



RULES OF STUDY AT THE UNIVERSITY OF OPOLE

¹ As amended by Section 1 of Resolution No. 13/2024-2028 of the Senate of the University of Opole of 27 March 2025 on the amendment and announcement of the uniform text of Resolution No. 186/2016-2020 of the Senate of the University of Opole of 25 April 2019 on the Rules of Study at the UO.

TABLE OF CONTENTS

Chapter 1 General Provisions	3
Chapter 2 Admissions to studies	5
Chapter 3 Organization of the academic year.....	5
Chapter 4 Studying	6
Chapter 5 Student rights and responsibilities	10
Chapter 6 Removal from the list of students.....	18
Chapter 7 Conditions for Completion of Studies	19
Chapter 8 Transitional provisions	22
Chapter 9 Final provisions	22

Chapter 1

General provisions

Section 1

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

Section 2

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

Section 3

1. The Students' Union represents all students and acts through its organs on the basis of the provisions of the Act, the Statutes of the UO and the UO Students' Union Rules.
2. The Students' Union is entitled to express its position on all matters related to students.

Section 4

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

Section 5

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

Section 6

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

Section 7

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

Section 8

1. An internal decision is an expression of the dean's decision on all matters related to the rights and obligations of students.
2. An internal decision is issued at the student's request submitted via the USOS system, in electronic form, in paper form or ex officio.
3. An internal decision should include:
 - 1) the name of the body issuing the internal decision;
 - 2) the date on which the internal decision was issued;
 - 3) the recipient of the internal decision;
 - 4) the substance of the decision;
 - 5) factual or legal grounds of the internal decision.
4. When the internal decision takes into account the student's request in its entirety, no factual or legal justification is provided.
5. Students have the right to appeal an internal decision made by a dean to the Rector within a period of fourteen [14] days of the receipt of the internal decision.
6. The internal decision issued after consideration of the request for reconsideration by the Rector is final and cannot be appealed.

Section 9

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

Chapter 2

Admission to studies

Section 10

1. Admission to the University shall be a result of the following procedures:
 - 1) enrolment, whose conditions, procedure, start and end dates, and a method for carrying it out are specified by a relevant resolution of the Senate every year;
 - 2) confirmation of learning outcomes, the conditions and procedure for which are specified in a relevant resolution of the UO Senate;
 - 3) transfer from another higher education institution or from a foreign HEI.

Section 11

1. The admitted person assumes the rights of a student on matriculation and taking the oath, the content of which is stated in the University Statutes.
2. A person who has been entered on the list of students by the admissions committee must take an oath in the USOS system on the Induction Day or not later than fourteen [14] days after the start of classes. In exceptional circumstances, the oath may be taken in paper form. Failure to do so will be treated as a failure to take up study, resulting in the removal from the list of students.
3. Matriculation is entering a student into the register of the University, confirmed by giving a student number.
4. The loss of student rights occurs on the date of loss of student status, in particular on the date of graduation or removal from the student list.

Section 12

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

Chapter III

Organization of the academic year

Section 13

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

4. The Rector may suspend classes for a definite period and may also introduce other changes to the announced academic year calendar.

Chapter IV Studying

Section 14

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

Section 15

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

Section 16

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

Section 17

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

Section 18

1. Examinations and credit assessments end with grades, unless the study curriculum specifies a different form.
2. Grades for examinations and credit assessments are given in accordance with the six-grade [6] scale in force at the University:
 - 1) very good (5.0);
 - 2) good plus (4.5);
 - 3) good (4.0);
 - 4) satisfactory plus (3.5);
 - 5) satisfactory (3.0);
 - 6) unsatisfactory (2.0);
3. If a course is ungraded, the course assessment shall be marked as follows:
 - 1) *ZAL* [pass];
 - 2) *NZAL* [fail].
4. If the student is not classified *NK* is entered.
5. Non-classification of a student, referred to in Subsection 4, means that it is not possible to verify the assumed learning outcomes. *NK* is used when a student is absent from all classes, fails to excuse all absences and fails to meet the requirements for passing a course.

Section 19

1. A passed exam and credit do not require retaking or reassessment, provided that all of the following conditions are met:
 - 1) a credit was obtained not more than three [3] years before;
 - 2) the course was subject to the same form of crediting;
 - 3) the completed course included all the required programme content and learning outcomes in terms of knowledge, skills, and social competence;
 - 4) the course was taught at the same level of education.- upon written request submitted by the student within fourteen [14] days of the commencement of classes.
2. In the case of a student taking up a programme in a different field of study, the course tutor decides whether the student should be given credit for the course, in consultation with the programme coordinator, upon a written request submitted by the student within fourteen [14] days of the commencement of classes, taking into account the conditions referred to in Subsection 1.
3. If the course tutor decides to transfer the grade for the course, they are required to enter it into the USOS system.
4. The rules referred to in Subsections 1-2 shall not apply to the transfer of students from another HEI or a foreign HEI.

Section 20

1. An exam period shall last at least 14 days and a make-up period 7 days (including Saturdays and Sundays)
2. The exam period schedule shall be prepared by the programme coordinator in consultation with students. The exam period schedule includes:
 - 1) name of the course;
 - 2) examiner's full name
 - 3) location and dates of examinations (date, time) in the exam and make-up periods;
 - 4) form of the examination (written or oral).
3. The schedule of the examination period shall be approved by the Dean at least fourteen [14] days before its commencement. The schedule of the exam period shall be announced on the Faculty's website at least ten [10] days before its commencement.

Rules of Study at the University of Opole

4. The exam period schedule is subject to changes made by the Dean upon a request from an examiner. Subsection (3)(2) shall apply accordingly.
5. In the case of classes which do not conclude in an examination, the course tutor shall set the dates of the assessment for credit at least seven [7] days prior to the planned date of assessment.
6. The Dean shall monitor the timely conduct of exams.
7. The course tutor is obliged to complete the examination and credit reports, taking into account the rules referred to in Section 13(2) and Section 21(2).

Section 21

1. Two terms shall be set for each exam: the first and the resit term.
2. Information on the results of examinations, credit assessments, or other forms of student work subject to assessment is entered into the USOS system by the examiner or course tutor within four [4] days of the date of the examination, credit assessment, or other forms of student work subject to assessment, and in the case of a make-up period, by the last day of the period - in compliance with the principles of personal data protection and subject to the provisions of Section 13(2).
3. The student shall have the right to access their exam or credit written work, learn the assessment criteria and justification of the awarded grade or failure to obtain a course credit. Written works referred to in the preceding sentence shall be kept for one [1] year after the completion of the course.

Section 22

1. In justified cases, the Dean, together with the programme coordinator, may authorise another academic teacher, teaching the same or similar courses, to carry out credit and examination procedures.
2. The Dean may allow for taking an exam at an earlier date, agreed with the examiner, upon a student's request approved by the examiner. The earlier term for taking an examination is not an additional term.
3. In justified cases, the Dean may accept the student's excuse as the actual reason for their absence from the exam (written justification) and set an additional date, but not later than on the last day of the make-up period.
4. A student who:
 - 1) has not obtained a credit for classes required for being allowed to sit an exam before the scheduled date of the exam, may not take the exam;
 - 2) did not take an examination on the set date and did not excuse their absence, they miss the examination term. In the case referred to in the preceding sentence, the student is not given an unsatisfactory grade.
5. A student who took an examination without obtaining the passing grade for the classes required for being allowed to sit the examination loses this grade.
6. Students who participate in the internship envisaged in the study plan in September may apply to have their make-up exams from the summer examination period postponed, however, by no more than two weeks from the end of the internship. The Dean shall take a decision upon the students' request.

Section 23

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

Section 24

1. A student:
 - 1) who has been refused credit for a course by the course tutor by entering a failing grade or *NZAL* (fail) in the transcript of records and considers this decision to be unfair, or;
 - 2) who has received a failing grade for an examination and considers this decision unfair;may apply, not later than on the last day of the make-up period, for reassessment by the board or for an examination before the board.
2. A request for reassessment by the board shall be submitted to the programme coordinator. A request for an examination before the board shall be submitted to the Dean. The requests referred to in Subsection 2 shall need justification.
3. The programme coordinator or the Dean shall order, respectively, the conduct of a credit reassessment or an examination before the board.
4. Credit reassessment or an examination before the board shall be carried out with no delay, not later than two [2] weeks from the date of the submission of the request by the student.
5. The programme coordinator or Dean appoints a board to conduct the board assessment or examination, consisting of:
 - 1) the coordinator or the Dean as chairperson, under the condition that they did not teach the course failed by the student;
 - 2) at least one academic teacher competent in the relevant field of the course.
6. At the student's request, the year representative or another representative of the Students' Union may participate in the assessment or exam as an observer and without the right to vote on the grade).
7. The chair shall fill in the report containing the names of board members, the questions asked, and the grade.
8. The teacher who examined the student before prepares a written set of questions covering the subject of the exam before the board.
9. The student shall draw questions during the exam before the board, except for the practical foreign language exam before the board.
10. In the case of a credit reassessment or examination before the board in which the learning outcomes acquired are verified on the basis of the assessment of project tasks or artistic work completed, the members of the board shall reassess them.
11. The grade for a credit reassessment or examination before the board shall be the result of a vote by the members of the board, excluding the observer.

Section 25

1. With respect to a student who has not passed the semester within the specified time limit, the Dean decide to:
 - 1) refer them to repeat failed courses and to grant a conditional entry for a period of time in which the student may repeat the failed courses, which the student is obliged to attend and to complete;
 - 2) refer them to repeat the semester;
 - 3) remove them from the student list;
2. The decision referred to in subsection 1(1) and (2) shall be made upon the student's request. The request referred to in the preceding sentence must be submitted by the student not later than on the last day of the make-up period. The student is obliged to attach to the request a proof of payment of fees for each

course not completed in the previous semester, repeated due to unsatisfactory academic performance, or a proof of payment for repeating a semester, or a copy of an application for a full/partial fee exemption or payment in instalments, pursuant to the rules set out in the relevant Rector's regulation.

3. If a proof of payment or a copy of the request referred to in Subsection 2 is not attached to the request, the student shall be requested to supplement the submitted request not later than seven [7] days under the pain of leaving the request unprocessed.
4. Fees and fee exemption rules are specified in the Rector's regulation.
5. A student who has failed not more than two [2] courses in a semester, excluding courses whose continuation is scheduled for the following semesters, is entitled to repeat the failed courses and to obtain a conditional entry.
6. The Dean shall decide to expel the student in the case they have not completed the first semester nor obtained the conditional entry. Readmission to the university shall be possible in line with the general admissions procedure.
7. The Dean, in consultation with the programme coordinator, may specify in the form of a decision a list of courses which, if not completed, make it impossible to repeat the failed courses and to obtain a conditional entry.
8. In the case of a student being referred to repeat failed courses and conditional entry in courses that end with an examination, the student is entitled to two conditional examination terms.
9. A student may be referred to repeat failed courses, and may obtain a conditional entry - within one course - not more than two [2] times (applies to the entire period of study).

Section 26

A student of practical programmes, who has not completed practical courses or has not completed a semester, may continue studying at a general academic programme, or be removed from the list if it is not possible to retake courses in the study programme with the same profile. Decisions on this matter shall be made by the Dean.

Section 27

After termination of a practical education contract due to the fault of the employer, the student may continue studying same field of study but with the academic profile. The decision is made by the Dean after obtaining an opinion from the programme coordinator with regard to curriculum differences. The Dean shall determine the semester in which the student will continue their study and curriculum differences that the student is required to complete.

Chapter 5

Student rights and responsibilities

Section 28

1. A student has the right to acquire knowledge in the chosen field of study, to participate in classes and take examinations or credits specified in the study curriculum, to develop their scientific, cultural, tourist and sports interests and, for this purpose, to use the facilities and resources of the University and to receive assistance from the academic staff and University's bodies.
2. A student shall have the right to submit requests, comments, and complaints to the programme coordinator regarding study curricula and plans and their

Rules of Study at the University of Opole

implementation, as well as other important issues pertaining to studies and the student's personal development.

3. The student also has the right, in accordance with the provisions of these Rules, to:
 - 1) ECTS credits transfer and recognition,
 - 2) study according to the individual organisation of studies;
 - 3) excuse absences from classes;
 - 4) leaves from classes, and leaves from classes with the possibility of proceeding with the verification of the learning outcomes specified in the study curriculum,
 - 5) change a degree programme;
 - 6) be transferred to full-time or part-time studies,
 - 7) take the exam before the board with the participation of an observer indicated by the student,
 - 8) repeat courses due to unsatisfactory academic performance.

Section 29

1. Students shall act in line with the content of the oath and provisions of these Rules, as well as the regulations in force at the UO. Students are also obliged to comply with the rules contained in the Student Code of Ethics attached to these Rules.
2. A student is also obliged to:
 - 1) study in accordance with the study curriculum, including attendance in classes, taking examinations, obtaining credits and completing internships;
 - 2) fulfil other obligations resulting from the study curriculum;
 - 3) notify the University, with no delay, of any change in their forename, surname, marital status and other personal data collected in study documents, address and other data necessary for the University to contact the student - not later than fourteen [14] days from the date of the change in the data, or else the student will be deemed to have been effectively notified of the decisions of the University bodies or of information pertaining to the course of study;
 - 4) pay tuition fees in a timely manner.

Section 30

1. Students shall be subject to disciplinary action for violating the University's regulations and for acts that undermine the dignity of students.
2. The rules of students' disciplinary liability and the executing bodies are defined in separate regulations.

Section 31

1. Having completed the first year of the first-cycle or long-cycle studies, students shall have the right to take up another degree programme. They may start studies at another programme from the first semester and by way of the admissions procedure only.
2. A student of full-time studies may start an additional part-time study programme, having met the admission requirements for that programme.
3. A student may study at the second-cycle and first-cycle studies or at the long-cycle studies in a different field of study, having met the admissions criteria valid for these programmes.
4. Having completed the first semester of the first- or second-cycle studies, or the long-cycle studies, the student may apply for a transfer to a similar study programme at the University, upon approval of the deans of both faculties

after obtaining positive opinions from the programme coordinators in terms of curriculum differences. The Dean will determine the semester in which the student will study and curriculum differences that the student is required to complete.

Section 32

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

Section 33

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

Section 34

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

Section 35

1. A student of another university or a foreign university may transfer to study at the University the same or a related field of study and in the same form of study with the consent of the Dean of the accepting faculty.
2. The student transferring from another HEI or a foreign institution should have successfully completed at least one [1] semester of study, and two [2] semesters of study in the field of medicine, and meet the requirements referred to in Section 33(3)(2-3) and (5-6).
3. A foreigner moving to study programmes conducted in Polish must pass an examination in the Polish language before the competent university-wide examination board.
4. Admitting a student – as part of a transfer from another university or a foreign university – to full-time studies may not result in an increase in the number of class groups.
5. The student must submit an application for transfer from another university or a foreign university to the Dean not later than fourteen [14] days before the start of the semester of the academic year for which they are applying for transfer. Along with an application for admission to study at the University, the student is required to provide documentation, confirmed by another university or a foreign university, of the course of study completed at that university.
6. The programme coordinator, on the basis of the study curriculum of the university or foreign HEI from which the student intends to transfer, verifies

and compares the compliance of the learning outcomes/curriculum content ascribed to the courses/modules with the learning outcomes included in the study curriculum of the relevant degree programme at the University.

7. If curriculum differences are found, having carried out the activities referred to in Subsection 6, the programme coordinator specifies courses which the student is obliged to complete in order to make up for the curriculum differences.
8. Having carried out the activities referred to in Subsections 6 and 7, the Dean specifies the semester to which a student will be admitted, taking into consideration the transferred credits and exams, their conformity with the study curriculum, the study plan, and the number of ECTS credits, in line with Section 17(3) of these Rules.
9. In the case of significant discrepancies between the learning outcomes achieved at another HEI or a foreign HEI and the learning outcomes achieved at the University, the student may be enrolled for a semester of study that is respectively lower than the semester for which the application was submitted.
10. Curriculum differences referred to in Subsection 9 may not exceed a total of 30 ECTS credits.
11. The student who transfers the courses completed at another HEI shall receive the same number of ECTS credits as the one allocated to learning outcomes achieved during relevant classes and internships at the University.
12. The transfer of credits earned at another organisational unit of the University or outside the University in place of credits assigned to courses and internships specified in the study curriculum and study plan is conditional upon the confirmation of the equivalence of the learning outcomes achieved.
13. One ECTS credit shall represent learning outcomes, obtaining of which requires from the student 25-30 hours of work on average; the student's number of working hours includes both classes organised by the University pursuant to the plan of study and their individual work.

Section 35a

1. Polish citizens and Ukrainian citizens whose stay in the territory of the Republic of Poland is considered legal – in accordance with Article 2(1) of the Act of 12 March 2022 on assistance to citizens of Ukraine in connection with the armed conflict in the territory of that country – who, on 24 February 2022, were students of a university operating in Ukraine may apply, during the period of validity of the above Act, for transfer to the University to study the same or a related field of study with the consent of the Dean, subject to Subsection 2.
2. The following persons may apply for transfer to the University:
 - 1) Polish citizens – to study full-time and part-time, with the proviso that admission to medical studies may only be granted to part-time studies;
 - 2) Ukrainian citizens who speak Polish – to study full-time and part-time – provided that their knowledge of Polish is confirmed by the board for conducting the Polish language exams for foreigners – in accordance with the applicable admissions resolution;
 - 3) Polish citizens and Ukrainian citizens who speak English – to study full-time programmes taught in English – with their command of English confirmed by the English language examination board – in accordance with the applicable admissions resolution.
3. The application for transfer to studies at the University shall be submitted by Polish citizens and Ukrainian citizens referred to in Subsection 1 to the Dean of the faculty. The application referred to in the preceding sentence shall be accompanied by:

Rules of Study at the University of Opole

- 1) documents issued by an HEI in Ukraine confirming the status of a student of a specific field of study, year and level of study on 24 February 2022, or, in the absence of such documents, a declaration confirming that the student has such status;
- 2) documents confirming possession of education entitling the holder to undertake studies referred to in Article 69(2)(1)-(7) of the Act or, in the absence thereof, a declaration confirming possession of such a document;
- 3) documents confirming the course of study, passed examinations, credits, completed internship or, in their absence, a declaration to that effect.
4. The declarations referred to in Subsection 3 shall be made under penalty of criminal liability for making false statements. Making a false declaration may result in criminal or disciplinary liability at the University.
5. All the required documents referred to in Subsection 3, drafted in a foreign language should be translated into Polish by a sworn translator.
6. The decision on transfer or refusal of transfer to the University is made by the Dean. A refusal decision is issued in the form of an administrative decision.
7. The decision on transfer to the University includes:
 - 1) field, year, semester, level and form of study;
 - 2) a list of passed examinations, credits and professional internships, together with the number of ECTS credits assigned to them, consistent with the study curriculum and learning outcomes at the University;
 - 3) a list of curriculum differences, ECTS credits and hours of classes requiring completion, as well as the date and method of their completion;
 - 4) information about tuition fees at the University;
- 5) possible obligation of the student admitted to the University to provide the documents referred to in Subsection 3(1-3).

Section 35b

1. Verification of the compliance of learning outcomes/curriculum content assigned to a study programme implemented at a university in Ukraine with the learning outcomes of the study programme at the University includes:
 - 1) verification of learning outcomes obtained at a university in Ukraine and their compliance with the study curriculum at the University – on the basis of the documents referred to in Section 35a(3)(3);
 - 2) verification of learning outcomes achieved at a university in Ukraine and their compliance with the study curriculum at the University – in the case of a declaration of lack of documents referred to in Section 35a(3)(3) – on the basis of documents of another student of the same field of study, level and form of study at a university in Ukraine;
 - 3) verification of learning outcomes obtained at a university in Ukraine and their compliance with the study curriculum at the University – in the case of a declaration of the absence of the documents referred to in Section 35a(3)(3) and the absence of documentation of another student of the same field of study, level and form of study at a university in Ukraine – on the basis of the rules set out in Resolution No. 220/2016-2020 of the Senate of the University of Opole of 17 September 2019 on recognising learning outcomes acquired outside formal education by the UO, and in the medical programme based on the rules set by the dean. The rules referred to in the preceding sentence are issued by the Dean in the form of a decision.

Rules of Study at the University of Opole

3. In justified cases, the Dean, in consultation with the relevant programme coordinator, may recognise learning outcomes/curriculum content assigned to a study programme implemented at a university in Ukraine under a different name or with a different number of classes than specified in the study curriculum.
4. Any curriculum differences arising from the verification of learning outcomes referred to in this paragraph must be completed by Polish or Ukrainian citizens in the academic year following the year in which they obtained the transfer decision to study at the University.

Section 35c

1. The limits on the number of places available for transfer to the University, referred to in Section 35a, shall be determined on the basis of the limits on admissions to the University for individual study programmes in a given academic year, in accordance with the relevant Regulation of the Rector on the limits of admissions to the University.
2. In the event that the number of persons eligible for transfer to the University exceeds the admission limit specified in the relevant Regulation of the Rector, the maximum admission limit may be increased by no more than ten [10] per cent [%].
3. In the event of a larger number of persons eligible for transfer to the University, the order of admission shall be determined by the average grade of the courses on the documents confirming the education entitling them to undertake the studies referred to in Article 69(2)(1)-(7) of the Act, accepted as the basis for admission to a specific study programme, in accordance with the relevant admissions resolution.
4. If there are no places available for persons eligible to transfer to the University, the dean, at the request of a person eligible to transfer to the University, may – within the limits of available places – admit that person to a lower semester of studies and grant them a dean's leave of absence for that semester in order to allow them to participate in classes covered by curriculum differences, including lectures, and in seminars and classes with the consent of the respective tutors.

Section 36

1. A student shall have the right to carry out a part of a study curriculum and mandatory or optional internships at another university, on the basis of agreements or programmes to which the University is a party.
2. The University's students shall be referred to study at another university and students from other universities shall be admitted to study at the University pursuant to separate regulations.
3. The programme curriculum offered to a student at another university shall be defined individually by an exchange coordinator and approved by the Dean. The exchange curriculum shall define the study period, for which a student is sent to a partner institution by the University as well as a list of courses which have to be completed and the number of ECTS points to be obtained.
4. An exchange coordinator shall be appointed by the Dean at the request of the programme coordinator.
5. The curriculum defined pursuant to Subsection 3, which ensures realisation of the study segment included in the plan of study at the University, shall be treated as equivalent and shall be the basis for completion of the study segment realised at another university.
6. In special cases, upon a student's request, the Dean may approve a partial realisation of the curriculum at a university with which no agreement on students' exchange has not been concluded. Subsections 2-5 shall apply respectively.

Section 37

1. A pregnant student and a student who is a parent cannot be denied a leave from classes or a leave from classes with the possibility of verifying the learning outcomes specified in the study curriculum. The leave is granted to a pregnant student for the period until the birth of her child, and to the student who is a parent for a period up to one year, provided that if the leave ends during the semester, the leave may be extended until the end of that semester. A student who is a parent submits an application for a leave within one year from the child's birth.
2. A student may be granted a leave from classes in the following cases:
 - 1) long-term illness, based on a medical certificate, for the period specified in the certificate. If a medical certificate allowing the student to study is mandatory for a given study programme, the student is required to provide the relevant certificate again.
 - 2) important unforeseen circumstances;
3. A leave is granted for the period from three [3] weeks to one [1] year. In the case of a leave shorter than one semester, prior to receiving the Deans' decision, the student shall agree a make-up procedure for the missed classes with relevant course tutors. A student may be granted a leave once during their studies, unless the reason for applying for a leave is a long-term illness, maternity or paternity.
4. The student who has been granted a dean's leave of absence shall receive information regarding any curriculum differences or lack thereof when returning to their studies after the end of their leave.
5. A student may apply for a leave of absence immediately after the occurrence of the reason for granting it, not later than twenty-seven [27] days from its occurrence, based on the documents provided confirming the reason.
6. The student on a leave retains student rights, subject to the right to material assistance, granting of which is based on separate regulations relating to material assistance.
7. With the Dean's approval, the student may participate in certain classes, obtain credits and take exams.

Section 38

1. The student who intends to specialise in a certain field of knowledge and undertakes an individual research project outside a diploma seminar shall have the right to study according to an individual programme of studies (IPS). These interests may be evidenced by an opinion of the course tutor and documented participation in the student research movement.
2. The student shall have the right to the IPS on the following conditions:
 - 1) completion of the first year of studies, and at the second-cycle studies - of the first semester;
 - 2) obtaining a written consent from the programme coordinator;
3. Laureates and finalists of subject contests, who are admitted to certain degree programmes outside the admission procedure, pursuant to the UO Senate resolution, shall have the right to start studying according to the individual programme of studies (IPS) from the first semester.
4. Students participating in the scholarship programme 'Opole Mayor's Scholarships for Laureates' shall also have the right to start studying according to the IPS from the first semester. During the admissions process, the candidate shall inform the admissions committee about their intention to study in the IPS system and next prepare an individual programme and plan of study together with the academic tutor appointed by the Dean by September 25.
5. A student shall submit an application for the IPS to the Dean by 30 June (and a student of the first year of the second-cycle studies by February 1), which includes a proposition of an academic tutor.

Rules of Study at the University of Opole

The tutor - a professor or associated professor shall supervise not more than two students, and a doctor - one student. The tutor shall prepare an individual curriculum and plan of study in cooperation with the student. An application to be granted the IPS shall be reviewed by the programme coordinator, and the Dean shall finally approve the application by the end of July (or February, for the first year, second-cycle students).

6. The individual programme of study specifies:

- 1) the aim of taking up the IPS and its general plan of tasks;
- 2) a list of courses, dates and methods of completion, and names of course tutors.

The list should include courses required to obtain a Bachelor's, Engineer's or Master's degrees. Courses shall be completed on the annual basis. Changes in the method or date for completion of the courses shall be made pursuant to Subsection 5.

7. Granting the IPS requires the academic tutor to determine with course tutors individual deadlines and ways of realisation of the student's responsibilities resulting from the plans of study.
8. Studying according to the IPS shall not exempt the student from participating in classes.
9. The consent to study according to the IPS shall be granted for one academic year. The academic tutor shall submit a report on the student's IPS to the programme coordinator at the end of an academic year. On the basis of the report, the coordinator shall recommend to the Dean a request for extension of the student's IPS for the next academic year or semester.

Section 39

1. The student shall have the right to study according to the IOS (individual organisation of study) in the following cases:
 - 1) studying partly at other universities;
 - 2) studying at more than one study programme;
 - 3) disability;
 - 4) serious health problems;
 - 5) particular involvement in the activity for the benefit of the University.
 - 6) other valid reasons.
2. In the case of studying more than one study programme – which is the basis for granting the IOS – the student is only entitled to the IOS in one study programme of their choice.
3. Pregnant students and students who are parents (until their child reaches the age of three [3]) are also entitled to the IOS.
4. The Dean shall grant approval for the IOS upon receiving the student's application, for the period of one semester or a year.
5. Students with disabilities and students who are parents of children up to three [3] years of age may be granted consent for the entire period of their studies.
6. The Dean shall take the decision to grant individual organisation of studies not later than within fourteen 14 days from the start of the semester to which the decision applies. In special circumstances, the IOS can be granted later.
7. The student who has been granted the IOS is obliged to arrange individual dates and methods of fulfilling their obligations under the study plans with their teachers, and in the case of persons with disabilities, to have the study conditions adjusted to the type of their disability. The above arrangements in writing, signed by the student and course tutors, shall be submitted to the Dean's Office within a period of one [1] month from the date of obtaining consent for the IOS. Should a student fail to submit the documents referred to in the

Rules of Study at the University of Opole

previous sentence to the Dean's Office, the Dean may decide to withdraw the consent for the IOS.

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

Section 40

1. The student whose learning outcomes acquired outside the formal education system have been recognised can take advantage of the IOS. Such a student shall submit an application immediately after receiving the decision on admission, and during the first week of classes of the first semester at the latest. The student shall have recognised not more than 50 per cent of ECTS credits allocated to a given study curriculum of a given field of study, its level and profile.
2. An academic teacher appointed by the programme coordinator shall supervise the course of study of a student whose learning outcomes obtained outside of the formal education system have been validated.

Section 41

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

Chapter VI Removal from the list of students

Section 42

1. The Dean shall remove the student from the list of students in the following cases:
 - 1) failure to take up studies;
 - 2) resignation from studies;
 - 3) failure to submit a diploma thesis or pass a diploma examination within the deadline;
 - 4) punishment with a disciplinary penalty of expulsion from the university.
2. The Dean may remove a student from the list of students in the case of:
 - 1) lack of attendance at mandatory classes;
 - 2) finding no academic progress;
 - 3) failure to complete a semester or year within a specified period;
 - 4) failure to pay tuition fees.
3. Removal from the list of students referred to in Subsections 1 and 2 shall be effected by way of an administrative decision, within the meaning of the provisions of the Code of Administrative Procedure.
4. The administrative decision referred to in Subsection 3 shall be issued and signed by the Dean, acting under the authority of the Rector.

5. The administrative decision referred to in Subsection 3 shall be preceded by notifications sent to the student of the initiation and termination of the administrative proceedings for removal from the list of students.
6. The Dean's decision to remove a student from the list of students may be appealed to the Rector within fourteen [14] days of its receipt.
7. The Rector's decision to remove a student from the list of students may be appealed to the Voivodeship Administrative Court within thirty [30] days of the date of its receipt. The appeal shall be filed via the Rector.

Chapter VII

Conditions for Completion of Studies

Section 43

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

Section 44

1. A student prepares the diploma thesis under the guidance of a supervisor of their choice.
2. The student chooses the thesis supervisor from among persons proposed by the programme coordinator, within the limit set for a given academic teacher.
3. If too many students are willing to work under the supervision of a particular supervisor, the selection of candidates (students) is made the supervisor, or - if they do not do it - the programme coordinator.

Section 45

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

Section 46

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

Section 47

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

Section 48

1. A diploma thesis shall be evaluated by the supervisor and the reviewer and in art programmes by supervisors and reviewers of practical and theoretical parts.
2. In the event of significant discrepancies in the thesis evaluation, the Dean, who may ask for an opinion of another reviewer on a one-off basis, shall decide whether to allow the student to take the diploma exam.

Section 49

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

the study curriculum.

2. The date of the diploma examination is set by the programme coordinator in consultation with the student and the thesis supervisor - not later than seven [7] days before the planned date of defence, and is approved by the Dean.

Section 50

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

Section 51

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

Section 52

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

Section 53

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

Chapter VIII
Transitional provisions

Section 54

All rights acquired on the basis of decisions and rulings made on the basis of the earlier-adopted Rules shall remain in force.

Section 55

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

Chapter IX
Final provisions

Section 56

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

Section 57

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

Rules of Study at the University of Opole

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

Section 58

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

CHAIR OF THE SENATE OF THE UNIVERSITY OF OPOLE

Prof. Dr habil. Jacek Lipok