

REGULATION NO 6 / 2020

by the Rector of the Stanislaw Staszic

University of Science and Technology in Kraków

of 22 January 2020

on the rules for postgraduate studies

at the Stanislaw Staszic University of Science and Technology in Kraków

On the basis of Art. 23, section 2, point 2 of Higher Education [and Learning] Act of 20 July 2018 (consolidated text Journal of Laws of 2020 item 85) and on the basis of para 20 section 3 point 14 letter f and letter h in conjunction with para 79 section 1 of the Statute of the Stanisław Staszic University of Science and Technology in Kraków (UST Senate resolution no 137/2019 of 26 June 2019, I rule as follows:

§ 1.

Introduction

1. The rules for Postgraduate studies at the Stanisław Staszic University of Science and Technology in Kraków, hereinafter referred to as the Rules, define the organization and course of postgraduate studies, as well as the rights and responsibilities of the participants thereof, inclusive of the detailed provisions for collecting fees.
2. The Rules are binding for all participants in postgraduate studies, University employees, including in particular university teachers and other people running courses within the scope of postgraduate studies.
3. The terms used in the Rules are defined as:
 - 1) **Dean of the Department** – the head of the basic university organizational unit, which runs postgraduate studies;
 - 2) **learning outcomes** – knowledge, skills and social competencies gained within the process of learning during postgraduate studies;
 - 3) **world languages** – English, German, French, Spanish, Russian;
 - 4) **head of postgraduate studies** – a university teacher employed full-time at UST, holding at least the academic degree of Doctor, appointed by the Rector in order to lead postgraduate studies, particularly responsible for the organization, delivery and recording of the postgraduate studies;
 - 5) **postgraduate studies organizer** – a university unit appointed to conduct administrative proceedings, inclusive of financial matters, connected with the organization and delivery of postgraduate studies;
 - 6) **Polish Qualifications Framework (PRK)** – a description of eight specified levels of qualification relating to appropriate levels in the European Qualifications Framework, mentioned in the ZSK act and in executory orders issued on the basis thereof, formulated by the general characteristics of learning for particular levels of qualification, for the categories of knowledge, competence and social skills;
 - 7) **subject teacher** – a university teacher or other person conducting classes, who is competent and has experience allowing them to properly conduct classes, who has been charged with conducting the subject required within postgraduate studies;

- 8) **class teacher** – a university teacher or other person, who is competent and has experience allowing them to properly conduct classes, who has been charged with conducting classes within a particular subject;
- 9) **subject** – a specified unit to be realized within the program of postgraduate studies and documentation of the course of studies, required either within a given semester of studies or as one of the conditions of completion of postgraduate studies, which consists of at least one form of didactic classes, with the prescribed assumed learning outcomes and a number of ECTS points, realized by a university teacher employed by the university or other person who is competent and experienced enough to conduct classes appropriately;
- 10) **ECTS points** – points as defined in the European Credit and Transfer System as an indicator of the average workload of a participant required to accomplish the assumed learning outcomes;
- 11) **Rector** – Rector of the Stanisław Staszic University of Science and Technology in Kraków or acting on his behalf the Vice-President for Education;
- 12) **Senate** – Senate of the Stanisław Staszic University of Science and Technology in Kraków;
- 13) **Statute** - Statute of the Stanisław Staszic University of Science and Technology in Kraków (UST Senate resolution no 137/2019 of 26 June 2019);
- 14) **subject syllabus** – a detailed description of the subject as set by a university teacher or another person who is competent and experienced enough to conduct classes appropriately in accordance with the binding program of postgraduate studies;
- 15) **University** - the Stanisław Staszic University of Science and Technology in Kraków (UST)
- 16) **participant** – a person undertaking postgraduate studies, accepted for these studies in accordance with regulations in force at the university;
- 17) **Act** - Act of 20 July 2018 - Higher Education [and Learning] Act (consolidated text Journal of Laws of 2020 item 85)
- 18) **ZSK Act** – Act of 22 December 2015 on Integrated Qualifications System (consolidated text Journal of Laws of 2017 item 2153 with subsequent amendments).

§ 2.

General provisions

1. For individual matters relating to the participants as specified in the Rules, university internal resolutions are made, which are not administrative decisions (the so-called resolutions).
2. In the case of resolutions as mentioned in para 1:
 - 1) a resolution is made by the head of postgraduate studies, unless the provisions of the Rules provide otherwise;
 - 2) one is allowed to appeal against the resolutions to the Dean of the Department, unless the provisions of the Rules provide otherwise;
 - 3) the appeal shall be made in writing to the registered office of the organizer within 14 days of the date of delivery of the resolution, through the head of postgraduate studies, who made the resolution, unless the provisions of the Rules provide otherwise;
 - 4) a further appeal cannot be made against the resolution of the Dean of the Department;
 - 5) the provisions of the Administrative Procedure Code are not applicable to the resolutions or appeals as mentioned in this paragraph.
3. If the provisions of the Rules require the participant to submit a motion, it shall be made in writing.
4. The head of postgraduate studies may allow for motions to be submitted electronically to the indicated e-mail address.

5. In the matters pertaining to the regulations and the manner of study that have not been prescribed in the Rules resolutions are made by the head of postgraduate studies in the first instance.

§ 3.

The delivery and organization of postgraduate studies

1. Postgraduate studies constitute a different form of education than master's degree studies and they enable participants to improve or gain partial qualifications to the level of 6, 7 or 8 of PRK.
2. The postgraduate studies are on a semester basis and last for at least 2 semesters.
3. Postgraduate studies at the University are conducted by departments in accordance with the requirements stipulated in the Act and the ZSK act and the executive orders issued on their basis, as well as in accordance with internal regulations in force at the University.
4. Postgraduate studies can be conducted jointly by at least two UST departments, jointly with other universities, research institutes and the Polish Academy of Sciences (PAN), as well as in cooperation with other parties on the basis of an agreement of cooperation.
5. In the case mentioned in para. 4, the agreement shall prescribe the manner of delivery and organization of postgraduate studies carried out jointly or in cooperation, and in particular the organizer of the postgraduate studies.
6. In the case where a program of postgraduate studies has been created as ordered by the client or with cooperation of other parties domestic or foreign or financed from the European Union funds, the Rector may make additional or different regulations, in particular funding and payment rules for postgraduate studies, if required by special requirements of the client or the partner or the EU Program, provided they are not contrary to provisions of law in force and to the aims and learning outcomes of postgraduate studies.
7. The duration of the program of postgraduate studies (the number of semesters) is described in the postgraduate studies plan.
8. The detailed rules for the organization of postgraduate studies at the Stanisław Staszic University of Science and Technology in Krakow are defined by the Rector by way of a separate order.

§ 4.

Admission to the postgraduate studies

1. A participant in postgraduate studies can be a person, who is qualified to at least PRK level 6 and has gained this qualification within the higher education system, i.e. graduated from at least first degree studies.
2. The recruitment requirements, inclusive of initial requirements (expected candidate competencies), vacancies limit for particular program of postgraduate studies and the minimum number of people recruited that determines whether the program of postgraduate studies will run, required documentation and the place of its submission, as well as the start and end date of the recruitment period is determined and announced by the head of postgraduate studies before the start of the recruitment period for postgraduate studies on the website of the organizer of postgraduate studies, subject to § 3 para. 6 of the Rules.
3. The candidate for postgraduate studies submits the following documentation to the organizer of postgraduate studies:
 - 1) an application form;
 - 2) a University certified copy of their university diploma, subject to para 9-11;

- 3) confirmation that the entrance fee has been paid, if it is required within the framework of postgraduate studies, which is counted as a total tuition fee for postgraduate studies;
- 4) confirmation that tuition fee has been paid for the first semester, no later than 14 days before the start of didactic classes of the postgraduate studies.
4. The admission to postgraduate studies is conducted after recruitment procedure in accordance with the recruitment requirements, on the basis of the documents mentioned in para 3.
5. The recruitment procedure is conducted by the head of postgraduate studies.
6. If the number of candidates satisfying the recruitment requirements exceeds the number of places in the program of postgraduate studies, the decision of who to admit is on a first come first serve basis, unless admission requirements provide otherwise.
7. Not later than 7 days before the start of the didactic classes within the postgraduate studies the head of postgraduate studies confirms admission to the postgraduate studies by means of an e-mail to the e-mail address provided on the application form as mentioned in para 3 point 1, which is equivalent to being entered on the list of participants in program of postgraduate studies, subject to para 9-11.
8. At the time that all places have been filled the University has the right to close the list of participants sooner than advertised.
9. In the case of people who are not Polish citizens:
 - 1) the confirmation of the admission to the program of postgraduate studies takes place by way of a administrative decision of the Rector, having conducted the recruitment procedure in accordance with the recruitment requirements, on the basis of the documents mentioned in para 3.
 - 2) it is required to have one's university diploma in Poland, certified or with an *apostille*, or a foreign university diploma or another document confirming education, which has been recognized or validated on the basis of regulations specified in separate regulations.
10. Legalization shall be understood as actions undertaken by:
 - 1) a consul of the Republic of Poland, competent for the country on whose territory or in whose education system or higher education system the document has been issued, or
 - 2) a diplomatic representative office or consular office of the country on whose territory or in whose education system or higher education system the document has been issued, which has been accredited in the Republic of Poland or another member state of the European Union, EFTA member state – a party to the agreement of the European Economic Area or member state of the Organization for Economic Cooperation and Development (OECD)
11. If the document had been issued by a school, institution or higher education institution operating within the education system or higher education system of a country which is a party to the Hague Convention of 5 October 1961 abolishing the requirement for legislation of foreign public documents (Journal of Laws from 2005, No 112, item 938 and 939), instead of legalization it shall be submitted together with an *apostille* on the document or attached to it.

§ 5.

The rights of the participants

1. The participant has the right to:
 - 1) acquire knowledge, competence and social skills at the postgraduate studies chosen by themselves;
 - 2) participate in didactic classes and undertaking examinations, course end-of-term tests or other forms of verification of assumed learning outcomes within the subjects required by postgraduate studies;

- 3) consultation with the class teacher
 - 4) use the rooms, facilities and resources as well as the university library collections under conditions specified in the UST library regulations;
 - 5) excuse their absence at classes;
 - 6) express requirements and opinions about the didactic classes, inclusive of assessing the didactic classes in accordance with rules as proscribed in separate regulations;
 - 7) repayment/reimbursement of postgraduate tuition fees exclusively on the basis specified in § 9 of the Rules.
2. The participant can be issued a certificate confirming his participation in a program of postgraduate studies.
 3. After completion of the program of postgraduate studies a participant is granted a leaving certificate.
 4. The participant does not have a right to:
 - 1) a student's card;
 - 2) financial assistance;
 - 3) transfer and recognize achievements from higher studies, other postgraduate studies and other forms of education;
 - 4) take part in studies in accordance with an individual study program;
 - 5) holiday/leave from classes
 - 6) change of postgraduate studies;
 - 7) final attempt course end-of-term test or exam before a faculty committee;
 - 8) retake certain classes;
 - 9) retake the term.
 5. Return to postgraduate studies takes place by way of the recruitment procedure, which is mentioned in § 4, subject to para 6 and 7.
 6. The participant, who has deregistered from the list of participants due to not fulfilling the requirements to complete their postgraduate studies in the form of a submission of the thesis or end examination with a positive result, if they are required within postgraduate studies, and who has successfully completed all the required subjects and an internship within the time prescribed in the postgraduate studies plan as mentioned in § 10 para 1 of the Rules, is allowed only once within a year from the time of deregistration from the list of participants of a program of postgraduate studies to resume the same program of postgraduate study with the permission of the Vice-President for Education [Prorektor ds. Kształcenia], having received a positive decision from the head of postgraduate studies, on condition these studies are still conducted, in order to submit their thesis or the final examination.
 7. In the case of readmission to the same program of postgraduate studies the head of postgraduate studies, upon the request of the participant, may agree to the transfer and recognition of the previously completed subjects and therefore earned ECTS points in accordance with the following rules:
 - 1) ECTS points can be recognized in place of the subjects defined in the postgraduate studies plan if achieved learning outcomes are found compatible as decided by the subject teacher;
 - 2) the participant is granted such a number of ECTS points, as is ascribed to the learning outcomes as obtained following the successful completion of the subjects in question in accordance with postgraduate studies plan currently in place.

§ 6.

The obligations of the participant

1. The participant is required to:
 - 1) successfully complete their studies inclusive in particular by participation in didactic classes, in accordance with postgraduate studies program;
 - 2) undertake examinations, course end-of-term tests, do internship, if they are required, as well as fulfil other requirements within their program of postgraduate studies;
 - 3) submit within a specified deadline their final thesis or final examination (diploma), if they are required in the postgraduate studies program;
 - 4) be acquainted with provisions and abide by requirements resulting from the Rules and from other internal legal acts binding at the University and in particular by order regulations, if (s)he stays within the territory of the University;
 - 5) respect University property.
2. The participant is obliged to pay postgraduate tuition fees by the deadline in accordance with requirement defined in the Rules, unless the Rector set additional or different rules, as mentioned in § 3 para 6 of the Rules.
3. The participant is obliged to notify the head of postgraduate studies of all the changes referring to their personal data included in the application form without delay, as mentioned in § 4 para 3 point 1 of the Rules. Failure to notify any changes in personal data and in particular their address of residence and correspondence address means that all the correspondence delivered to the address included in the form is deemed effective.
4. If the participant does not undertake further education, (s)he is obliged to resign from the program of studies in writing to the organizer of postgraduate studies, in person or via post or via registered mail. A failure to do so is equivalent to carrying a participant status and obliges the participant to pay all fees to the University.
5. The participant is obliged to submit a statement confirming their acquaintance with the Rules and pledge to abide by them.

§ 7.

Fees and other costs for postgraduate studies

1. The University collects fees for education at postgraduate studies.
2. The level of fees for postgraduate studies, inclusive of enrollment fee (if applicable), is set by the Rector.
3. Fees for postgraduate studies are set in respect to the whole education cycle and the University is not allowed to increase the set amount or introduce new fees prior to their completion.
4. The participant pays a term fee to the amount set by the rector for the education carried out in accordance with postgraduate studies program and detailed procedures for their successful completion, in accordance with para 2.
5. The fees for different terms of the program of postgraduate studies may vary.
6. When there is an obligation to undertake an internship, the cost in connection with its successful completion (and in particular travel, accommodation and the cost of meals) is incurred by the participant, unless the organizer of the postgraduate studies has financial resources from external sources to cover the cost of the internship.
7. The participant is obliged to be covered by personal accident insurance within the period of the internship required by postgraduate studies if the party with whom the participant has to do the internship makes enrolment for such internship conditional on having such insurance. In all other cases the participant may take out personal accident insurance for a period covering the course of their postgraduate studies.
8. The participant covers the cost of personal accident insurance for a period covering the course of postgraduate studies.

9. The participant is obliged to supply documentary evidence of the insurance taken out as mentioned in para 7 before they are referred for internship to a given entity.

§ 8.

Dates and way to pay for the fees for postgraduate studies

1. Subject to § 3, para 6 of the Rules, the fee for postgraduate studies is paid every semester 14 days in advance of commencing the didactic classes in a given term within the program of postgraduate studies.
2. If the payment is covered directly by the participant in the program of postgraduate studies, the head of postgraduate studies in respect of his application submitted before the payment deadline as mentioned in para 1 may in reasonable unforeseen circumstances agree to:
 - 1) a single payment in advance covering the whole course of studies or to spread out the term fee into no more than 3 instalments, with the first instalment being no less than 50% of the term instalment for the program of postgraduate studies;
 - 2) move the instalment payment deadline for postgraduate studies;
 - 3) lower the postgraduate studies fee in cases as described in § 5, para 7 proportionally for transferred and completed subjects.
3. The participation in classes depends upon the payment of the fees for postgraduate studies.
4. The fees for postgraduate studies shall be paid into a bank account given by the University.
5. The participant, upon the request by the university, is obliged to provide a proof of payment to the organizer of postgraduate studies.
6. The date of payment is considered the date of receipt of fees in the bank account given by the University.
7. Each delay in payment or payment of partial fee results in the University charging statutory interests for the delay.
8. The university is not responsible for failures to transfer money that have arisen due to circumstances the side of the payee in particular as a result of writing an incorrect bank account number or other similar reasons.
9. Upon failure to make payment of the fee for postgraduate studies as described in para 1, the head of postgraduate studies requests the participant by means of an e-mail using the e-mail address provided in the application form as described in § 4, para 3 point 1 to pay the fee overdue within 7 days of the notice under the pain of not allowing them to participate in classes.
10. Where no payment has been made within the fixed time-limit as mentioned in para 9, the head of postgraduate studies requires the participant in writing by means of an acknowledgement of receipt to make a payment overdue within 7 days from the delivery of notice under the pain of non-admittance to classes and deregistering from the list of participants in postgraduate studies.
11. If a payment has not been made within the time specified as mentioned in para 10, the University may deregister the participant from the list of participants to the postgraduate studies due to non-payment for postgraduate studies.
12. Irrespective of actions as described in para 9 as well as when the fee for postgraduate studies has not been covered by the client, partner or from the funds from the EU program as mentioned in § 3, para 6 of the Rules, the University commences the recovery proceedings by means of which it makes its claim from the participant to the amount proportional to the classes carried out within the postgraduate studies program and cost incurred by the University.
13. Payment of all fees for postgraduate studies is a necessary condition to allow the participant to defend their final thesis or undertake a final examination (if applicable).

§ 9.

Reimbursement of fees for postgraduate studies

1. The fee for postgraduate studies is paid back in full when the course of postgraduate studies has not been started and in particular when there are fewer candidates than necessary.
2. The payment for postgraduate studies shall be paid at the request of the participant:
 - 1) in full – if the participant resigns from postgraduate studies in writing before the commencement of didactic classes within postgraduate studies, with the exception of registration fee (if applicable);
 - 2) partially - if the participant resigns from postgraduate studies in writing after the commencement of didactic classes within postgraduate studies, as well as when the participant has been deregistered from the list of participants in postgraduate studies for reasons described in § 17, para 1 points 2-4 of the Rules.
3. In the request as mentioned in para 2, the participant is obliged to provide a current bank account number, where the payment shall be made.
4. The request as mentioned in para 2 shall be addressed to the Dean of the Department by means of the head of postgraduate studies, in person or by means of post or a registered letter.
5. The decision on the reimbursement of tuition or the refusal to reimburse the postgraduate studies is shall be made by the Dean of the Department, having acquired the opinion of the head of postgraduate studies.
6. In the case mentioned in para 2 point 2 the reimbursement of the fee paid is made to the amount that is proportional to classes carried out within the program of postgraduate studies and cost has been incurred by the University, counting from the day when the University received the written notification of resignation from postgraduate studies, and in the case of deregistering from the list of participants in postgraduate studies for reasons described in § 17, para 1 points 2-4 of the Rules – from the date of submission of the information on deregistering from the participants' list.
7. By establishing the amount payable the University takes into account calculated but unpaid statutory interest for the delay and other payments overdue as well as possible bank commission expenditure in relation to making a bank transfer.
8. In the case of deregisteration from the participant list for postgraduate studies and non-payment of the required fees, the University commences recovery proceedings by the means of which it makes its claim to the amount proportional to the classes conducted and cost incurred by the university.

§ 10.

Postgraduate studies plan

1. The program of postgraduate studies take place in accordance with the postgraduate studies plan, which is set and announced to the participant by the head of postgraduate studies on the website of the postgraduate studies organizer.
2. The postgraduate studies plan, as described in para 1 defines in particular the start date and the end date of a particular course of postgraduate studies, start dates and end dates of the classes as well as the dates of tests for credits and exams, submission of the final thesis and final examinations (if applicable), as well as the dates of issue of the leaving certificates for postgraduate studies within a particular course of postgraduate studies.

3. On the basis of the postgraduate studies plan, as described in para 1, the head of postgraduate studies determines and announces to the participants a detailed class timetable in a particular term together with information on the place and time of classes not later than 7 days before the beginning of didactic classes within the program of postgraduate studies on the website of postgraduate studies organizer.

§ 11.

Postgraduate studies education

1. Education during postgraduate studies takes place in accordance with:
 - 1) the postgraduate studies program, defined by Senate;
 - 2) the detailed regulations for the successful completion of the program of postgraduate studies, approved by the Dean of the Department, containing the description of process leading to accomplishment of the assumed learning outcomes within the program of postgraduate studies.
2. Subject to para 7-9, the program of postgraduate studies defines:
 - 1) the general educational objective within postgraduate studies;
 - 2) the profile of a postgraduate studies alumnus;
 - 3) the learning outcomes within the framework of postgraduate studies, prepared in accordance with the description for partial qualifications, taking into account the characteristics of the second degree Polish Qualifications Framework [Polska Rama Kwalifikacji] at PRK levels 6, 7 or 8, as defined in implementing regulations issued pursuant to Art. 7, para 3 and 4 of the ZSK Act;
 - 4) the general number of ECTS points required to complete postgraduate studies; no fewer than 30 ECTS points;
 - 5) the postgraduate studies plan, inclusive of a list of subjects and internship (if applicable) in separate semesters together with ECTS points assigned to them, modes of classes, their hourly basis and manner of course completion.
3. The detailed regulations governing the successful completion of the program of postgraduate studies in particular:
 - 1) Subject syllabi indicating in particular:
 - a) the name of the subject,
 - b) the number of ECTS points,
 - c) the number of hours within a subject and given class form,
 - d) the assumed learning outcomes ascribed to a subject together with defining the manner of their verification and evaluation,
 - e) the class form within a given subject,
 - f) the curriculum content (the program of lectures and other classes),
 - g) the rules governing the participation in given classes,
 - h) the methods and techniques of education,
 - i) the manner of determining the final mark from the subject,
 - j) initial and additional requirements
 - k) obligatory and recommended literature;
 - 2) the rules governing the delivery of postgraduate studies, inclusive of rules for participation in classes, class credit requirements and examination requirements, the rules for completion and enrolment for the subsequent term;
 - 3) the number, rules and form of undertaking of internships (if applicable);

- 4) the requirements for postgraduate studies and obtaining the leaving certificate for postgraduate studies, inclusive of conditions and requirements connected with the preparation the final theses and the implementation of the process of awarding the degree, as well as connected with the organization and the progress of the final examination (its scope, mode and means of delivery, rules for determining the final examination mark, guidelines for its progression) if applicable, rules for determining the completion result.
4. The head of postgraduate studies announces the program of studies and the detailed rules for the implementation of the postgraduate studies program before the commencing the recruitment period for the program of postgraduate studies on the website of the organizer of postgraduate studies.
5. The total number of didactic classes within postgraduate studies cannot be smaller than 120 didactic hours, subject to para 7-9.
6. A didactic class lasts for 45 minutes.
7. Postgraduate studies in preparation for a practice of a teacher's profession are conducted within the scope in accordance with the Regulation of the Minister of Science and Higher Education to an educational standard which prepares for undertaking a teacher's job.
8. Postgraduate studies that lead to the acquisition of professional qualifications are conducted in accordance with program requirements determined by separate regulations.
9. Postgraduate studies may lead to partial qualifications being obtained at PRK level 6, 7 or 8 if they were included into the Integrated Qualifications System.

§ 12. ECTS points

1. Participant's achievements are formulated in accordance with the European Credit Transfer and Accumulation System (ECTS).
2. A participant in the course of postgraduate studies accumulates ECTS points ascribed to subjects required during postgraduate studies.
3. Every subject is ascribed a total number of ECTS points.
4. One ECTS point corresponds to 25-30 working hours of the participant in respect of classes organized by the University and their individual work connected with these classes.
5. ECTS points are allocated in particular for completion of every subject required by postgraduate studies, whereby the number of ECTS points does not depend on the mark obtained, and their allocation is dependent on the participant's fulfilling the requirements relating to the obtained assumed learning outcomes as described in the subject syllabus.

§ 13. The organization of classes for postgraduate studies

1. Didactic classes within postgraduate studies may be conducted in particular in the following forms:
 - 1) lectures;
 - 2) interactive classes;
 - 3) laboratory classes, whose aim is to independently carry out experiments and research in the scope as specified in the subject syllabus;

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| 3) from 70% | good (4.0) |
| 4) from 60% | plus satisfactory (3.5) |
| 5) from 50% | satisfactory (3.0) |
| 6) less than 50% | fail (2.0) |
| 7) credit without a grade | credit |
2. A positive result shall be understood as marks defined in para 1 point 1-5 and point 7.
 3. The grade scale, as described in para 1 also applies to the marking of the final thesis and marking of the final exam, if they are required within postgraduate studies.

§ 15.

Tests for credit and examinations

1. The requirements for being allowed to sit a test for credit or examinations are defined in the subject syllabus.
2. A test for credit is carried out by the class teacher and an examination is conducted by the subject teacher.
3. The participant has a right to undertake a test for credit and an examination on planned due dates, including one basic date and twice as resit tests/examinations.
4. Unjustified absence at a test for credit or at the examination on a due date deems the test or examination date lapsed.
5. The test for credit timetable, including resit dates, is set by the class teacher in agreement with the participants and the head of postgraduate studies and it is announced on the website within a month from the start date of the class.
6. The examination timetable, including resit dates, is set by the examiner in agreement with the participants and the head of postgraduate studies within a month from the start date of the class in a given term.
7. The date of the announcement of the results of a test for credit or an examination are given to the participants during a test for credit or an examination.
8. If a participant does not undertake the test for credit or an examination on a set date, this fact shall be registered in the academic postgraduate studies documentation by entering the date of this test for credit or examination which was not attended by the participant, and by entering in the column "mark" a note "nb" [absent].
9. The head of postgraduate studies may consider a non-attendance at a test for credit or at an examination as justified at the request of the participant submitted not later than 7 days of the set date of a test for credit or an examination. If due to ill-fated reasons/ unforeseen circumstance the participant did not use the eligible dates, the head of the postgraduate studies in agreement with either the class teacher or the examiner sets an additional date of a test for credit or an examination.
10. In the matters relating to tests for credit and examinations the participant is entitled to appeal to the head of postgraduate studies within 7 days from the date of conducting of the test for credit or examination.
11. The class teacher and the examiner are obliged to ensure the smooth running of the test for credit or an examination.
12. If the class teacher or an examiner finds that the participant's test for credit or examination has not been written independently, in particular they used during the examination or a test for credit impermissible materials, devices, methods or means, the participant is given a fail mark from this test for credit or examination and loses the right to resit dates, which results in a non-completion of the whole subject.

13. In the case described in para 12:
 - 1) the class teacher or the examiner are obliged to notify the head of postgraduate studies about this fact without delay;
 - 2) the participant has a right to appeal the class teacher's or the examiner's decision to the head of postgraduate studies within 7 days of the date when they were notified that their work had not been considered as written independently.
14. The participant has the right to access their marked work on the dates indicated by the class teacher or the examiner.
15. Assistants for the disabled, inclusive of a sign language interpreter, have the right to take part in tests for credit and examinations. The persons assisting the disabled participants shall have the consent of the Vice-President for Education to participate in tests for credit or examinations.
16. In justified cases tests for credit and examinations, with the Rector's consent, can take place outside of the University with the use of information and communication technologies which ensure the control of the course of the examination and its registration.

§ 16.

Satisfying the requirements for the accomplishments of a participant in postgraduate studies

1. The period for acquiring of accomplishments within postgraduate studies is a term of studies.
2. Subsequent terms have to be completed in accordance with postgraduate studies program and the rules for their implementation within dates set in the postgraduate studies plan, as described in § 10, para 1 of the Rules.
3. If the participant does not satisfy the conditions necessary to complete a semester of the postgraduate studies or enrollment for the next term of studies the head of postgraduate studies decides on the continuation of the education by the participant or their deregistration from the list of participants.

§ 17.

Deregistration from the list of participants

1. The head of postgraduate studies deregisters the participant from the list of participants of the postgraduate studies if they:
 - 1) do not undertake postgraduate studies;
 - 2) resign from postgraduate studies;
 - 3) do not meet the requirements necessary to complete the semester of postgraduate studies or to enroll for the next semester or other requirements within postgraduate studies;
 - 4) do not meet the requirements to complete postgraduate studies.
2. The head of postgraduate studies may deregister the participant from the list of participants of postgraduate studies if they do not pay the postgraduate studies fee or if has not been transferred by the unit delegating them to postgraduate studies within the agreed time.
3. The resignation from studies shall be submitted in the manner set out in § 6, para 4.
4. The date of resignation shall be the date of the submission of the appropriate statement with the postgraduate studies organizer or the date of delivery at the University of the written statement posted by means of postage service or courier.
5. The failure to undertake studies is established if the participant did not undertake didactic classes within a month from the date of class start in a given term.

6. The head of postgraduate studies is obliged to notify the participant in writing with an acknowledgement of receipt about the deregistration from the participants list of postgraduate studies.
7. A person who has been deregistered from the participants list of postgraduate studies is obliged to settle with the University and in particular any outstanding payments.

§ 18.

Requirements for the completion of postgraduate studies

1. The conditions for the completion of postgraduate studies and receipt of the leaving certificate are:
 - 1) achievement of all the assumed learning outcomes as set in postgraduate studies program;
 - 2) completion with a positive result of all required subjects;
 - 3) receipt of the number of ECTS points as described in the postgraduate studies program;
 - 4) submission with a positive result of the final thesis, if required within postgraduate studies;
 - 5) passing the final examination, if required within postgraduate studies,

within deadlines determined in plan for the postgraduate studies, in accordance with § 10, para 1 of the Rules.

2. If the program of postgraduate studies requires the participant to prepare and submit a final thesis, then:
 - 1) the final thesis shall be prepared under the supervision of an authorized supervisor, who sets formal and substantive requirements, the mode and timetable for its successful completion that would enable it to be submitted on time by the participant;
 - 2) the thesis supervisor is obliged to mark the final thesis within a time period that allows the participant to submit it on time in accordance with postgraduate studies plan as mentioned in § 10, para 1 of the Rules;
 - 3) in the case where the thesis supervisor is absent, which could cause a delay in its completion and registration as well as in other justified circumstances, the participant can apply to the head of postgraduate studies for a change of their thesis supervisor; then the head of postgraduate studies appoints a new supervisor after consultation with the head of the organizational unit, where the thesis is carried out;
 - 4) the participant is obliged to submit their thesis together with a statement confirming his independent preparation of the final thesis with the organizer of postgraduate studies within the deadline set in the plan for postgraduate studies, as mentioned in § 10, para 1 of the Rules;
 - 5) the condition for submission of the final thesis is the completion of all subjects and the internship required within the program of postgraduate studies as well as a positive mark for the final thesis from the thesis supervisor; if the participant receives a negative mark, they can appeal the decision within 14 days to the head of postgraduate studies;
 - 6) the detailed conditions and requirements relating to the preparation of the final theses and the successful completion of the process of awarding the diploma are set in the detailed procedures for the successful completion of program of postgraduate studies as mentioned in § 11, para 3 of the Rules.
3. If the thesis supervisor ascertains that the thesis has not been written independently, in particular within the scope of appropriation of authorship or misleading as to the authorship in full or in part with respect to somebody else's work or artistic performance, the participant is

granted a negative mark from his final thesis and loses the possibility to complete their postgraduate studies, subject to § 4, para 2.

4. In the case as mentioned in para 3:
 - 1) the participant is obliged to notify the head of postgraduate studies and the Dean of the Department about this fact without delay;
 - 2) the participant has the right to appeal to the head of postgraduate studies within 7 days from the day of having been notified about the lack of independence of his work; the review of his appeal takes place within 14 days from the day of its receipt.
5. If the program of postgraduate studies obliges the participant to take a final examination, then:
 - 1) the participant is obliged to pass the final examination within the deadline specified in the plan for postgraduate studies as mentioned in § 10, para 1 of the Rules;
 - 2) the participant is allowed to take a final examination if:
 - a) they complete all subjects and the internship required within the program of postgraduate studies;
 - b) submission of the final thesis, if required within the program of postgraduate studies;
 - c) submission of all the documents required by the head of postgraduate studies.
 - 3) if the participant fails their final examination, they have a right to resit the exam within 3 months from the date of the first examination;
 - 4) final exam resit of a final exam that has been passed is not allowed;
 - 5) if during or after the examination it is established that the participant has not worked independently and in particular used during the examination forbidden materials, devices, methods or means, the participant will fail the final examination;
 - 6) in the case described in point 5:
 - a) the Dean of the Department shall be notified about this fact without delay,
 - b) the participant has a right to appeal to the head of postgraduate studies within 7 days from the day of having been notified about the lack of independence of his examination work; the review of his appeal takes place within 14 days from the day of its receipt;
 - 7) a report is made on the final examination;
 - 8) the head of postgraduate studies may deem a failure to take the final examination as justified upon the request of the participant submitted within 7 days from the set date of the final examination;
 - 9) if the failure to take the final examination is justified, the head of postgraduate studies sets another date for the diploma examination;
 - 10) the failure to take the examination which is deemed by the Dean of the Department as unjustified will result in the participant not undertaking the diploma examination;
 - 11) the participant may appeal against the final examination result to the Dean of the Department within 14 days from the day of this examination; the review of the appeal takes place within 14 days from the day of its receipt;
 - 12) the detailed conditions and requirements relating to the organization and undertaking of the final examination and the successful completion of the process of awarding the diploma are set in the detailed procedures for the successful completion of the program of postgraduate studies as mentioned in § 11, para 3 of the Rules.

§ 19.

The result of completion of postgraduate studies

1. The result of the completion of postgraduate studies as entered onto the certificate of postgraduate studies leaving certificate is determined on the basis of:

- 1) the average of grades from the studies, with a weight of 0,6;
 - 2) the mark from the final thesis and / or final examination, with joint weight of 0.4.
2. The average of grades from studies as mentioned in para 1 point 1 is a weighted average from all final marks from subjects completed within the course of studies. Weight factors are the number of ECTS points allocated to subjects:

$$\text{The average of grades} = \frac{\sum \text{points for a subject} * \text{final mark from a subject}}{\sum \text{points for the subject taken into account in counting the average of grades}}$$

3. The average of the grades is counted to two decimal places, without rounding off.
4. The internship, final thesis and final examination, if stipulated within program of postgraduate studies, are not taken into account for counting the average grade from the studies.
5. If the end thesis and/or the final examination are not required within the program of postgraduate studies, the result of completion of higher studies is counted on the basis of the average grades from the program of postgraduate studies, as mentioned in para 1 point 1.
6. The final result of completion of program of postgraduate studies is entered in the leaving certificate of postgraduate studies, which is set to two decimal places, without rounding off, in accordance with the following rules:
 - 1) from 4.71 grade in words: very good (5.0)
 - 2) from 4.21 grade in words: plus good (4.5)
 - 3) from 3.71 grade in words: good (4.0)
 - 4) from 3.21 grade in words: plus satisfactory (3.5)
 - 5) from 3.0 grade in words: satisfactory (3.0)
7. A person who completed the postgraduate studies receives a certificate of completion of the studies, in accordance with the template set by the Rector.
8. Not later than within 30 days from the last day of a given course of postgraduate studies, in accordance with postgraduate studies plan as mentioned in § 10, para 1 of the Rules, the University creates and issues the leaving certificate for the postgraduate studies to the person who completed them together with one copy on the basis of personal data submitted to the organizer of postgraduate studies.
9. Upon the request of the participant of postgraduate studies submitted not later than within a year from the day of their completion the university issues an additional copy of the postgraduate studies leaving certificate translated into English.
10. In the case of leaving certificate for postgraduate studies confirming the acquisition of postgraduate qualifications included in the Integrated Qualifications System, the certificate also includes:
 - 1) the name of qualification
 - 2) the graphic mark as set in the regulations issued on the basis of § 10, para 4 of the ZSK Act for partial qualification on the ascribed PRK level.

§ 20.

The documentation of the process of postgraduate studies

1. The organizer of the program of postgraduate studies keeps documentation of its progress, which includes a file of personal records in particular inclusive of:
 - 1) documents relating to enrolment to postgraduate studies, inclusive of documents required from the candidate for postgraduate studies mentioned in § 4, para 3

- together with appendixes as described in the admission requirements and in the case of people who are not Polish citizens also documents described in § 4, para 9;
- 2) confirmation of enrolment to postgraduate studies;
 - 3) documents relating to the progress of postgraduate studies, inclusive of the academic progress report, documents confirming internships done, if it is required during the program of postgraduate studies, and decisions made during the course of studies;
 - 4) documents relating to the completion of studies, in particular inclusive of the report of the defense of the final thesis or the report of the final examination and a copy of the final work, if they are required within the framework of postgraduate studies;
 - 5) copies of certificates confirming the completion of postgraduate studies;
 - 6) the certificate of completion of postgraduate studies – a copy to be filed.
2. The progress of postgraduate studies is also documented in registers of issued documents confirming the completion of postgraduate studies, certificates of participation in postgraduate studies and certificates on completion of postgraduate studies.
 3. Certificates of participation in postgraduate studies are signed by the head of postgraduate studies, a document confirming the completion of postgraduate studies is signed by the Dean of the Department and certificates for the completion of postgraduate studies are signed by the Rector.

§ 21.

Transitional Provisions

1. The participants, who started their postgraduate studies before these Rules came into force:
 - 1) carry out and continue their studies under the existing terms and conditions, not later than to the end of given course of postgraduate studies, subject to para 2;
 - 2) continue the studies in accordance with education programs developed on the basis of the existing provisions to the end of the period of studies as provided for in the education program.
2. The participants, who started postgraduate studies before the Rules came into force can apply to renew their participation in postgraduate studies within one year of their deletion from the list of participants only with the agreement of the Vice-President for Education having previously received an opinion of the head of postgraduate studies.

§ 22.

Final Provisions

1. The Rules for Postgraduate studies at the Stanisław Staszic University of Science and Technology in Kraków as provided for by Regulation No 40/2015 of 1 October 2015 by the UST Rector become void with the allowance of changes introduced by Regulation No 43/2017 of 27 September by the UST Rector.
2. The Rules take effect on the day of signing.

R E C T O R

PhD Engineer Professor Tadeusz Słomka