

**STUDY REGULATIONS  
AT THE  
WARSAW UNIVERSITY OF LIFE SCIENCES – SGGW**

## Table of Contents

Table of Contents .....	2
Chapter I. General provisions .....	4
§ 1. [Legal basis and definitions] .....	4
§ 2. [Scope of regulation] .....	5
§ 3. [Authority to resolve student matters] .....	5
§ 4. [Student council] .....	6
§ 5. [Acquisition of student rights] .....	6
§ 6. [Fees] .....	6
Chapter II. Credit points .....	7
§ 7. [Credit points].....	
Chapter III. Study organisation .....	7
§ 8. [Duration of programmes] .....	7
§ 9. [Internships].....	8
§ 10. [Organisation of academic year] .....	8
§ 11. [Attendance] .....	9
§ 12. [Individual study organisation].....	10
§ 13. [Individual Programme Curriculum] .....	10
§ 14. [Individual Schedule of Classes] .....	10
§ 15. [Personalised Study Plan] .....	11
§ 16. [Individual Interdisciplinary Programme] .....	11
§ 17. [Course attendance by highly talented pupils] .....	11
Chapter IV. Student rights and obligations .....	12
§ 18. [Student rights] .....	12
§ 19. [Student obligations] .....	13
§ 20. [Disciplinary liability] .....	14
Chapter V. Transfers, resumptions .....	14
§ 21. [Transfer to or from another university] .....	14
§ 22. [Change of the field or mode of study] .....	14
§ 23. [Resumption of study] .....	15
Chapter VI. Assessments .....	16
§ 24. [Assessments] .....	16
§ 25. [Module final grade] .....	17
§ 26. [Assessment dates] .....	17
§ 27. [Assessment before an examination board] .....	18
Chapter VII. Retaking a course .....	19
§ 28. [Conditional registration, retaking a semester].....	19

Chapter VIII. Striking off the student list .....	19
§ 29. [Striking off the student list].....	19
Chapter IX. Leaves .....	20
§ 30. [Conditions of granting leaves] .....	20
§ 31. [Principles of granting leaves to pregnant students and students being parents].....	21
Chapter X. Awards and distinctions .....	22
§ 32. [Distinctions] .....	22
Chapter XI. Degree dissertation .....	22
§ 33. [Preparation of degree dissertation] .....	22
§ 34. [Deadline for submitting the degree dissertation] .....	23
Chapter XII. Degree examination .....	23
§ 35. [Conduct of degree examination] .....	23
Chapter XIII. Graduation .....	24
§ 36. [Conditions of university graduation] .....	24
§ 37. [Graduation from the faculty of Veterinary Medicine] .....	25
§ 38. [University graduation diploma] .....	25

## ***Chapter I. General provisions***

### ***§ 1. [Legal basis and definitions]***

1. Studies at the Warsaw University of Life Sciences are conducted pursuant to applicable provisions of law, in particular:

- 1) the Act of Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2022, item 574 as amended) (“Act”), and the implementing provisions thereto;
- 2) the Statute of the Warsaw University of Life Sciences (“Statute”);
- 3) these Study Regulations (“Regulations”).

2. The following terms used in these Regulations shall have the following meaning:

- 1) courses, classes, teaching activities – activities referred to in § 8 para.9;
- 2) module – a subject, a group of subjects, a course or a group of courses, including courses leading to the preparation of a degree dissertation, an internship;
- 3) period of study – a separate part of the study plan indicated in the study plan, to be completed within a specific time frame (study semester, study year, full study programme);
- 4) module description, course description, syllabus – a description of the contents, manner of completion, methods and forms of conducting the course, specific learning outcomes and verification methods, requirements connected with class attendance, assessment, components of the final grade; in the case of modules composed of a group of subjects, there is a separate description for each subject;
- 5) person responsible for the module – the coordinator of a module;
- 6) student – a person enrolled in a degree-granting program, who took an oath;
- 7) Vice Dean – the competent Vice Dean of a given faculty, provided that if no Vice Dean is elected by a faculty, their tasks are performed by the faculty Dean;
- 8) SGGW – the Warsaw University of Life Sciences;
- 9) part-time study programme – a part-time study programme where the classes take place mainly during weekend sessions;
- 10) student with disability – a student holding a medical certificate on a degree of disability or a certificate referred to in Article 5 and Article 62 of the Act of 27 August 1997 on Occupational and Social Rehabilitation and the Employment of the Disabled (Journal of Laws of 2023, item 100 as amended);
- 11) IT system – the IT system in place at SGGW used for recording and storing all information connected with the course of study in electronic form, whereby the students have access to the IT system to the extent that such information concerns them;
- 12) student’s file – a student’s personal file used for storing the required documentation concerning the student’s course of study available at the Dean’s office of the organisational unit in charge of the given field of study;
- 13) faculty – an organisational unit of SGGW with didactic purposes as described in the Statute;
- 14) university – SGGW.

### ***§2. [Scope of regulation]***

1. These Regulations apply to students of all first cycle programmes, second cycle programmes and long cycle programmes in all fields of study conducted by SGGW irrespective of their mode or profile.
2. Teaching at SGGW is conducted as part of several fields of study.

3. Teaching can also be conducted in the form of joint programmes, dual programmes or programmes conducted in cooperation with authorities awarding professional licences, authorities conducting examination procedures in connection with awarding professional licenses, professional associations, business organisations or regulatory authorities, pursuant to appropriate agreements.
4. Polish is the main language of instruction at SGGW. The university may organise and deliver teaching in the form of:
  - 1) study programmes taught in foreign languages;
  - 2) courses taught in foreign languages as part of study programmes conducted in Polish.
5. In the case of study programmes conducted in Polish, the Vice Dean may, at the student's request, allow the student to participate in assessments, take their degree examination or prepare their degree dissertation in a foreign language.
6. Courses taught in a foreign language may be mandatory, provided that a parallel course in Polish is also available or it is possible to select a different module, taught in Polish, that ensures similar learning outcomes.
7. Teaching activities at SGGW may be conducted using distance-learning methods and techniques under applicable separate provisions.
8. The catalogue of alternative solutions and forms of support used at SGGW to ensure accessibility of education for students with disabilities is specified in separate internal regulations introduced in this respect by the Rector upon consultation with the relevant body of the student council.
9. Any alternative solutions and forms of support used at SGGW to ensure accessibility of education for students with disabilities cannot lead to a reduction in substantive requirements for students with disabilities.

### **§ 3. [Authority to resolve student matters]**

1. The Rector is the supervisor of all students of SGGW and the Dean acts as the supervisor of all students at the given faculty.
2. The Dean may select a year tutor from among the academic staff who is responsible i.e. for assisting the students of a given year in resolving various issues connected with their course of study as well as living and social issues. The contact details of the year tutor are published on the faculty's website.
3. Administrative decisions and other decisions (not being administrative decisions) regarding individual students' matters are taken by the Vice Dean, subject to para. 6.
4. Students are entitled to appeal against such administrative decisions to the Rector. The appeal shall be filed through the Vice Dean that has issued the challenged decision within 14 days of the date of its delivery. When forwarding the appeal to the Rector, the Vice Dean presents his/her stance on the matter. The Rector's decision is final.
5. The student is entitled to request any decision of the Vice Dean, which is not an administrative decision, to be re-examined. The application shall be filed to the Vice Dean that has issued the challenged decision within 14 days of the date of its delivery. If, following re-examination by the Vice Dean, the decision is upheld, the student is entitled to appeal to the Rector. The Rector's decision is final and shall not be subject to appeal. The provisions of para. 4 sentence 2 and 3 shall apply to such an appeal as appropriate.
6. The person applying for the resumption of studies is entitled to request a decision of the Vice Rector in matters specified in § 23 para. 3, which is not an administrative decision, to be re-examined. The

application shall be filed to the Rector via the Vice Rector within 14 days of the date of the receipt of the decision. The Rector's decision is final and shall not be subject to appeal.

#### **§ 4. [Student Council]**

SGGW students are represented by a student council within the scope specified by the provisions of the Act, the Statute, the Regulations and the rules of the student council of SGGW.

#### **§ 5. [Acquisition of student rights]**

1. A person admitted to SGGW acquires student rights upon taking an oath. The wording of the oath is stipulated in the Statute. The person admitted to SGGW confirms taking the oath by affixing their signature. If a person is unable to affix their signature, an appropriate note is made in their presence and on their behalf by an appointed SGGW employee.  
The oath certificate may also be prepared in electronic form. In this case, the signature of the admitted person is replaced by a confirmation of taking the oath after the person has been authenticated in the IT system.
2. After taking the oath, the student receives a student ID and, at their request, a student's record book [indeks]. The documents are issued against payment, the amount of which is governed by different provisions.
3. The student ID is a document confirming the student status. The validity of the student ID is confirmed by the Dean's office every semester.
4. The course of study is documented in the student's file and in the IT system. The person responsible for the module may enter a grade in the student's record book at the student's request. The student's record book does not serve to document the course of studies.
5. A person admitted to studies who does not take the oath by the end of the first full week of classes in the first semester, in accordance with the study plan, is deemed to have failed to commence studies.

#### **§ 6. [Fees]**

1. The university can charge fees for the following educational services:
  - 1) teaching in the form of part-time programmes;
  - 2) retaking certain courses offered as full-time programmes due to unsatisfactory learning outcomes;
  - 3) study programmes taught in foreign languages;
  - 4) conducting courses not included in the programme curriculum;
  - 5) teaching of foreign nationals at full-time programmes taught in Polish.
2. The level of the fees is set by the Rector by way of an ordinance, upon consultation with a relevant body of the SGGW student council.
3. The conditions of payment for educational services are specified in a written agreement between SGGW and the student.
4. Until the persons admitted to SGGW for a given academic year complete their studies, SGGW may not increase the fees or impose any new fees. This does not apply to increasing fees for courses not included in the study programme or for using the student dorms and student canteens.

5. The rules of charging those fees as well as the methods and conditions of exempting students from them are established by the Rector. The Rector's ordinance is published in the Public Information Bulletin (BIP) on SGGW's website ("BIP SGGW") as soon as practicable.

## ***Chapter II. Credit points***

### ***§ 7. [Credit points]***

1. A credit point system is used to record, transfer and compare students' performance.
2. The credit point system at SGGW corresponds to the European Credit and Transfer System ("ECTS").
3. The number of ECTS credit points assigned to each module in every semester is a total number reflecting the workload required of the student to achieve the learning outcomes defined for the given module. It is assumed that one ECTS credit point corresponds to 25-30 hours of full student workload.
4. If a student receives ECTS credit points for completing a certain module, it means that the student has achieved the learning outcomes defined for the module, confirmed with a credit, and it is not related to the grade received for completing the module.
5. ECTS credit points are assigned to modules included in the programme curriculum. The number of points assigned to a specific module is set by the Senate in a resolution establishing the programme curriculum.
6. The number of ECTS credit points allowing a student to complete a given semester is stipulated in the programme curriculum.
7. If the duration of a part-time programme in a given field of study is longer than that of the corresponding full-time programme, the number of ECTS credit points specified in para. 6 is reduced as appropriate, ensuring an equal number of points for the full programme in either form.

## ***Chapter III. Study organisation***

### ***§ 8. [Duration of programmes]***

1. A full-time first cycle programme covers at least 6 semesters, and if the program curriculum includes learning outcomes providing for engineering capabilities – at least 7 semesters.
2. A full-time second cycle programme covers 3 to 5 semesters.
3. A full-time long cycle programme covers 9 to 12 semesters.
4. A part-time programme can be longer than the corresponding full-time programme.
5. Study programmes are conducted in accordance with a curriculum established by the Senate for the given field, level, profile and mode of study. As regards the creation and improvement of curricula, the Senate can issue guidelines for the programme councils as referred to in the Statute.
6. Programme curricula are available on the faculty's website and in "BIP SGGW".
7. Programme curricula contain among others the intended learning outcomes defined for a given field, level and profile of study, the achievement of which leads to obtaining a diploma confirming the acquisition of specific qualifications corresponding to the given study level, as well as a description of the teaching process leading to the achievement of such learning outcomes and the number of ECTS credit points assigned to specific courses.
8. Study plans, which are part of the teaching process description, contain a list of modules to be completed in the course of study as mandatory or optional courses – in the case of first cycle and long cycle

programmes offered on a full-time basis, this also includes PE classes – divided into semesters, together with the assigned number of ECTS credit points, whereby no such points are assigned to PE courses. Study plans specify the form of the activities in which the specific modules are conducted, as well as their duration.

9. The types of teaching activities available at SGGW include: lectures, recitation classes, laboratory classes, project activities, field practice, internships, physical education activities, foreign language classes.

### ***§ 9. [Internships]***

1. In the event that the programme curriculum as referred to in § 8 para. 5 hereof includes modules connected with completing an internship, the descriptions of such modules define the learning outcomes to be achieved during such an internship.
2. Internship modules are completed in such periods of study as scheduled in the study plans.
3. Detailed rules, methods and procedures concerning internship modules are specified in the internship regulations implemented by the competent programme council. The internship regulations should include appropriate alternative solutions and forms of support in this respect for students with disabilities, resulting from the catalogue referred to in § 2 para. 8.
4. Credits for internship modules are awarded by the Vice Dean or internship coordinator, authorised in writing by the Dean, based on documents listed in the internship regulations as referred to in para.3, subject to para.5.
5. The Vice Dean or internship coordinator authorised by the Dean may:
  - 1) at the student's request, recognise the completion of an internship, in part or in full, based on the student's participation in a science camp, summer school etc., provided that the student achieves the learning outcomes intended for the internship as part of such work.
  - 2) at the request of a student with disabilities, submitted before the deadline for completing the internship module specified in the study plan, establish a method and procedure for completing the internship, adapted to the individual needs resulting from the type and degree of disability;
  - 3) at the request of a student, submitted before the deadline for completing the internship module specified in the study plan, include activities performed by the student as part of the internship, in particular as part of employment, internship or volunteering, confirmed by appropriate documents, provided that these activities enabled the achievement of learning outcomes specified for the module related to the professional internship.

### ***§ 10. [Organisation of the academic year]***

1. The academic year lasts from 1 October to 30 September and is divided into 2 semesters.
2. The detailed organisation of the academic year, including the opening ceremony, exam sessions, semester breaks and other class-free days, are specified by the Rector by way of an ordinance, upon consultation with the competent body of the student council. The ordinance concerning the organisation of the academic year is issued no later than by 30 June of the year preceding the given academic year.
3. The Rector can schedule class-free days or hours throughout the year, and the Dean can schedule class-free hours. The lecturer in charge of the given course is obligated to set a new date for the missed classes and to conduct them.



4. The detailed organisation of classes offered to students in a given field of study is established by the Dean upon consultation with the competent body of the student council and announced on the notice board and on the faculty's website at least 7 days before the beginning of each semester.
5. In the case of students with disabilities studying in a given field of study, the detailed organization of classes referred to in para.4, should also take into account relevant alternative solutions and forms of support in this regard, resulting from the catalogue referred to in § 2 para.8 (i.e., if possible, conducting classes on the ground floor or in a building adapted for people with physical disabilities, hard of hearing or low vision, and in rooms with appropriate equipment supporting the reception of the transmitted content, such as: technical devices, voicing systems, alternative keyboards, etc.).
6. The reference period for the subsequent stages of study is one semester.
7. One semester of a full-time and part-time study programme covers 15 weeks, and the exam sessions last at least one week. The plan of the last semester of a full-time programme ending with the award of a professional title of an engineer's title can provide for a semester of less than 15 weeks.
8. Every semester of a part-time study programme covers at least five weekend sessions lasting 2 to 4 days each. The dates of weekend and exam sessions for part-time programmes are set by the Dean, taking into account the organisation of the academic year, and announced no later than 7 days before the start of the first class in the semester.

### **§ 11. [Attendance]**

1. It is mandatory for students to attend all classes other than lectures. A student may not be absent from more than 20% of such classes, irrespective of the reason. In the case of a module conducted only in the form of lectures, the required level of attendance is specified in the module description ("Syllabus").
2. In justified circumstances resulting from:
  - 1) disability, or
  - 2) illness confirmed with a medical certificate issued by a physician, or
  - 3) other unforeseen events, including fortuitous events confirmed by credible official documents- the acceptable limit of class absences can be increased to 30%, subject to the Vice Dean's consent.
3. The lecturer in charge of the course decides on the manner and deadline for making up for such absences to the extent described in para. 1–2.
4. Any student that has not made up for the absences in the manner described in para. 3 above may not receive credit for the module.
5. Before commencing a new semester, a student with disabilities may submit an application regarding the possibility of using appropriate alternative solutions and forms of support resulting from the catalogue referred to in § 2 para.8, aimed at ensuring their full participation in teaching activities (the application may concern, as follows: participation of people assisting students with disabilities in teaching activities, recording teaching content using technical devices, alternative keyboards, etc., access to teaching materials and other alternative solutions and forms of support requested by the student and adapted to the type and degree of their disabilities). The application, along with the documents regarding disability referred to in § 1(10), should be submitted to the Vice Dean. The decision should be made by the Vice Dean in consultation with the person in charge of the given module.
6. In particularly justified cases, the Vice Dean may make the decision referred to in para.5, at the student's request submitted during the semester.

## **§ 12. [Individual study organisation]**

SGGW offers the following forms of individual study organisation:

- 1) individual programme curriculum (“IPC”),
- 2) individual schedule of classes (“ISC”),
- 3) personalised study plan (“PSP”).

## **§ 13. [Individual Programme Curriculum]**

1. Highly talented students with an exceptional study record are allowed to follow an IPC, under the supervision of an academic teacher of their choice, hereinafter referred to as the personal tutor.
2. The terms and conditions for studying under an IPC are specified by the competent programme council for the student. The qualification for an IPC is carried out by the Vice Dean at the student’s request, submitted before the beginning of the given semester, taking into account the student’s previous performance, interests and abilities.
3. Changes included in the IPC may not concern the learning outcomes defined for a given field of study, may not result in postponing the planned graduation date, change the required number of ECTS credit points or lead to achieving a lower number of ECTS credit points in a semester than specified in § 7 Para. 6 or Para. 7 hereof.
4. The Vice Dean approves the choice of the supervisor and the IPC, as well as any subsequent amendments thereto.

## **§ 14. [Individual Schedule of Classes]**

1. SGGW allows the following students to study under an ISC, under the supervision of an academic teacher of their choice, hereinafter referred to as the personal tutor.
  - a. disabled students;
  - b. pregnant students;
  - c. students being parents.
2. An ISC may involve setting a different study plan, including the weekly schedule of classes, by choosing such groups or class times for a student listed in para. 1 that enable the student to complete the valid programme curriculum in a manner adjusted to their individual needs resulting from disability.
3. An ISC may not result in extending the period of study or lead to achieving a lower number of ECTS credit points in a semester than specified in § 7 para.6 or 7 hereof.
4. An application to study in the form of an ISC should be submitted to the Vice Dean. The relevant documents regarding the student's situation are required when submitting the application.
5. The decision on implementing the ISC and on the form of the ISC – also resulting from the type of the student’s disability – including the choice of the personal tutor, is taken by the competent Vice Dean, at the student’s request. The Vice Dean supervises the implementation of the ISC.
6. In special, justified circumstances, the Vice Dean may also allow students other than listed in para. 1 hereof to study under an ISC.
7. The students listed in para. 1(2)(3) above may not be refused to follow an ISC until graduation – if they are enrolled in a full-time programme.

### **§ 15. [Personalised Study Plan]**

1. Students admitted to SGGW through confirmation of learning outcomes may study under a PSP under the supervision of an appointed academic teacher acting as their personal tutor.
2. The personal tutor of a student admitted to SGGW through confirmation of learning outcomes is appointed by the Vice Dean.
3. The PSP is a framework plan involving modules for which no learning outcomes have been confirmed, specifying the semesters in which the modules are to be completed and the deadlines for completing them.
4. The PSP is established by the student's personal tutor.
5. The PSP as well as any subsequent amendments thereto must be approved by the Vice Dean.
6. A detailed weekly schedule of classes for a specific semester established by the student's personal tutor should take into account the appropriate groups and class times enabling the student to complete the PSP, and in the case of PSP implemented by a student with a disability, also their individual needs resulting from the type and degree of disability.

### **§ 16. [Individual Interdisciplinary Programme]**

1. Teaching of students under an individual interdisciplinary programme that enables them to obtain a degree in more than one field of study is conducted mainly under the provisions governing individual organisation of classes.
2. The interdisciplinary programme curriculum is defined by the Senate.

### **§ 17. [Course attendance by highly talented pupils]**

1. SGGW allows highly talented pupils to attend courses from modules offered as part of the fields of study corresponding to the pupils' abilities.
2. The level and area of ability allowing pupils to attend such courses as described in Para. 1 above are defined by the relevant programme council.
3. The consent for highly talented pupils to attend courses from specific modules, indicating the relevant groups and class times, is issued by the Dean.
4. The application for consent to attend the courses referred to in Para. 1 above, indicating the modules to be completed with justification, is submitted on behalf of the pupils by their parents, legal guardians or current school. The application is submitted at least 8 weeks before the beginning of the semester in which the module or modules are to be completed in accordance with the curriculum for the given field of study.
5. The application submitted by a school must include the pupil's consent to attend the course at SGGW and the consent of the pupil's both parents or legal guardians.
6. Course attendance is subject to presentation of documents allowing the student to attend the course, including H&S training or a medical certificate issued by an occupational physician on lack of contraindications for the pupil to attend the course – if required. Any factors that are harmful, burdensome or dangerous to health are defined by the Dean.
7. Highly talented pupils may participate in classes only in the presence of an academic teacher.

8. The module assessment is conducted subject to the rules described in § 24 para. 1 and 2, and § 25 para. 1 hereof, within the time limits applicable to university students.
9. The Dean issues a confirmation of awarding credit for the course together with a number of assigned ECTS credit points.

#### ***Chapter IV. Student rights and obligations***

##### ***§ 18. [Student rights]***

1. A student has the right to:

- 1) acquire knowledge by participating in teaching activities and using the comprehensive assistance of academic staff, and the organisational and administrative units of SGGW;
  - 2) participate in the work of student science groups, research, development and implementation teams at SGGW;
  - 3) develop their cultural, tourist and sports interests as part of youth groups and organisations, existing or created under the Act, and, to this end, to use SGGW's equipment and funds in accordance with applicable provisions of law;
  - 4) participate in the decision-making processes of SGGW's collective authorities through their representatives;
  - 5) attend consultations offered by academic staff during their office hours available to students of all study modes;
  - 6) use the resources of SGGW's Science Information Network;
  - 7) receive information concerning the completion of the subsequent study stages, including the information available in the IT system;
  - 8) have access to written work contributing to the assessment and final grade for the modules, or to the assessment of their degree dissertation made by the dissertation supervisor and reviewer;
  - 9) study under one of the forms of individual study organisation,
  - 10) receive financial aid and use the accommodation options at student houses subject to separate rules and regulations;
  - 11) have their personal dignity respected by every member of the university's community;
  - 12) participate in the process of assuring and improving teaching quality at SGGW by expressing their opinions on different aspects of teaching quality using the tools implemented by SGGW;
  - 13) transfer and recognition of their ECTS credit points;
  - 14) have their absences, leaves or class-free time excused, with the possibility of participating in the verification of the learning outcomes defined in the programme curriculum;
  - 15) change the field of study;
  - 16) change the mode of study;
  - 17) take an exam before an examination board and an observer of their choice;
  - 18) retake certain courses in the event of unsatisfactory learning results.
10. Upon consent of the Vice Dean, a student may complete a part of their study programme at a different university, at home or abroad, in particular under agreements or programmes in which SGGW participates, provided that:
- 1) the duration of the programme completed at another university, the list of modules reflecting the learning outcomes defined in the student's curriculum that the student is obligated to

complete at another university, and the number of assigned ECTS credit points are approved by the Vice Dean;

- 2) the programme curriculum from another university approved by the Vice Dean forms the basis for receiving credit from SGGW for that period;
- 3) in the case of any discrepancies between the programme curriculum approved in accordance with item 1 above and the completed curriculum the Vice Dean may define modules that need to be made up for together with deadlines for their completion.

3. If the requirements defined in para. 2(3) above are fulfilled, the student receives credit for the given period of study. Until the student successfully completes a given stage of study, the Vice Dean decides on the manner of the student's registration for the next semester.

### **§ 19. [Student obligations]**

1. The student is obligated to act in accordance with the oath taken and the regulations in place at the university.

2. In particular, the student is obligated to:

- 1) attend courses in accordance with the study regulations and programme curriculum;
- 2) take exams, complete internships and fulfil all other requirements provided for in the programme curriculum;
- 3) use the educational opportunities offered by SGGW;
- 4) participate in assessments in an ethical manner;
- 5) respect copyright during teaching activities and when preparing various works;
- 6) take proper care of SGGW's property;
- 7) monitor, on an on-going basis, all information concerning their course of study in the electronic system and report any irregularities in the data contained therein to the appropriate dean's office or person responsible for the module or lecturer as soon as practicable;
- 8) immediately inform the dean's office in writing about any change in their marital status, surname, address, withdrawal from study or in their financial situation, if such change may affect the decision on granting financial aid to the student;
- 9) obtain the Vice Dean's consent to any change of the course group the student was previously assigned to;
- 10) observe the applicable rules of ordinance as well as health and safety regulations;
- 11) using the e-mail address in the sggw.edu.pl domain assigned to the student by SGGW in communication with the SGGW organizational units, including reading messages sent by the SGGW organizational units to that address.

3. Students commencing studies through enrolment in another field of study are obligated to attend and complete courses in accordance with the programme curriculum, taking into account § 26 Para. 2 hereof.

4. The provisions of § 21 Para. 5-7 apply as appropriate to students referred to in Para. 3 above.

### **§ 20. [Disciplinary liability]**

A student that violates the rules in place at SGGW or commits an act infringing upon the dignity of another student is subject to disciplinary liability in accordance with the Act, the implementing provisions thereto and the Statute.

## ***Chapter V. Transfers, resumptions***

### ***§ 21. [Transfer to or from another university]***

1. Students may obtain the Vice Dean's consent to transfer to another university, provided that they fulfil all obligations arising under the rules in place at SGGW.
2. A student may be admitted to SGGW by transfer from another university, including a foreign university, upon the Vice Dean's consent expressed in the form of a decision, provided that they fulfil all obligations arising under the rules in place at the university they are to leave.
3. A transferred student can only be admitted to SGGW after completing at least one full period of study at the university they are to leave.
4. Together with the application for admission addressed to the Vice Dean of the receiving faculty submitted before the commencement of the semester, the student referred to in para 2-3 above submits the consent and opinion of the relevant head of the organisational unit of the university at which such student has studied as well as the records of their course of study so far.
5. Any previous ECTS credit points, grades and modules may be recognised in full instead of the modules included in the programme curriculum of the field of study that the student is transferring to, provided that similar learning outcomes are defined for both universities.
6. In the case of any differences in the learning outcomes, it is possible to recognise a part of the programme curriculum completed so far, and to indicate the modules that need to be made up for, together with deadlines for completing them.
7. The decision to recognise the learning outcomes and ECTS credit points in the cases referred to in para. 5 and 6 above is taken by the Vice Dean.

### ***§ 22. [Change of the field or mode of study]***

1. Students may apply for a change of the field or mode of study at SGGW.
2. The field of study can only be changed after completing at least one full period of study upon consent of the relevant Vice Deans.
3. Students may apply for a change of the mode of study in which the given field of study is offered after completing at least one full of period of study. The decision in this matter is taken by the Vice Dean.
4. The provisions of § 21 para. 5-7 apply as appropriate to the changes referred to in para. 2 and 3 above.
5. All applications for a change of the field of study or mode of study should be submitted before the beginning of the semester from which the change would apply and within the time limit enabling the commencement of studies in the given semester.

### ***§ 23. [Resumption of study]***

1. A SGGW student who, after completing at least one full period of study, has been struck off the student list, may apply for resumption of study at SGGW in the field they have been eliminated from.
2. The decision on the resumption is taken by the Vice Dean, who may allow the student to resume study only once within a period of 3 years after the student is struck off the student list.

3. If the student is struck off the student list 3 to 5 years before applying for resumption of study, the decision on is taken by the competent Vice Rector. The Vice Rector may authorise such resumption of study only once.
4. Resumption of study is not possible, if:
  - 1) the given field of study is no longer offered, subject to para. 5,
  - 2) the student was struck off the student list due to lack of learning progress,
  - 3) the student was struck off the student list as result of a disciplinary punishment expelling them from the university,
  - 4) the deadline was expired or the limit of resumptions was reached, as referred to in para. 2 and 3,
  - 5) the student was struck off the student list but did not fulfil their financial obligations to SGGW,
  - 6) the education, having determined program differences, would start from the first semester.
5. In special justified circumstances resumption of study is possible in a related field, provided that there are similar learning outcomes defined for both fields or for other mode of study. Any discrepancies not exceeding 30 ECTS credit points must be made up for by the student.
6. Studies can be resumed no earlier than starting from the next academic year after the student is struck off the student list, subject to para. 9. All applications for resumption of study should be submitted before the beginning of the semester from which the resumption would apply and within the time limit enabling the commencement of studies in the given semester, whereby it does not apply to applications referred to in para. 9.
7. The Vice Dean defines the resumption conditions in each case, including the differences between the learning outcomes achieved by the student until striking off the student list resulting from completing specific modules bearing a specific number of ECTS credit points and the learning outcomes defined in the programme curriculum valid on the day of the resumption, and the semester in which the resumption takes place. The provisions of § 21 para. 5-7 apply as appropriate. The resumption is not possible if the education, having determined program differences, would start from the first semester.
8. After resumption of study, the student follows the programme curriculum currently in force.
- 9.

The person that has been struck off the student list due to failure to deliver their degree dissertation or take the degree examination within the applicable time limit, may obtain consent to resume study at a different date than specified in para. 6, in compliance with para. 1-3 and para. 4(1) hereof. In case there are no discrepancies between the study programme in force when striking off the student list, and the programme referred to in para. 8, the student is resumed for the last study semester and is obliged to prepare a degree dissertation.

## ***Chapter VI. Assessments***

### ***§ 24. [Assessments]***

1. Assessment of the modules – and in the case of modules being groups of subjects: the subjects taught at SGGW – is given in the form of one final grade. The final grade can also have the form of the credit symbol.
2. A module is deemed as completed when the student receives a positive grade confirming the achievement of all learning outcomes defined for the given module. If a positive grade is awarded, this

is equivalent to receiving the number of ECTS credit points assigned to that module in the programme curriculum.

3. A grade is recorded in the electronic system by the person responsible for the module or a person authorised by them.
4. In special cases, the Dean may authorise another person being an academic teacher to carry out the assessment and make an entry in the electronic system for the given semester.
5. The students are informed of the results of the assessment through the electronic system before the results are confirmed.
6. A positive grade entered and confirmed in the electronic system is the final grade.
7. SGGW applies the following grading scale:

<b>verbal assessment</b>	<b>numerical grade</b>	<b>grade symbol</b>
very good	5.0	A
good plus	4.5	B
good	4.0	C
satisfactory plus	3.5	D
satisfactory	3.0	E
unsatisfactory	2.0	F (no credit)

8. The grade average for a specific period of study (semester, year, full programme) is the arithmetic mean of all positive final grades for the modules included in the curriculum of the given field of study in a specific period.
9. Grades for the modules referred to in § 18 para. 3(3), and § 21 para. 5 hereof, are considered when calculating the grade average for the period in which the modules are completed in the current field of study.
10. The grade average for a given period of study does not include grades for any extra modules outside of the curriculum that a student follows upon the Vice Dean's consent.
11. The arithmetic mean is rounded off to two decimal places in accordance with mathematical rounding rules.
12. As regards foreign languages, there are separate rules for completing such courses, specified by the organisational unit of SGGW responsible for foreign language teaching, approved by the Rector upon consultation with the competent body of the student council.
13. As regards physical education courses, there are separate rules for completing such courses, specified by the organisational unit of SGGW responsible for conducting such courses, approved by the Rector upon consultation with the competent body of the student council.
14. At the request of a student with a disability, the forms of passing a given module may be adapted to their individual needs resulting from the type and degree of disability. Persons listed in the catalogue referred to in § 2 para.8 may participate in the test credit. When submitting the application, the student should present documents regarding their disability referred to in § 1(10). Having reviewed the application submitted by the student, and in consultation with the person responsible for the module, the Vice Dean may determine:
  - 1) the extension of the duration of a given test or examination,
  - 2) the use of technical devices supporting a student with a disability during a test or exam, such as a computer, voicing systems, Braille display, alternative keyboard, etc.,
  - 3) the shift from oral to written test or examination, or vice versa;



- 4) the possibility of participating in a test or examination for persons listed in the catalogue referred to in § 2 para. 8, provided that those persons are not substantively or professionally related to the module for which the test or examination is conducted,  
or the use of other alternative solutions and forms of support in this regard, referred to in the catalogue indicated in § 2 para.8.

#### *§ 25. [Module final grade]*

1. The final grade for a given module is established based on the criteria defined in the syllabus. The syllabus specifies the forms of verifying the student's achievement of the learning outcomes defined for a given module as well as the deadlines and weights affecting the final grade.
2. Assessment dates:
  - 1) if the form of verifying the learning outcomes specified in the module description involves an exam or the dates of selected forms of verifying the learning outcomes included in the module description fall during the exam session, the final grade for the module is given no later than on the day following the end of that exam session;
  - 2) in all other cases, the final grade is given by the end of the course in the given semester.
3. If the specific forms of verifying the learning outcomes defined in the syllabus result in a negative grade, the student is entitled to one resit date. That date is set by the person responsible for the module and may be scheduled during the exam session.
4. The dates for the exam specified in para. 2(1) – one date during the regular exam session, the second date during the resit session – are set by the person responsible for the module upon consultation with the students. The Dean supervises and ensures the due organisation of the session.
5. If a student fails to appear at an exam without a good reason or fails an exam on the first date, this is equivalent to forfeiting that exam date. Each student is entitled to one resit date.
6. If a student fails to appear at the resit exam without a good reason or fails the resit exam, this is equivalent to failing the module.
7. The records of all assessments and exams taken by students in a given module on the regular and on the resit date are kept by the person responsible for the module.

#### *§ 26. [Assessment dates]*

1. In the case of illness or other important fortuitous events occurring during an exam session, confirmed by reliable documents, in the situations described in 25 para. 3 and 4 above, the student has the right to apply for an additional date outside of the exam session, which should be scheduled within up to 2 weeks after the end of the session, unless the Vice Dean, upon consultation with the person responsible for the module, consents to a later date.
2. A student may attend the assessment of the module before the date specified in § 25 para. 4, also at the beginning of the semester, if the person responsible for the module consents to this solution.
3. In the case of modules where the student is unable to attend the assessment on the allocated resit date available in the given exam session, except for reasons stipulated in para. 1 above, the Vice Dean may, at the student's written request, register the student for the next semester, postponing the assessment date for such modules until the next exam session. ECTS credit points from those modules are not added

to the deficit of ECTS credit points as described in § 28 para. 1 hereof. The Vice Dean decides on the manner of such registration.

*§ 27. [Assessment before an examination board]*

1.If:

- 1) a student fails to receive credit for a module as described in § 25 above, or
  - 2) it is suspected that the assessment procedure for the module was unduly performed,
- the assessment can take place before an examination board. The decision to carry out an assessment before an examination board is taken by the Vice Dean at a justified written request of the student submitted within 7 days of the date that the assessment results for the module are announced, or at the Vice Dean's own initiative.
2. The assessment takes place before an examination board appointed by the Vice Dean within 2 weeks as of the date of submitting the request. The board consists of 4 people:
    - 1) Vice Dean – as the chairman of the board;
    - 2) two academic teachers, including at least one specialist in the module subject to assessment or in similar modules;
    - 3) representative of the student council.
  3. Module assessment before an examination board verifies the student's achievement of the learning outcomes defined for the module and may involve the board's review of the works subject to assessment.
  4. The date, manner and conduct of the assessment before an examination board are established by the Vice Dean, upon consultation with the board members and taking into account the methods of verifying the intended learning outcomes provided for in the syllabus. The Vice Dean may consult the module owners as to the methods of verifying the learning outcomes defined for the module subject to assessment before an examination board.
  5. The following persons may participate in the assessment before an examination board as observers: the person responsible for the module and a person of the student's choice. The student informs the Vice Dean of the selected observer in the student's request for assessment before an examination board. The provisions of § 24 para. 14 shall apply accordingly.
  6. The result of the assessment is determined by absolute majority of votes of the board members, provided that in the case of discrepancies in opinion between the board members and an equal number of votes, the vote of the board's chairman shall prevail. Observers are not entitled to ask questions or to vote.
  7. A report is drafted from the assessment before an examination board.
  8. In the case that the student fails to receive credit through assessment before an examination board or fails to attend the assessment before an examination board without a good reason - which is equivalent to failing the module – the Vice Dean may take the decision as provided for in § 28 or § 29 hereof.

### § 28. [Conditional registration, retaking a semester]

1. A student that fails to obtain the required number of ECTS credit points stipulated in the programme curriculum for a given period of study or fails to obtain credit for PE classes may, at their own written request submitted within 7 days after the end of the resit session, obtain consent for conditional registration for the next semester, provided that their current cumulative deficit of ECTS credit points does not exceed:
  - 1) 10 ECTS credit points – for first-year students;
  - 2) 12 ECTS credit points – for students of higher years.
2. During the semesters for which the student has been registered on a conditional basis, within the meaning of para. 1 above, the student is obligated to retake the failed modules that led to such conditional registration. Upon approving the conditional registration of a student, the Vice Dean will set the deadlines for completing the retaken modules. In case the student fails to pass the retaking module, they cannot obtain consent for conditional registration for the next semester. The provisions of § 29 para. 5(2) shall apply respectively.
3. If the deficit of credit points exceeds the limit stipulated in para. 1, or the student fails to pass the retaking module, as described in para. 2, they may apply for retaking a semester, whereby this does not apply to the first semester. A written request in this regard is submitted by the student within 7 days as of the end of the resit session. In case the student fails to pass the retaking semester, they cannot be registered for the following semester.
4. A student may only commence studies starting from the first semester by participating in the admission procedure.
5. A student retaking a module must participate in all teaching forms provided for that module.
6. A student retaking a semester follows the programme curriculum currently in force for the given cycle. In the case of differences between the previous curriculum and the one currently followed by the student, the provisions of § 21 para. 5-7 shall apply as appropriate.
7. Pending the retaking of a semester or when retaking a semester the student may, upon the Vice Dean's consent, participate in selected modules from the study plan available in subsequent semesters next to the subjects that the student must retake, and may receive no more than 18 ECTS credit points in total for such additional modules, and the student may also participate in their assessment. If the student fails to complete such modules on time, the student is obligated to retake them.

### *Chapter VIII. Striking off the student list*

#### § 29. [Striking off the student list]

1. The Vice Dean strikes a student off the student list in the case of:
  - 1) failure to commence studies;
  - 2) withdrawal from studies;
  - 3) failure to submit the degree dissertation or to take the degree examination;
  - 4) a disciplinary punishment expelling the student from university.
2. A student is deemed to have failed to commence studies in case when starting a given form and level of studies :
  - 1) will not complete all of the following activities by the end of the first full week of classes in the first semester, according to the schedule of classes:

- a. collecting the student ID or submitting a waiver of student ID;
  - b. delivering an appropriate medical certificate, if required;
  - c. signing a contract.
- 2) will not start the mandatory classes resulting from the class schedule by the end of the first month of the first semester, according to the schedule of the classes.
3. In special circumstances, at the student's written request, the Vice Dean may extend the deadline for delivering an appropriate medical certificate listed in para. 2(1)(b) above.
4. A student is deemed to have withdrawn from studies, if the student:
  - 1) submits a written statement on withdrawal from studies;
  - 2) does not submit the request referred to in § 28 para. 1 and 3 above;
  - 3) does not appear at the dean's office to confirm their allocation to a course group, in the case of students returning from a leave or pending the retaking of a semester or a year;
  - 4) does not submit a medical certificate, in the case of students returning from a medical leave.
5. The Vice Dean may strike a student off the student list in the case that:
  - 1) it is confirmed that the student does not attend mandatory classes;
  - 2) the student reveals lack of learning progress;
  - 3) the student fails to complete a semester or a year within the applicable deadline;
  - 4) the student fails pay the tuition due for the programme.
6. Failure to attend mandatory classes is confirmed, if at least 3 academic teachers in charge of courses included in the modules covered by the programme curriculum in the given period of study confirm the student's absences preventing the student from completing the courses in accordance with the module descriptions.
7. Lack of learning progress is confirmed, if:
  - 1) the degree of completion of the study plan and programme curriculum makes it impossible for the student to complete a semester, in particular due to the student's absences as described in § 11 para. 1 or 2 hereof;
  - 2) the student fails to choose a topic for their degree dissertation in accordance with § 33 para. 4 hereof;
  - 3) the student has not complied with the obligations resulting from conditional registration, as referred to in § 28 para. 2 hereof, or from retaking of a semester;
  - 4) the student has received a negative result for their degree examination for the second time.
8. A student is struck off the student list by way of an administrative decision.

## *Chapter IX. Leaves*

### *§ 30. [Conditions of granting leaves]*

1. The Vice Dean may grant a student a leave from classes covering one semester or one academic year. The student who obtained credits for the last semester of study cannot be granted a leave with the exception of the leave specified in § 31 para. 1(1).
2. The leave specified in para. 1 above can be in the form of:
  - 1) a dean's leave – granted at the student's request after registration for at least the third semester of study – in the case of first cycle programmes and long cycle programmes, or for the second semester – in the case of second cycle programmes, whereby the dean's leave may be granted only once during the course of study, subject to § 31 hereof;
  - 2) a medical leave – granted on the basis of a certificate issued by a medical board;

- 3) a special leave – granted at the student’s request once during the course of study, in exceptional personal circumstances and due to documented fortuitous events.
3. A leave from teaching activities for a period exceeding one academic year may be granted by the Vice Rector for Didactics.
4. The application for leave should be submitted by the student before the beginning of a semester, and in special cases, immediately after the occurrence of the reason for the leave.
5. During the leave the student may, upon the Vice Dean’s consent, attend selected modules, courses and participate in the verification of learning outcomes as part of such modules, for which the student may receive no more than 18 ECTS credit points, and to participate in the assessment. The foregoing does not apply to students on medical leave, except in situations resulting from doctor’s indications.
6. If the student fails a module that the student is allowed to follow upon the Vice Dean’s consent, the student is obligated to retake the module.
7. A student may obtain the Vice Dean’s consent to the leave referred to in para. 2 item 1 or item 3 with the possibility of participating in the verification of the learning outcomes defined in the programme curriculum without being obligated to attend classes. The modules allowing for such a possibility are specified by the Vice Dean in each case, upon consultation with the person responsible for the module concerned. The total number of ECTS credit points assigned to the modules referred to above may not be higher than 10.
8. The leave as referred to in para. 2 item 1 or 3 above may be granted only once during the course of study, also for a shorter period than resulting from para. 1. Verification of all learning outcomes assigned to the modules that the student is allowed to attend takes places until the end of the period, i.e. the end of the resit session for which the leave was granted.
9. While on leave, the student retains all of the student rights, whereby entitlement to financial aid is regulated by separate provisions.
10. After returning from a leave, the student follows the programme curriculum currently in force. In the case of differences between programme curriculum before the leave was granted and after from returning the leave, the provisions of § 21 para. 5-7 apply as appropriate.

*§ 31. [Principles of granting leaves to pregnant students and students being parents]*

1. The leave referred to in § 30 para. 2 (1) cannot be refused to:
  - 1) pregnant students;
  - 2) students being parents.
2. A student being a parent submits an application for the leave referred to in § 30 para. 2 (1) within 1 year of giving birth.
3. The leave referred to in § 30 para. 2 (1) granted to:
  - 1) pregnant students – is for a period until the student gives birth;
  - 2) a student being a parent – is for a period of up to 1 year– provided that if the end of the leave falls during a semester, the leave may be extended until the end of that semester.

*Chapter X. Awards and distinctions*

*§ 32. [Distinctions]*

1. Students with outstanding achievements and good performance, acting in accordance with the oath and the study regulations, may receive the following distinctions:

- 1) written acknowledgement from the Dean;
- 2) certificate of merit from the Dean;
- 3) certificate of merit from the Rector.

2. Information about all awards and distinctions obtained by a student is entered in the IT system and stored in the student's file.

## *Chapter XI. Degree dissertation*

### *§ 33. [Preparation of degree dissertation]*

1. A Bachelor's, Engineer's, Master's degree dissertation are prepared by the student under the guidance of an academic teacher holding at least a PhD degree [doktor]. Subject to consent of the competent programme council, a person from outside of SGGW community, may act as the dissertation supervisor.
2. The provisions of para. 1 apply to reviewers as appropriate. The rules of appointing reviewers are specified by the programme council.
3. The topics of degree dissertations and the dissertation supervisors are approved by the Vice Dean pursuant to the guidelines of the competent programme council.
4. The student should choose the topic of their Master's degree dissertation no later than one year before the planned end date of the study programme, and the topic of their Engineer's or Bachelor's degree dissertation, no later than one semester before the planned end date of the study programme.
5. The degree dissertation may be prepared in a foreign language, subject to the Vice Dean's consent. A dissertation prepared in a foreign language must be appended with a summary in Polish.
6. The grade for the degree dissertation is the arithmetic mean of the grades given by the dissertation supervisor or reviewer, provided that both those grades must be positive. The grade for the degree dissertation is rounded off to two decimal places in accordance with mathematical rounding rules.
7. It is mandatory to prepare dissertations in second cycle programmes and long cycle programmes, unless separate provisions provide otherwise. In the case of first cycle programmes, the preparation of a degree dissertation is mandatory, if the programme curriculum provides so.
8. Detailed guidelines on degree dissertations are specified by the Rector's ordinance.

### *§ 34. [Deadline for submitting the degree dissertation]*

1. The student is obliged to submit their degree dissertation no later than:
  - 1) by 31 January– for programmes ending in the winter semester;
  - 2) by 30 June – for programmes ending in the spring semester.
2. At the student's request, approved by the dissertation supervisor, the Vice Dean may extend the deadline for submitting the degree dissertation to 6 months from the date stipulated in para. 1 above.
3. If the deadline for submitting the degree dissertation has been extended, the student retains the student rights, provided that the entitlement to financial aid is regulated by separate provisions.
4. A degree dissertation is considered a creative work as defined by the provisions of copyright law.
5. If the degree dissertation is a written work, it is screened with the use of the Unified Anti-plagiarism System (JSA) as specified in the Act before the degree examination.

**§ 35. [Conduct of degree examination]**

1. A student is admitted to the degree examination subject to:
  - 1) completing the modules required under the curriculum;
  - 2) receiving a positive grade for the degree dissertation in accordance with § 33 para. 6, subject to § 33 para. 7 hereof.
2. Upon the student's request and the Vice Dean consent, the degree examination is an oral exam and may be conducted:
  - 1) in a foreign language;
  - 2) using the electronic means of communication, based on the Rector's ordinance.

The provisions of § 24 para. 14 shall apply accordingly.

3. Upon the Vice Dean's consent given at the written request of the student or the dissertation supervisor, the degree examination may be conducted in the form of a public exam. Any persons invited by the dissertation supervisor or the student participate in the examination only as observers.

4. The degree examination must be held within no more than two months from the submission of the degree dissertation, subject to para. 1 above. The date of the degree examination is set by the Vice Dean. In justified circumstances, at the student's request, the Vice Dean may schedule a later date. The scope of the degree dissertation is specified by the competent programme council.

5. The degree examination is held before a board appointed by the Vice Dean, composed of at least three members, including the dissertation supervisor and/or reviewer.

6. The result of the degree examination is communicated to the examinee by the chairman of the board, in the presence of the board members, directly after the examination.

7. The student is considered to have passed the degree examination, if the student receives a positive grade for each of the exam questions. The grade for the degree examination is the arithmetic mean of the grades given for each question rounded off to two decimal places, in accordance with mathematical rules for rounding.

8. In the case of a negative result of the degree examination or unexcused failure to take the examination on the date set, the Vice Dean sets a second exam date, which is the final deadline. The resit exam cannot take place earlier than a month after the first exam date and no later than after three months.

9. Any unjustified failure to take the exam on the second date is equivalent to receiving a negative exam result on the second date.

10. In the case of a negative result of the exam on the second date, the Vice Dean strikes the student off the student list.

10. The degree examination is not conducted, if no degree examination is required for the student to graduate under separate provisions.

**§ 36. [Conditions of university graduation]**

1. Notwithstanding the provisions of § 37 hereof, the following conditions of graduation and receiving a university graduation diploma shall apply:

- 1) achieving the learning outcomes defined in the curriculum that are assigned at least:
  - a) 180 ECTS credit points – in the case of first cycle programmes,

- b) 210 ECTS credit points – in the case of first cycle programmes ending with awarding the title of an engineer,
  - c) 90 ECTS credit points – in the case of second cycle programmes,
  - d) 300 ECTS credit points – in the case of long cycle programmes covering 9 or 10 semesters,
  - e) 360 ECTS credit points – in the case of long cycle programmes covering 11 or 12 semesters;
- 2) positive grade for the degree dissertation – if its preparation is required;
  - 3) taking the degree examination.
2. The programme is completed after the student passes the degree examination.
  3. The final study result is calculated based on:
    - 1) grade average for the full study programme, modules and other courses covered by the programme curriculum for a given field of study, compliant with § 24 para. 8-11;
    - 2) grade for the degree examination, compliant with § 33 para. 6, subject to § 33 para. 7;
    - 3) grade for the degree examination, compliant with § 35 para. 7.
  4. The final study result is:
    - 1) a total of 1/2 of the grade indicated in para. 3 item 1 and 1/4 of each of the grades listed in para. 3 item 2 and 3 – for each field of study whose programme curriculum provides for a degree dissertation;
    - 2) a total of 1/2 of the grade indicated in para. 3 item 1 and 1/2 of the grade indicated in para. 3 item 3 – for all other fields of study.
  5. The grade on the diploma, on a scale as specified in § 24 para. 7, is given based on the final study result and the grade average for the studies in accordance with the rule:
    - 1) very good (5.0)– the final study result not lower than 4.50 and the grade average for the study at least 4.00;
    - 2) good plus (4.5)– the final study result in the range of 4.25–4.49 and the grade average for the study at least 3.75;
    - 3) good (4.0)– the final study result in the range of 3.75–4.24 and the grade average for the full study programme at least 3.50;
    - 4) satisfactory plus (3.5)– the final study result in the range of 3.50–3.74 and the grade average for the full study programme of at least 3.25;
    - 5) satisfactory (3.0)– in all other cases.
  6. The rule described in para. 5 above concerns entries on the diploma; all other certificates indicate the final study result rounded off to two decimal places, in accordance with mathematical rules for rounding.

### *§ 37. [Graduation from the faculty of Veterinary Medicine]*

1. The completion of the Veterinary Medicine programme follows the completion of all modules provided for in the curriculum.
2. A student is deemed to have graduated from the faculty of Veterinary Medicine in a timely manner upon fulfilling the requirements specified in para. 1 above by the end of the resit session in the last year of study.
3. At the faculty of Veterinary Medicine, where no degree examination is conducted at the end of the programme, the final study result is the grade average for the full study programme. The grade on the diploma, based on the scale specified in § 24 para. 7 above, is given in accordance with the following principles:
  - 1) very good (5.0)– with the average grade for the full study programme of at least 4.01;
  - 2) good plus (4.5)– with the average grade for the full study programme in the range of 3.75–4.00;
  - 3) good (4.0)– with the average grade for the full study programme in the range of 3.51–3.74;
  - 4) satisfactory plus (3.5) – with the grade average for the full study programme in the range of 3.25–3.50;



5) satisfactory (3.0)– with the average grade for the full study programme up to 3.24.

4. The rule described in para. 3 above concerns entries on the diploma; all other certificates indicate the final study result rounded off to two decimal places, in accordance with mathematical rules for rounding.

### § 38. *[University graduation diploma]*

1. Graduates receive university graduation diplomas confirming the award of qualifications corresponding to a given study level and professional title.

2. In the case of a joint diploma the conditions for awarding such a diploma are stipulated in the agreements between SGGW and the relevant partner institution.

3. A diploma with distinction is awarded to a graduate who has fulfilled jointly the following criteria:

1) has completed the modules required under the curriculum no later than on the last day of the exam session, in the last study semester provided for in the curriculum;

2) has received a grade average for the full study programme of at least 4.75, and in the case of a long cycle programme at the faculty of Veterinary Medicine – of at least 4.5;

3) has submitted a degree dissertation or diploma project within the deadlines specified in § 34 para. 1 hereof, if the programme curriculum provides for a degree dissertation;

4) has received very good grades for both the degree dissertation and the degree examination, if the programme curriculum provides for a degree dissertation;

5) has received a very good grade for the degree examination, if the programme curriculum does not provide for a degree dissertation;

4. A certificate of merit from the Rector, awarded at the request of the Dean, may be received by a graduate that has jointly fulfilled the following criteria:

1) in the case of graduates:

a) of the long cycle programme at the faculty of Veterinary Medicine – a grade average for the full study programme of at least 4.5;

b) in all other fields of study for which the programme curriculum provides for a degree dissertation – has received a grade average for the full study programme of at least 4.75 and very good grades grade for the degree dissertation and the degree examination;

c) in a field of study for which the programme curriculum does not provide for a degree dissertation – has received a grade average for the full study programme of at least 4.75 and a very good grade for the degree examination;

2) was distinguished by special educational, artistic or sports achievements, or engagement for the academic community during their course of study;

3) acted in accordance with the regulations and the provisions in place at SGGW.