courses retaining the possibility to have the acquired learning outcomes specified in the study programme (curriculum) verified;
13) take an examination before a commission;
14) retake specific classes due to unsatisfactory academic performance;
15) express an opinion on the quality of education and the organisation of work at the University;
16) receive training on student's rights and obligations.
Article 8

The student may apply for:
1) the pursuit of a part of a degree programme at another domestic or foreign higher education institution;
2) the approval to participate in activities not included in the study programme (curriculum) or study plan;
3) the right to study under an individualized study programme;
4) student financial support pursuant to the rules laid down in separate regulations;
5) student accommodation as well as the accommodation for their spouse or child in the University hall of residence;
6) transfer to another university.

Article 9

The student shall be obliged to:
1) act in accordance with the oath and the regulations in force at the University;
2) respect the property of the University;
3) attend didactic and organizational classes in accordance with the rules;
4) demonstrate proper conduct during classes, appropriate to the place where they are held;
5) enrol in classes via the USOS system within set time limits;
6) sit examinations within set time limits, complete internships and fulfil other duties specified in the study programme (curriculum);
7) pay tuition fees within specified time limits, if such fees are required under separate regulations;
8) notify the dean without delay and in writing of their resignation from a degree programme;
9) notify without delay the dean's office of any change in personal data relevant to the course of study, including in particular name, surname, address, and of the event of the destruction or loss of a student ID card;
10) verify data in the USOS system and collect decisions issued by the University authorities via the account referred to in Art. 9.11 and report without delay to the dean's office any errors in the documentation of the course of study;
11) have an account on a university server and use it in contacts via electronic means in organizational and didactic matters;
12) comply with the rules of the NCU Computer Network.

Article 10

Students with disabilities shall enjoy special solutions specified in the rules in order to equalize their opportunities maintaining at the same time the guarantee of achieving the assumed learning outcomes.

Article 11
The student shall be liable to disciplinary action for any violation of the regulations in force at the University or other university or institution at which they are pursuing a part of a degree programme, including an internship, or for any act that violates the dignity of the student in accordance with the rules specified in separate regulations.

Chapter 3
Organisation of the academic year

Article 12

1. The academic year starts on October 1 and lasts until September 30 of the following calendar year. The academic year shall be divided into two semesters - winter semester and summer semester.
2. The framework organisation of the academic year, including the dates of the start and end of classes, examination sessions and time off from classes, shall be specified by the rector and announced no later than 4 months before the start of the academic year.

Article 13

1. Course schedules for full-time and part-time degree programmes as well as dates of meetings for part-time programmes shall be specified by the units providing degree programmes.
2. The deans shall approve and publish course schedules and dates of meetings referred to in Art. 13.1 in the USOS system or on the faculty website no later than 10 days before the start of the semester.
3. Changes to the schedules and dates of meetings may only be made after the approval of the dean.
4. The dean shall inform the students and course instructors without undue delay of the changes referred to in Art. 13.3 in the USOS system or on the faculty website respectively.

Article 14

The rector may, in particularly justified cases, provide for additional hours or days off from classes during the academic year.

Chapter 4
Conditions and mode of pursuing courses and completing a semester/year

Article 15

1. The credit period specified in the study programme (curriculum) shall be a semester or an academic year.
2. If the credit period is an academic year, the time limit for obtaining credits for courses and passing all examinations included in the study plan is September 20.
3. If the credit period is a semester, the time limit for obtaining credit for classes and passing all exams included in the study plan is February 28 in winter semester and September 20 in summer semester respectively.

4. Art. 15.2 and Art. 15.3 shall not apply to the diploma examination.

Article 16

1. Polish is the basic language of instruction at the University.
2. Didactic classes at the University and tests of knowledge and skills may be conducted in a foreign language:
   a. with the scope and under the conditions arising out of the study programme (curriculum);
   b. as an offer of general university courses taken by students as elective courses.
3. The University may provide degree programmes or specialties (majors) in a foreign language in addition to the courses referred to in Art. 16.2.
4. A course syllabus or a specialty (major) programme may provide for the requirement to confirm student's language competences.
5. Art. 16.4 shall not apply to foreign language courses in the field of philology and other fields related to language education as well as to foreign language courses.

Article 17

1. The following positive grades are awarded at the University: very good, good plus, good, sufficient plus, sufficient and a negative grade - fail.
2. The following numerical values are assigned to the grades referred to in Art. 17.1:
   a. very good – 5
   b. good plus – 4.5
   c. good – 4
   d. sufficient plus – 3.5
   e. sufficient – 3
   f. fail – 2
3. Grades obtained in another higher education institution shall be converted in accordance with the rules specified by the rector.

Article 18

1. In order to complete a semester or a year of a degree programme, it is necessary to obtain course credits, pass all examinations and obtain the required number of ECTS credits specified in the study plan or Individualized Study Plan.
2. In the case of a student pursuing a degree programme under agreements or exchange programmes, the submission of a list of obtained credits or a confirmation of the completion of an internship is an additional requirement for the completion of a semester or a year of a degree programme.
3. The course completion is confirmed by an entry in the course completion protocol in the USOS system.

Article 19

1. ECTS credits are a measure of the average student workload necessary to achieve learning outcomes.
2. The number of ECTS credits allocated to modules or courses provided for in the study plan is the following:
   1) around 30 in a semester;
   2) 60 in an academic year.

3. An ECTS credit is equivalent to 25-30 hours of student workload including courses provided by the University and the student's individual work related to these courses.
4. The number of hours of the student’s work includes participation in various forms of courses provided by the University with the assistance of academic teachers (contact hours) and student's own workload, i.e. preparation for classes, performance of tasks that can be carried out outside the University (e.g. projects), preparation for tests and examinations.
5. The student’s total workload for each course is included in the course syllabus.
6. The student shall obtain ECTS credits allocated to a relevant module or course if they meet all the requirements specified in the study programme (curriculum) and achieve learning outcomes planned for that module or course. The number of ECTS credits obtained by the student does not depend on the grade obtained by the student for the course.

Article 20

1. The study programme (curriculum) shall specify the courses in which attendance is compulsory and the method of obtaining credits.
2. The study programme (curriculum) may specify sequential classes, understood as courses in which attendance and crediting are conditional upon the completion of other courses specified in the study programme (curriculum).
3. Attendance in lectures which end with an examination is not subject to control unless the dean decides otherwise after consultation with the dean’s council.

Article 21

1. A part of the learning outcomes covered by a study programme (curriculum) may be achieved in courses that are delivered using distance learning methods and techniques (using infrastructure and software that ensure synchronous and asynchronous interaction between students and instructors).
2. The rector shall specify the rules for conducting the courses referred to in Art. 21.1.

Article 22
1. The study programme (curriculum) in the field of study with a practical profile shall provide an internship for students of a minimum length of at least:
   1) 6 months - first-cycle and long-cycle degree programmes;
   2) 3 months – second-cycle degree programmes.
2. Learning outcomes and ECTS credits are assigned to internships.
3. The study programme (curriculum) shall specify the load, rules and form of internships.

Article 23

1. The requirements for obtaining credits for courses and assessment criteria shall be specified by the instructor in consultation with the course coordinator and announced at the first meeting. These shall be consistent with the rules for crediting courses specified in the course syllabus.
2. The requirements referred to Art. 23.1 may include partial or total credit for courses based on the student's participation in research projects if participation in those projects enables the achievement of learning outcomes specified for those courses in the study programme (curriculum).
3. The course instructor may, in justified cases, exempt students from attending a course in which attendance is obligatory and shall at the same time specify the requirements, method, and date of crediting the course in order to guarantee the achievement of learning outcomes specified for the course in the study programme (curriculum).

Article 24

1. In justified cases, the student has the right to be absent from classes in which attendance is obligatory but only in the number of hours allowed to achieve learning outcomes provided for in the study programme (curriculum).
2. The number of excused absences referred to in Art. 24.1 shall be specified by the course instructor and communicated to students in accordance with Art. 23.
3. The reasons justifying absences from obligatory classes include in particular:
   1) other research or didactic duties related to pursuing a degree programme at the University;
   2) activity in the bodies of the University or student government, including the work of commissions operating at the University and in institutions representing higher education and science communities;
   3) activity in sports units and sports clubs of the University, in particular participation in sports competition organized by Polish and international academic sports organizations (AZS, EUSA, FISU) and participation in the representation of sports clubs of the University in competitions, league and tournament competitions;
   4) student's illness or health condition which prevents them from attending classes;
   5) care of the closest family member if their health condition so requires;
   6) traffic problems if they are the direct cause of the absence;
   7) participation in a protest or strike as referred to in Article 106 of the Act on Higher Education and Science.
4. As soon as the reason for the absence ceases to exist, but no later than in the first compulsory meeting which the student attends after the cause of the absence ceases to exist, the student shall be obliged to excuse the absence by presenting to the course instructor a medical certificate of temporary inability to attend the class or by providing other important reasons excluding the absence.

5. The class instructor shall specify, in the first meeting which the student attends after the cause of the absence has ceased to exist, the date and method the student shall catch up with the programme caused by their absence from obligatory classes.

Article 25

A student whose behaviour poses a threat to the life or health of class participants, or whose behaviour makes it difficult to participate in or conduct a class, may be removed. In such a case, the student's absence from the class is treated as unjustified.

Article 26

1. In the event the student's disability or medical condition, documented by a medical certificate, prevent them from attending a class in accordance with the requirements referred to in Art. 23, at the request of the interested party submitted not later than 7 days before the start of the class, the dean shall make a decision to change the rules for their attendance in classes, including in particular:
   1) enabling attendance in classes of third parties, such as a sign language interpreter, a stenographer or a laboratory assistant;
   2) enabling use of technical devices, such as video and audio recording equipment;
   3) preparation of teaching materials in an alternative form;
   4) changing the form of testing knowledge during classes.

2. The dean shall issue the decision referred to in Art. 26.1 after consultation with the University organisational unit responsible for dealing with students with disabilities and shall inform the course instructor of its content.

Article 27

1. The student who, due to their health condition confirmed by a certificate issued by the medical commission referred to in Art. 55.3, cannot participate in physical education classes shall be referred by that commission to take classes that are conducted in a different form.

2. At the request of the student who actively participates in sports club classes, the director of the University Sports Center or the head of the Collegium Medicum Center for Physical Education and Sport respectively, may exempt them from the obligation to participate in physical education classes and credit these classes on the basis of the achieved sports results subject to the opinion of the coach of a relevant section.
Article 28

1. A student who has demonstrated a very good command of a foreign language in a placement test qualifying for enrolment in a foreign language course may take the final examination without the obligation to attend classes.
2. A student who holds one of the language certificates or another document confirming their language competences in the scope relevant to the field of study may be exempted from participating in an obligatory foreign language course and from sitting an examination in that language.
3. The rector shall specify the detailed rules for the exemption from examination and attendance in a foreign language course.

Article 29

1. At the request of the student submitted within 14 days from the beginning of the year or semester, the dean may credit the courses specified in the study plan, including general university courses, on the basis of the courses the student completed at the University or another higher education institution, including foreign universities.
2. The dean shall make a decision on crediting the courses upon reviewing the course documentation submitted by the student, including the student's periodic performance record and course syllabi.
3. When deciding whether to credit a course, the dean shall take into account learning outcomes achieved at the University or at another higher education institution as a result of completing the courses corresponding to the courses specified in the study programme (curriculum) of the field of study which the student is pursuing. The convergence of learning outcomes is a prerequisite for crediting courses.
4. The student shall be allocated as many ECTS credits as are allocated to the learning outcomes of relevant courses at the University.
5. The student is assigned a grade they obtained for completing the course provided by another unit. The grade is calculated on the basis of the grading scale in force at the University.

Article 30

1. Examination dates shall be set by the examiner and approved by the dean.
2. Examination dates approved by the Dean shall be announced to students by the instructors in the manner customary at the faculty at least 14 days before the end of classes in a relevant semester or year.
3. In cases specified in Art. 20.1, sitting an examination in a relevant course shall be subject to obtaining a credit for that course.

Article 31
Article 32

1. In the event the student's disability or medical condition, documented by a medical certificate, prevent them from sitting examinations and obtaining course credits in accordance with the requirements specified in the study programme (curriculum) and those set by the course instructor, at the request of the interested party submitted no later than 14 days before the date of the examination or assessment test, the dean shall make a decision on changing the examination and assessment format. The decision shall include in particular:
   1) the extension of the duration of the examination or assessment test;
   2) the permission for the attendance in the examination or assessment test of third parties appearing, among others, as sign language interpreters, stenographers, laboratory assistants;
   3) the permission to use of technical devices, such as computers, braille and sound equipment;
   4) changing the format of the examination or assessment from written to oral and vice versa;
   5) changing the venue of the examination or assessment;
   6) preparing examination or teaching materials in an alternative format of record.

2. The dean shall issue the decision referred to in Art. 32. 1 after consultation with the University organisational unit in charge of students with disabilities and shall inform the examiner or the course instructor of its contents.

Article 33

At the request of the student pursuing a degree programme under the dual career Program submitted no later than 14 days before the scheduled date of the examination or assessment, the dean may decide to change the format of the examination or assessment subject to the opinion of the tutor referred to in Art. 42.3.

Article 34

1. In the event a lecture provided within the same course ends with an examination and is delivered by more than one academic teacher, the student, at their discretion, shall sit the
examination before one of the teachers provided that it is possible for organisational reasons.

2. In particularly justified cases, the dean may permit the examination to be sat before another academic teacher representing the same scientific discipline.

Article 35

1. In the event the student obtains an unsatisfactory grade in an examination, they shall be entitled to sit one retake examination.
2. Resit examinations shall take place on the dates specified in Art.15.2 and Art. 15.3.
3. The date of the resit examination may be set on a date falling no earlier than 5 days after the date of announcing the result of the examination sat on the first date.
4. In the event of losing the date referred to in Art. 31.4 , Art. 35.1 shall apply accordingly.
5. If the format specified in the course syllabus for acquiring a credit for classes ending with a graded credit so permits, provisions of Art. 35.1 shall apply accordingly.
6. Art.35.5 shall not apply in the case of courses where student’s attendance is required to obtain a course credit.

Article 36

1. At the request of the student who has failed the examination submitted within 3 days of the date of the announcement of the examination result including:
   1) substantiated objections to the impartiality of the examiner, or
   2) the occurrence of circumstances indicating that the examination has been conducted improperly,
the dean may order an examination to be taken before a commission; the examination shall take place within the shortest possible time from the date of submitting the request.
2. The examination referred to in Art. 36.1 shall be conducted by a commission appointed by the dean. The examiner in the commission shall be other specialist in the subject in which the examination has been ordered, or if that is not possible, a specialist in a related discipline. At the request of the student, a representative of the student government selected by the student shall take part in the examination as an observer.
3. In the event the request submitted pursuant to Art. 36.1.1 concerns an examination held in writing, the commission referred to in Art.36.2 shall review the examination paper.
4. Obtaining a positive grade in the examination held before a commission changes the previous result of the examination.

Article 37

1. The student who has not obtained a credit for a course that does not end with an examination shall have the right to request the head of the organisational unit providing the course, submitted within 7 days of the date of the announcement of the result, to verify whether they have met the requirements for obtaining a credit.
2. The final decision on crediting the course shall be made by the head of the organisational unit or a commission appointed by the head of an organisational unit.

Article 38

1. The student shall be informed about examination results and obtained credits via the USOS system.
2. Grades for courses that do not end with an examination and grades for examinations are entered into the USOS system no later than February 28 in the winter semester and September 20 in the summer semester.
3. Grades for courses in which a credit is a requirement for sitting the examination are entered into the USOS system no later than 3 days before the scheduled date of the examination.
4. Grades for courses that require a credit in order to sit an examination are entered into the USOS system by the class instructor no later than 3 days before the examination date.
5. Grades for written examinations are entered into the USOS system by examiners promptly after the examination and assessment of papers, but no later than within 14 days of the examination date.
6. Grades for oral examinations are communicated to students by examiners immediately after the end of the exam and are entered into the USOS system no later than within 3 days from the date of the exam.
7. The student is obliged to:
   1) report to the examiner, within 7 days from the date of announcement of the examination results, any discrepancies between the grade announced orally and the grade entered in the USOS system;
   2) report without delay to the dean's office any errors in the documentation of their course of study.

Article 39

1. A student who has not completed a semester or a year shall be issued with a decision on:
   1) conditional registration in a higher semester or a year of study, or
   2) permission to repeat a semester or a year of a degree programme, or
   3) being struck off the list of students.
2. Decisions referred to in Art. 39.1.1 and Art. 39.1.2 shall be issued by the dean at the student's request submitted within 7 days of the expiry of the time limit for the completion of a semester or a year.
3. In the event of the student's failure to submit a request within the time limit referred to in Art. 39.2, the rector shall issue a decision on striking the student off the list of students.
4. A relevant year of a degree programme may be repeated no more than twice. The first year of a degree programme may be repeated only once.
5. A student who is conditionally registered in a higher semester or year of a degree programme shall sit examinations and obtain credits for outstanding courses within the time limit set by the dean. The provision of Art. 35.1 shall apply accordingly.
6. In the event of failure to comply with the obligation referred to in Art. 39.5, the provisions of Art. 39.1.2 or Art. 39.1.3 shall apply accordingly.
Article 40
A student who repeats a year or semester of study shall not be obliged to obtain credits for courses and sit examinations in courses for which they have already obtained positive grades unless the study programme (curriculum) has been revised.

Chapter 5
Specific modes of pursuing a degree programme and didactic courses

Article 41
1. A student may apply for an individualized mode of pursuing didactic courses under:
   1) Individualized Study Plan, or
   2) Individualized Organization of Studies

2. A decision on an individualized mode of study shall be made by the dean at the request of the student.

3. In the case of a student pursuing a degree programme under the dual career Program, the Dean shall decide on the award of the Individualized Study Plan immediately after the Director of the University Sports Center has submitted the decision on admitting the student to the Program.

Article 42
1. Under the Individualized Study Plan, the student shall be provided with an individualized selection of content and forms of education along with didactic and scientific support.

2. The individualized selection of content and forms of education consists in:
   1) broadening the scope of knowledge within the field of study or specialty (major);
   2) combining two or more specialties (majors);
   3) participating in research works;
   4) changing the study plan in connection with pursuing a part of a degree programme or an internship pursued at another university or in another higher education institution, including a foreign institution;
   5) changing the study plan in connection with being admitted to the university as a result of validating learning outcomes, taking into account learning outcomes and learning standards specified for the field of study, if any;
   6) in the case of students studying under the dual career Program - changing the study plan to allow for the continuation and development of sports career, taking into
account the learning outcomes set for a given field of study, including in particular the extension of the study period.

3. The dean shall appoint a tutor in order to provide didactic and scientific guidance.
4. The dean, after consultation with the dean's council, shall define the criteria for the award of and the rules for studying under the Individualized Study Plan.

Article 43

1. A student who becomes pregnant or a student who is a parent shall have the right to study under the Individualized Organization of Studies until the completion of a degree programme.
2. The dean may give consent to the pursuit of a degree programme under the Individualized Organization of Studies, in particular in relation to the student who:
   1) pursues more than one field of study;
   2) fulfils care responsibilities towards members of the family;
   3) is disabled;
   4) pursues a degree programme under the dual career Program.
3. Individualized Organization of Studies shall not exempt the student from the obligation to complete courses provided for in the study plan.
4. Subject to Art. 43.1, the Individualized Organisation of Studies shall be awarded for a period not exceeding one academic year.
5. Having obtained the dean's consent to study under the Individualized Organization of Studies, the student is obliged to agree with course instructors within 14 days of the commencement of the course the rules of the individualized pursuit of and crediting for classes that ensure the achievement of the assumed learning outcomes. Subject to organizational possibilities, the student may request individualized arrangements, including in particular:
   1) the method of achieving learning outcomes assumed for a relevant course, in particular the choice of a course group or the pursuit of learning outcomes with partial or total exemption from the attendance in contact classes;
   2) the date and method of verifying learning outcomes provided that the date does not fall behind the schedule that has been adopted for a relevant field of studies.
6. The student shall submit to the dean the rules agreed with the course instructor for the completion and crediting of a course without delay, but no later than within 14 days of the expiry of the time limit referred to in Art. 43.5.
7. The dean shall revoke the decision on granting the consent to study under the Individualized Organization of Studies in the event of:
   1) the cessation of the circumstances giving rise to the consent;
   2) the student's failure to comply with the obligation referred to in Art. 43.6.
8. In the case of students pursuing the double degree Program, individualized rules of pursuing and acquiring credits for classes shall be arranged with the class instructor and in consultation with the student's tutor referred to in Art. 42.3. The provisions of Art.37 shall apply accordingly.
9. The organisation and implementation of the didactic process under the Individualized Organisation of Studies of a student with disabilities is adapted to the type of disability.
Article 44

1. In justified cases, and in particular in the case of students with high academic achievements, the dean may permit the student to participate in selected classes assigned to higher semesters or years of study that subsequently follow.

2. Pursuing the courses referred to in Art. 44.1 shall not result in shortening the period of study provided for in the study programme (curriculum).

3. By way of regulation, the dean may specify the rules for the participation of students of specific fields of study in courses referred to in Art.44.1.

Chapter 6
Extra-curricular courses and selection of specialty (major)

Article 45

1. The dean may agree to the student's participation in courses not included in the study programme (curriculum) if organisational reasons allow.

2. The University shall charge fees for the courses referred to in Art. 45.1 in accordance with the rules specified in the regulations referred to in Art. 65.

Article 46

1. The student shall choose one specialty within a time limit set by the dean in the event there are several specialties (majors) offered in a field of study.

2. If organisational reasons do not allow all interested parties to be admitted to a given specialty (major), the dean shall determine the rules of recruitment, taking into account in particular, the student's abilities and interests along with the previous study results.

3. With the consent of the dean, the student may pursue two specialties (majors).

4. By giving the consent referred to in Art. 46.3, the dean makes a decision to grant the student the Individualized Study Plan covering two specialties (majors). The provision of Art.42.3 shall apply accordingly.

Chapter 7
Pursuing part of a degree programme at another higher education institution, including a foreign institution

Article 47

1. Upon the consent of the dean and the award of the Individualized Study Plan, the student may pursue part of their studies at another higher education institution, including a foreign institution, pursuant to the rules specified in agreements or student exchange programmes.
2. The dean shall approve the Individualized Study Plan to be pursued at another university and specify conditions, dates and mode in which the student shall make up for the outstanding differences in the study programme (curriculum).

3. Credits acquired under the Individualized Study Plan and the results achieved in another institution shall have the equal value to credits and results acquired at the University.

4. The dean shall approve credits for courses pursued at another higher education institution on account of the curriculum of degree programmes pursued by the student at the University pursuant to the rules referred to in Art. 29.

5. At the request of the student who is pursuing a part of a degree programme in a foreign higher education institution, the dean may set a date other than that specified in Art. 15 for obtaining credits for courses and sitting examinations required under the Individualized Study Plan.

Chapter 8
Changing university, field of study or mode of study

Article 48

1. A student of another higher education institution, including a foreign institution, may apply for admission to the University by way of transfer if they have fulfilled all the requirements resulting from the regulations in force in the institution from which they intend to move.

2. In the case of a student's admission to the University by transfer, the dean shall specify in the decision:
   1) the semester or year of a degree programme in which the student shall be registered;
   2) the learning outcomes and ECTS credits achieved by the student which may be counted towards the study programme (curriculum) at the University;
   3) courses to be made up for due to the differences in the study programme (curriculum) and the time limit for their completion.

3. The decision to admit a foreigner by way of transfer shall be taken by the rector at the request of the student and subject to an opinion of the dean of the faculty providing a degree programme. The provisions of Art. 48.2 shall apply accordingly.

4. The dean, after consultation with the dean's council, may specify the rules for admitting students from other higher education institutions to specific fields of study. The rules shall be published on the Faculty's website.

5. The rector may specify the rules for admitting foreigners by way of transfer, taking into account the rules referred to in A48.4. The rules shall be published on the University's website.

Article 49

1. A student of the University may apply for a change of the field of study.

2. Such a change of the field of study is possible from the start of the new academic year.
3. A decision to change the field of study shall be taken by the dean of the receiving faculty upon submission by the student of a certificate from the relevant dean confirming that the student has fulfilled all their duties in the field of study from which they are transferring. The dean shall specify in the decision the year of a degree programme in which the student is to be registered and the time limit for making up for any outstanding courses resulting from differences in learning outcomes, study programme (curriculum)s, and study plans.

4. The dean may make the decision referred to in Art. 49.3 subject to the verification of the student's knowledge and skills required for the field of study.

5. The dean of the receiving faculty shall notify the dean of the faculty at which the student has studied so far of the decision.

**Article 50**

1. A student of the University cannot be transferred from another university nor can they change a field of study in the event:
   1) the student has failed to complete the first year of a degree programme subject to Art. 50.2;
   2) the student is suspended from students’ rights;
   3) a disciplinary action is pending against the student.

2. In the event a semester is a credit period in both fields of study, in particularly justified cases the student may be transferred from another university and change the field of study after the first semester has been completed.

**Article 51**

1. A student of the University may apply for a change of the mode of study from full-time to part-time or vice versa.

2. The dean shall make a decision to change the mode of study taking into account in particular the results the student has achieved so far.

3. The dean, after consultation with the dean's council, shall specify the rules for changing the mode of study in a relevant field of study.

**Article 52**

In justified cases and in particular for organisational reasons, the rector or the dean as appropriate may refuse to approve the registration or change referred to in Art.48, Art.49 and Art.51.

**Chapter 9**

**Student's leaves**

**Article 53**

1. A student may apply for the following types of leaves:
1) sick leave;  
2) parental leave;  
3) special leave;  
4) sports leave.

2. The student shall retain student’s rights during the period of leave.

3. Sick leave may be granted to the student due to illness, medical treatment or rehabilitation that prevent or seriously impede the continuation of studies. Sick leave shall be granted for the duration of illness, medical treatment or rehabilitation. In the event the end of the leave falls during a semester, the leave may be extended until the end of that semester.

4. Parental leave may be granted to the student who:
   1) became pregnant - up to the date of the childbirth;  
   2) is a parent - up to 1 year.  
   In the event the end of the leave falls during a semester, the leave may be extended until the end of that semester.

5. Special leave may be granted to the student who pursues a degree programme in another field at the University or in another higher education institution for the purpose of caring for a family member in particular or for other important reasons.

6. Sports leave may be granted to the student who pursues a degree programme under the double career Program, in particular in order to enable the student to participate in preparations for championships for the period until the end of the preparation cycle. In the event the end of the leave falls during a semester, the leave may be extended until the end of that semester.

Article 54

1. The request for leave shall be submitted by the student to the relevant dean and should contain a justification and documents confirming the said.

2. The request should be submitted by the student immediately after the circumstances justifying the grant of the leave have occurred.

3. The request for parental leave may be submitted by a student who is a parent within 1 year from the date of the childbirth.

4. The request for sports leave shall include a positive opinion of the Director of the University Sports Centre.

Article 55

1. The dean shall grant leave specifying in the decision the date of its expiry.

2. A student pursuing more than one field of study shall be granted a sick leave by the dean competent for the basic field of study. The relevant dean shall promptly notify deans competent for other fields of study of the grant of leave. Sick leave shall cover all fields of study.
3. The dean shall grant sick leave upon reviewing the certificate issued by a medical commission appointed by the rector.
4. The rector shall determine the mode and operating rules of the commission referred to in Art. 55.3.

Article 56

1. The student is obliged to submit an application for the entry into the relevant year of study within 14 days of the end of the leave.
2. A student who returns from a sick leave shall be obliged, before taking up classes, to present to the dean a decision issued by the medical commission referred to in Art. 55.3 on the student's ability to continue their studies in a relevant field of study.
3. In the event the student is not able to continue their studies, they should re-apply for a sick leave.
4. A student who has not been issued a decision on the ability to continue their studies and who does not re-apply for a sick leave shall be struck off the list of students by the rector.

Article 57

1. Sick, special or sports leaves may be granted in the form of: 1) a short-term leave - for a period of up to one month; 2) a long-term leave - for a period of one or two semesters.
2. Granting a short-term leave shall not release the student from the obligation to complete a semester or a year of a degree programme within the specified time limit.
3. Granting a long-term leave shall result in an extension of the date of completion of a degree programme.
4. A student of the long-cycle degree programme may be granted a special long-term leave not more than twice whereas a student of the first- or second-cycle degree programme may be granted a special leave not more than once.

Article 58

1. Upon the dean's consent, the student may participate in classes specified in the decision on granting leave and take final assessment and examinations during the leave.
2. In the case of sick leave, the consent referred to in Art. 58.1 requires a positive opinion of the commission referred to in Art.55.3.
3. In the case of parental leave, the consent referred to in Art. 58.1 may be given subject to a positive opinion of the commission referred to in Art.55.3 or a medical certificate confirming the ability to attend classes.

Chapter 10
Striking off the list of students

Article 59
1. The rector shall strike the student off the list of students in the event of:
   1) not taking up studies;
   2) resigning from studies;
   3) imposing a disciplinary penalty of expulsion from the University;
   4) failing to submit the diploma thesis within the time limit specified in Art.69.1 or Art.70.1;
   5) failing a diploma examination held on the second date or an unjustified failure to take such an examination.

2. A failure to take up studies shall be declared by the rector in the case of:
   1) failure by a person registered in a degree programme to take an oath within 14 days of the date of the commencement of courses;
   2) failure to submit, within the time limit specified in Art.56.1, a registration request for the next year of a degree programme following the end of leave .

3. Resignation from studies shall require a statement from the student in writing.
4. The term "resignation from studies" shall also mean the transfer of the student, at their request, to another higher education institution.

Article 60

1. The rector may strike a student off the list of students in the case of:
   1) a failure to attend obligatory classes;
   2) the lack of progress in learning;
   3) failing to obtain semester or year credits within time limits specified in Art.15.2 and Art.15.3 respectively;
   4) failure to pay tuition fees within the time limit specified in the regulations referred to in Art.65.

2. Failure to participate in obligatory classes or the lack of progress in learning is declared by the rector after the analysis of individual achievements of the student.

Article 61

Striking the student off the list of students is effected by way of an administrative decision.

Chapter 11
Resumption of studies

Article 62

1. A person who has been struck off the list of students of the second or higher year may be re-admitted to a degree programme excluding the recruitment procedure provided that a degree programme in a relevant field, level and profile is still provided by the University.
2. Admission to degree programmes referred to Art.62.1 shall be possible from the start of an academic year or semester.

3. A person who was a part-time student before being struck off the list of students may apply for re-entry into a full-time degree programme only where the relevant programme is no longer provided at the University in a part-time mode.

Article 63

1. In the event of re-admission to a degree programme referred to in Art.62, the dean shall specify the following by way of a decision:
   1) the semester or year of study in which the student shall be registered;
   2) the learning outcomes and ECTS credits achieved by the student which may be credited on the account of the study programme (curriculum) in force at the time of resuming the degree programme;
   3) courses to be completed as a result differences in the study programme (curriculum) and changes in learning outcomes including time limits for their completion.

2. Re-admission to a degree programme shall not permitted in the case of disciplinary expulsions from the University unless the penalty of expulsion from the University has been erased in accordance with the provisions of the Act on Higher Education and Science.

Chapter 12

Awards and distinctions

Article 64

1. Graduates and students may be awarded the following titles:
   1) the best graduate of the University;
   2) the best student at the University;
   3) the best student-sportsperson at the University;
   4) the best graduate of the faculty;
   5) the best student at the faculty.

2. Students or teams of students may be awarded other distinctions for research, didactic, organisational, artistic or sports achievements.

3. The dean, after consultation with the dean’s council, may specify other faculty awards or distinctions than those referred to in Art. 64.1.4 and 64.1.5.

4. The rules and procedure for the award of the titles and distinctions referred to in Art.64.1 and Art.64.2 are specified in Annex 1 to the rules.
Chapter 13
Tuition fees

Article 65
The rules for charging fees for educational services and other fees referred to in Article 79 of the Act on Higher Education and Science along with the procedure and conditions for the exemption from such fees shall be specified in separate regulations.

Chapter 14
Diploma thesis

Article 66

1. The diploma thesis shall be written under the guidance of a supervisor and shall be an independent elaboration of a scientific, artistic or practical issue or a technical or artistic creation evidencing the student's general knowledge and skills related to a degree programme pursued at a relevant faculty, level, and profile, as well as presenting the ability to analyze and reason independently.

2. In the second-cycle and long-cycle degree programmes, the diploma thesis is written under the guidance of a supervisor who holds at least the academic degree of doktor.

3. The student shall be entitled to choose a supervisor if organizational reasons allow.

4. At the justified request of the student and after consultation with the supervisor carrying out the supervisory duties so far, the dean may agree to change the supervisor.

5. By way of an order and after consultation with the dean's council, the dean may specify additional criteria to be met by academic staff appointed to perform the function of a supervisor, involving in particular a degree, practical didactic experience in teaching and others.

Article 67

1. The subject of the diploma thesis shall be specified by the Supervisor in consultation with the student.

2. By way of an order and after consultation with the dean’s council, the dean may lay down the rules for specifying and approving subjects of diploma theses.

Article 68

1. At the request of the student and the approval of the supervisor, the dean may consent that a diploma thesis shall be written and the diploma examination conducted in a foreign language.
2. The consent referred to in Art.68.1 shall not be required for the thesis and diploma examination in a foreign language in the case of philologies and fields of study conducted in a foreign language.

Article 69

1. The student is obliged to submit the diploma thesis by the date agreed with the supervisor, but not later than 14 days before the end of the last semester of a degree programme. The submission of the diploma thesis shall be understood as the approval of the thesis by the supervisor.

2. Submission of the diploma thesis is the requirement for crediting the diploma seminar or other course during which the diploma thesis is written.

Article 70

1. With the exception of courses referred to in Art.69.2, the dean may extend the time limit for submitting the diploma thesis by no more than three months at the request of the student who has completed courses under the study programme (curriculum) submitted no later than 14 days before the end of the last semester of a degree programme.

2. Extending the time limit for submitting the diploma thesis shall extend the time limit for the completion of a degree programme until the date of the diploma examination.

3. In the event of the Supervisor's absence which could result in the delay in the submission of the diploma thesis, the dean shall designate a person to take over the supervisor's duties. The provisions of Art.70.1 shall apply accordingly.

Article 71

The student who has not submitted their diploma thesis within the time limit specified in Art.69.1 or Art.70.1 shall be struck off the list of students by the rector.

Article 72

1. The dean shall initiate proceedings for the completion of a degree programme and the award of a degree upon the submission of the diploma thesis and at the request of the student approved by the supervisor.

2. The student is obliged to upload the diploma thesis to the Archive of Diploma Theses within the time limit agreed with the supervisor.

3. The written diploma thesis shall be checked by the Supervisor before the diploma examination using the Uniform Anti-plagiarism System.

Article 73

1. The supervisor and the reviewer appointed by the dean shall draft a written review and assess the thesis.
2. The review of the diploma thesis shall be a person holding at least the academic degree of doktor in the case of the second- and long-cycle degree programmes.
3. Reviews of diploma theses are made public and are available for viewing in the Archive of Diploma Theses.
4. The grading scale specified in Art.17.2 shall apply to the assessment of the diploma thesis.

Article 74

1. In the event the reviewer assesses the diploma thesis negatively, the dean shall appoint an additional reviewer.
2. The dean shall decide whether to give the student consent to take the diploma examination upon the assessment of the diploma thesis by an additional reviewer. In the event the additional reviewer assesses the thesis negatively, it cannot be the basis for graduation.
3. With respect to the student who has not been permitted to take the diploma examination due to the failing grade for the diploma thesis, a competent authority shall issue a decision on:
   1) granting a consent to repeat a year and register for classes referred to in Art.69.2, or
   2) striking the student off the list of students.
4. The decision on granting a consent to repeat a year shall be issued by the dean at the student's request submitted within 14 days of the publication of the review referred to in Art.74.2 in the Archive of Diploma Theses.
5. The decision to strike the student off the list of students shall be issued by the rector in the event the student does not submit a request to repeat the year within the time limit specified in Art. 74.4.

Chapter 15
Diploma examination

Article 75

The student may be admitted to take the diploma examination on the condition that they have acquired credits, passed examinations, completed obligatory internships specified in the study programme (curriculum), and obtained a positive grade in the diploma thesis where the study programme (curriculum) provides for the obligation to write one.

Article 76

1. The diploma examination shall be held before a commission appointed by the dean. The commission shall consist of at least three persons.
2. The commission shall be chaired by the dean or vice-dean or by an academic teacher appointed by the dean who holds at least the academic degree of doktor.
3. The dean may, after consultation with the dean's council and by way of an order, specify additional criteria to be met by the chairman of the commission.
4. If the study programme (curriculum) provides for the diploma thesis, the commission shall consist of a supervisor and a reviewer or reviewers.
5. The dean may appoint other persons to the commission in justified cases, in particular in the absence of the supervisor or the reviewer.

Article 77

1. The diploma examination shall be conducted in an oral form.
2. The date of the diploma examination shall be determined by the Dean.
3. The diploma examination should take place not later than one month after the date of its submission where the study programme (curriculum) provides for one.

Article 78

1. The dean shall set a second examination date as the final date in the event the student obtains a failing grade in the diploma examination or in the event of an unjustified failure to take the examination.
2. In the event of obtaining a failing grade in the diploma examination on the second date or an unjustified failure to take the examination, the rector shall strike the student off the list of students.

Chapter 16
Completion of a degree programme

Article 79

1. A degree programme in a specific field, profile, and level of education shall be deemed completed once the student has achieved learning outcomes and obtained ECTS credits specified in the study programme (curriculum) along with passing the diploma examination.
2. Medical and veterinary degree programmes shall be deemed completed once the student has achieved learning outcomes and ECTS credits specified in the study programme (curriculum).
3. Completion of a degree programme and obtaining a qualification shall be confirmed by a diploma.
4. The mode and procedure for the completion of degree programmes and the award of a degree shall be specified by the rector.

Article 80

1. The date of completing a degree programme shall be the date of passing the diploma examination.
2. In the case of medical and veterinary degree programmes, the date of completing the degree programme shall be the date of passing the last examination required under the study programme (curriculum).
3. In the case of pharmacy and physiotherapy degree programmes, the date of completing the degree programme shall be the date of completing the last internship required under the study programme (curriculum).

Article 81

1. The diploma of completing a degree programme shall state the result achieved on the completion of the degree programme.

2. The basis for the calculation of the completion of a degree programme shall be the following:
   1) arithmetic mean of all positive grades in examinations and credits provided for in the study programme (curriculum) or Individualized Study Plan;
   2) the assessment of the diploma thesis where the study programme (curriculum) provides for a diploma thesis;
   3) diploma examination grade where the study programme (curriculum) provides for a diploma examination.

3. The final result acquired in the fields of study that finish with:
   1) the diploma thesis and the diploma examination is the sum of:
      a) 0.6 of the average mean referred to in Art. 81.2.1,
      b) 0.2 of the diploma thesis assessment,
      c) 0.2 of the diploma examination grade;
   2) the diploma thesis and the diploma examination in the fields of arts and conservation provided at the Faculty of Fine Arts is the sum of:
      a) 0.4 of the average mean referred to in Art. 81.2.1,
      b) 0.4 of the diploma thesis assessment,
      c) 0.2 of the diploma examination grade;
   3) the diploma examination is the sum of:
      a) 0.75 of the average mean referred to in Art. 81.2.1,
      b) 0.25 of the diploma examination grade;
   4) acquiring credits for all courses and passing all examinations provided for in the study plan is the average mean referred to in Art. 81.2.1.

4. The diploma of completing a degree programme shall state the result achieved on the completion of the degree programme in accordance with the following rule:
   1) up to 3.49 – satisfactory,
   2) from 3.50 to 3.83 – satisfactory plus,
   3) from 3.84 to 4.16 – good,
   4) from 4.17 to 4.50 – good plus,
   5) above 4.50 – very good.

5. Arithmetic mean referred to in Art. 81.2.1 and the results achieved on the completion of a degree programme calculated pursuant to Art. 81.3 shall be settled with the accuracy of 0.001 and rounded to 0.01. The rule applied provides that if the last figure is lower than 5, it shall be omitted and if it is above 4 then 0.01 shall be added.
Chapter 17
Transitional and final provisions

Article 82

1. Decisions of the dean to which provisions of the Act of 14 June 1960 Code of Administrative Procedure (Dz.U. 2018, item 2096) do not apply may be appealed against to the rector. The appeal shall be lodged via the competent dean within 14 days of the date of serving the decision on the student.

2. The decisions referred to in Art. 82.1 shall be deemed served by sending a copy of the decision to the student's account referred to in Art. 9.11, by personal collection at the dean's office, or by sending it via a postal operator providing services to the University.

Article 83

The years of a degree programme referred to in Art. 39.4 shall include the years of study in which the student studied pursuant to the resolution referred to in Art. 85.1.

Article 84

1. The rector may authorise the competent vice-dean for student affairs to make an entry in the register of students referred to in Art.48.1 and Art.62, and to issue administrative decisions in the first instance referred to in Art.39.3, Art.48.3, Art.56.4, Art.59.1 and 2, Art.60, Art.71, Art.74.3.2 and Art.78.2.

2. Decisions referred to in Art. 84.1 may be appealed against to the rector.

Article 85

1. Resolution No. 57 of the Senate of the Nicolaus Copernicus University in Toruń dated April 28, 2015 the Rules of Study of the Nicolaus Copernicus University in Toruń (Biuletyn Prawny UMK 2015, item 114, as amended) is hereby repealed

2. Provisions implementing the resolution referred to in Art. 85.1 issued and in force prior to the entry into force of this resolution, shall remain in force until the date of entry into force of the executive provisions issued on its grounds.

Article 86

The resolution enters into force on October 1, 2019.
President of the Senate

prof. dr hab. Andrzej Tretyn
Rector