Appendix to Resolution No. 186/2016-2020
of the Senate of the University of Opole of 25 April 2019[1]

RULES OF STUDY
AT THE UNIVERSITY OF OPOLE

[1]As amended by Section 1 of Resolution No. 46/2024-2028 of the Senate of the University of Opole of 09 April 2026 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.

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Chapter I General provisions

Section 1
Scope of the Rules

1. The University of Opole offers long-cycle (MA), first-cycle (BA) and second-cycle (MA) degree programmes as 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) and they also specify the organisation and course of studies and the related rights and duties of UO students.

Section 2 Definitions

The terms used in these Rules shall have the following meaning:

1) Rector – the Rector of the University of Opole;
2) Dean – the dean of a given faculty of the University;
3) programme coordinator - a person planning and supervising the education process in study programmes assigned to a given leading discipline;
4) supervisor - a person supervising the preparation of the diploma thesis by a student.
5) Students' Union - Students' Union of the University of Opole;
6) student – a person enrolled on a first-cycle, second-cycle or long-cycle degree programme who has been admitted to the programme in accordance with the Act and acquired the rights of a student upon taking the oath;
7) Act - Act of 20 July 2018 - Law on Higher Education and Science;
8) Rules - Rules of Study at the University of Opole;
9) plan of study - a list of courses to be completed in given semesters, necessary for graduation;
10) 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;
11) academic year – the calendar period during which classes, examinations and assessments provided for in the study curriculum take place;
12) general academic degree programme – a degree programme whose curriculum consists mainly of modules relating to ongoing research in a scientific or artistic discipline associated with that study programme (general academic profile);
13) practice-oriented degree programme – a degree programme whose curriculum consists mainly of modules designed to enable students to acquire practical skills (practical profile);
14) ECTS credits – credits defined in the European Credit Transfer and Accumulation System as a measure of the average workload of a learner required to achieve the intended learning outcomes;
15) University - the University of Opole
16) USOS – University Student Oriented System, an IT system used by the university to manage the course of study and to communicate with students by electronic means;
17) IOS - individual organization of study;
18) IPS - individual programme of study;
19) diploma thesis - Bachelor's, Engineer's, or Master's thesis.

Section 3
Students' Union

1. The Students' Union is the sole representative of the student body as a whole; it operates through its bodies, in accordance with the provisions of the Act, the Statutes of the University of Opole and the Rules of the Students' Union of the University of Opole.
2. The Students' Union is entitled to express its position on all matters related to students.

Section 4
Authority over students

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

Section 5
Powers of university bodies in student affairs

In accordance with the delegation of powers and authorisations granted by the Rector, and the separate regulations in force at the university, the Vice-Rector competent for student affairs is authorised to issue administrative or internal decisions on behalf of the Rector at the university, whilst at faculty level, this authority rests with the Dean.

Section 6
Ways of resolving student disputes

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 resolved by means of an administrative decision, an internal decision shall be taken.

Section 7
Basis of issuing administrative decisions

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

Section 8
Internal decisions

1. An internal decision constitutes the Dean's decision in all matters relating to students' rights and obligations where no administrative decision is issued.
2. Internal decisions are issued at the request of a student or ex officio.
3. An internal decision should include, in particular, the substance of the decision and the factual or legal grounds for it.
4. When an internal decision takes into account the student's request in its entirety, no factual or legal justification shall be provided.
5. Students have the right to appeal an internal decision taken by the Dean to the Rector within a period of fourteen [14] days of the receipt of the decision. As part of the self-review process, if the Dean accepts the request for reconsideration in full, he or she may, within seven [7] days of the date of receipt of the request for reconsideration, set

aside or amend the internal decision. In all other cases, the decision shall be forwarded to the Rector within that timeframe.

6. The internal decision issued after consideration of the request for reconsideration by the Rector is final and cannot be appealed.

Section 8a
Rules governing electronic communication regarding academic matters

1. The documentation of students' academic progress and the administration of their studies are carried out using the USOS ICT system operated by the university.
2. Students are provided with access to a personal account in the USOS system, through which they can access information relating, in particular, to the course of their studies, their grades and their student status.
3. The University provides each student with a personal university email account, intended for communication on matters relating to their studies, in particular for the provision of information concerning their course of study.
4. In cases where generally applicable provisions, in particular those of the Code of Administrative Procedure, require that a document be in writing or that service be effected in the manner provided for in those provisions, communication via the accounts referred to in Subsections (2) and (3) shall not apply.
5. Information provided to a student via the accounts referred to in Subsections (2) and (3) shall be deemed to have been effectively served upon the student as soon as it is made available on the IT system or sent to the student's university email account.
6. It is assumed that issues raised and statements made via the accounts referred to in Subsections (2) and (3) originate from the student who is their authorised user, unless there are reasonable doubts as to the identity of the person carrying out the action or separate provisions require verification of identity.
7. Whenever these rules refer to a student's application, this shall be understood to mean an application submitted in paper form, via the USOS system operated by the university, or via the university's email system, unless otherwise provided for in separate provisions.

Section 9 Decisions and announcements

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 II Admission to studies

Section 10
Admission procedures

Admission to a degree programme at the university is based on:

1) enrolment, whose conditions, procedure, start and end dates, and a method for carrying it out are specified by a relevant resolution of the UO 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 domestic or foreign higher education institution.

Section 11
Acquisition of student status

1. A person admitted to a degree programme commences their studies and acquires the rights of a student upon taking the oath, the wording of which is set out in the Statutes of the University of Opole.
2. A person who has been entered on the list of students by the admissions committee must take an oath in the USOS system not later than fourteen [14] days after the start of classes. In exceptional circumstances, the oath may be taken in paper form. Where the oath is taken in paper form, a member of staff at the Dean's Office is required to enter this information into the USOS system without delay.
3. A person admitted to the studies is entered in the list of students.
4. 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.
5. Students are issued with either a digital student card or a traditional student card, upon application and after payment of the relevant fee.

Section 12
Loss of student rights

The rights and obligations of a student cease on the date of graduation or removal from the list of students. A person who has completed a first-cycle study programme retains their student rights until 31 October of the year in which they completed that programme, subject to separate provisions.

Chapter III Organization of the academic year

Section 13
Organization of the academic year

1. The academic year runs from October 1 to September 30 of the following calendar year and includes:
   1) the teaching period divided into two semesters - winter and summer - each containing 15 weeks of classes;
   2) two examination periods: the winter period - closing the winter semester and the summer period - closing the summer semester;
   3) two make-up periods;
   4) internships - in accordance with the study plan;
   5) winter, spring and summer breaks - according to the academic year calendar.
2. In the case of a course the successful completion of which is a prerequisite for taking an examination in this course, the course tutor is obliged to conduct the assessment and enter the grade in the USOS system not later than two [2] days 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 VI Course of study

Section 14
University-wide courses

Enrolment for university-wide elective courses – including foreign language courses, physical education course, elective courses, university-wide or other elective courses – takes place in accordance with the rules set out in the university's internal regulations.

Section 15
Timetable

A detailed timetable of classes for each semester, prepared by the programme coordinator and approved by the Dean, shall be announced not later than 7 days prior to the start of a semester.

Section 16
Course assessment

1. A student's attendance in classes is a prerequisite for obtaining the number of ECTS credits and learning outcomes assigned to the 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 deadline for catching up with the material which was taught during the student's absence from 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 provide a legitimate excuse for absence from classes for four consecutive weeks on a full-time programme or from four consecutive scheduled sessions on a part-time programme, or failure to make academic progress, may constitute grounds for 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
Passing a semester

1. A semester shall be a credit period.
2. In order to pass the semester, a student must pass all the courses scheduled for that semester 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. Students' results shall be recorded in the USOS.
5. Completion of a semester shall be confirmed in the student's periodic achievement record.

6. An 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
Grade scale

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).

2a. The grade point average for a given semester or academic year serves as an indicator of a student's progress in their studies. The grade point average is calculated as the arithmetic mean of the grades obtained by the student in each course in a given period, taking into account failing grades. The average is given to two decimal places and rounded up if the digit in the third decimal place is 5 or higher.

3. If a course is ungraded, the course credit 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 intended learning outcomes. *NK* is used when a student is absent from all classes, fails to excuse all absences or fails to meet the requirements for passing a course.

Section 19
Recognition of examinations and credits

1. Exams passed or credits obtained on other study programmes do not need to be retaken or repeated, provided that all the conditions set out below are met:
   1) no more than five [5] years have elapsed since the course was completed;
   2) the course was assessed in the same way;
   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 a request from the student submitted to the course tutor within fourteen [14] days of the start of the course.
2. The course tutor shall decide on the request referred to in Subsection (1) no later than seven [7] days after receiving the request.
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) and (2) shall not apply to the transfer of students from another domestic or foreign HEI.

Section 20
Examination period

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 and course tutors. 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.
4. The exam period schedule is subject to changes made by the Dean upon a request from an examiner. Subsection (3) sentence two [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 Section13(2) and Section 21(2).

Section 21
Dates for the announcement of exam and assessment results

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 five [5] days of the date of the examination, credit assessment, or other forms of student work subject to assessment - in compliance with the principles of personal data protection and subject to the provisions of Section 13(2).
3. A 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
Examinations and assessments

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 (provided in writing) and set an additional date but not later than within the first week of the following semester.
4. A student who:
   1) before the scheduled exam date, did not pass the course required for admission to the exam, may not sit that exam, forfeits that exam date and is not entitled to an alternative date as a result of this;

2) fails to sit the examination on the scheduled date and does not provide a valid excuse for their absence, forfeits the examination date. 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 passing the course 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 Internships

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

Section 24
Course assessment and board examination

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 ultimately received a fail grade for a course or examination and considers this decision to be unfair;

   may apply, not later than 7 [seven] days since the end of the make-up period, for reassessment or 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. Once the examination board has been appointed, the Chair of the board, in consultation with the student, shall set the date for the board assessment or board examination, provided that they take place without delay, not later than two [2] weeks from the date of the student's application.
5. The programme coordinator or Dean appoints a board to conduct the board assessment or examination, consisting of:
   1) the study programme coordinator or the dean, acting as Chair, provided that they were not instructors of the course which the student failed; in such a case, the Vice-Dean shall sit instead;
   2) at least one academic teacher competent in 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 an 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
Failure to pass a semester and resumption of studies

1. According to the Dean's decision, the student who has not completed a semester on time shall:
   1) refer them to repeat failed courses and 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 list of students.
2. The decision referred to in Subsection (1)(1) and (2) shall be made upon a student's request. The request referred to in the preceding sentence must be submitted by the student not later than seven [7] days from the end of the make-up period. The student is required to attach to the application proof of payment of the fee for each failed course that is to be retaken due to unsatisfactory academic performance, or proof of payment for repeating the semester, or a copy of a submitted application for exemption from or payment in instalments of all or part of the fees, in accordance with the rules set out in the relevant Rector's regulation.
3. If a proof of payment or a copy of the application referred to in Subsection (2) is not attached to the request, a student shall be requested to supplement the submitted request not later than seven [7] days from its receipt under the pain of leaving the request unprocessed.
4. Fees and fee exemption rules are specified in the Rector's regulation.
5. A student is entitled to a referral to retake failed courses and a conditional entry if they have failed no more than two [2] courses at the same time that are required for the successful completion of the semester, excluding courses that are scheduled to continue in subsequent semesters.
6. The Dean shall decide to expel a student in the case they have not completed the first semester nor obtained a 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 in the entire period of study.
10. A student who, having successfully completed at least the first semester, has been removed from the list of students may submit an application to the Dean of the relevant faculty offering the study programme to resume their studies with a view to completing them, provided that no more than three [3] years have elapsed since the date of removal from the list of students, and the study programme, level and profile in question is still offered at the university. The resumption of studies must not lead to an increase in the number of teaching groups.

11. Following the submission of the application referred to in Subsection (10), the programme coordinator shall verify any differences in the curriculum and other conditions for resuming studies, in particular, whether the current organisation of the educational process enables students to achieve all the learning outcomes required to complete their studies in a given study programme, at a given level and with a given profile, and whether the number of teaching groups might increase as a result of the resumption of studies.
12. In the event of a positive outcome of the verification referred to in Subsection (11), the Dean shall issue an internal decision on the resumption of studies, specifying, in particular, the semester in which the student is to be enrolled, the scope of any differences in the curriculum, and the implementation date and conditions for fulfilling the requirements necessary to complete the degree.

Section 26
Continuing studies on a practice-oriented degree programme

A student of a practice-oriented degree programme who has failed to pass practical courses or a semester may continue their studies on a general academic degree programme or be removed from the list of students if it is not possible to retake the courses on the same programme. Decisions on this matter shall be made by the Dean.

Section 27
Continuing education after termination of a practical education contract

After termination of a practical education contract due to the fault of the employer, a student may continue studying same study programme 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 V Student rights and responsibilities

Section 28
Student rights

1. A student has the right to:
   1) acquire knowledge in their chosen study field, attend classes and sit the examinations or assessments specified in the study curriculum;
   2) develop their scientific, cultural, tourist and sport interests and to use, for this purpose, the university facilities and resources as well as to get the assistance of academic teachers and the university bodies.
   3) join existing university student organisations and set up new ones;
   4) participate in research, development and implementation work carried out at the university;
   5) participate in elections to university bodies, collegial bodies and Students' Union bodies, in accordance with the rules set out in the Students' Union rules;
   6) receive scholarships and other benefits, in accordance with the university's rules on student benefits;
   7) have their personal dignity respected by members of university staff; any form of discrimination, including behaviour of a racist or xenophobic nature or constituting workplace bullying, is subject to liability in accordance with the provisions of applicable law;

8) receive assistance from the University in the event of a breach of the Rules;
9) submit suggestions, comments, complaints and requests to the programme coordinator regarding study curricula, class timetables and their implementation, as well as other important matters pertaining to the course of study and personal development;
10) express opinions on the conducted classes through anonymous questionnaires and surveys carried out by the university;
11) access their marked written work;
12) undertake training on students' rights and obligations, as well as training on how to use the USOSweb system;
13) attend open classes on other study programmes and other classes, subject to the consent of a course tutor.

2. A student also has the right, in accordance with the provisions of these Rules, to:
   1) the transfer and recognition of ECTS credits;
   2) undertake studies under an individual organization of study;
   3) provide valid reasons for absence 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) to sit the examination before the examination board in the presence of an observer of their choice;
   8) repeat courses due to unsatisfactory academic performance.

Section 29
Student obligations

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 University. Students shall also follow the guidelines specified 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, sitting examinations, obtaining credits and completing internships;
   2) perform other duties arising 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 the course of study documents, address and other data necessary for the University to contact a 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
(*Repealed*)

Section 31
Second degree programme and transfer to a related degree programme

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. The student 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 admissions requirements for that programme.
3. A student may enrol simultaneously on a second-cycle degree programme and on a first-cycle degree programme or a long-cycle Master's study programme, provided they meet the admissions requirements for those study 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 opinions from both programme coordinators on 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
Transfer from full-time studies to part-time studies

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
Transfer from part-time studies to full-time studies

1. A part-time student may transfer to a full-time programme.
2. A 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, a student must fulfil all of the following conditions:
   1) having completed at least the first year of their study programme;
   2) not having repeated any year of their study programme;
   3) not using a conditional entry at the time of the transfer;
   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 point 4, the average grade for exams from the previous academic year is decisive in the second order;
   5) the transfer does not increase the number of students in a given year beyond the limit adopted for a given programme;
   6) the transfer will not result in an increase in the number of teaching groups in the year of the full-time degree programme to which the student intends to transfer.

Section 34 Transfer to another university

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

Section 35
Transfer from another domestic or foreign university

1. A student of another domestic or 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. A student transferring from another domestic or foreign university 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 and 3) and (5 and 6).

3. Admission of a student – as part of a transfer from another domestic or foreign university – may not result in an increase in the number of teaching groups.
4. A student must submit an application for transfer from another university or a foreign university to the Dean not later than twenty one [21] days before the start of the semester of the academic year for which they are applying for transfer. Along with the application for admission to study at the University, the student is required to provide documentation, confirmed by another domestic or foreign university, of the course of study completed at that university.
5. The programme coordinator, on the basis of the curriculum of study at the university from which a student intends to transfer, verifies and compares the compliance of the learning outcomes/curriculum contents ascribed to the courses/modules with the learning outcomes included in the curriculum of study at the University.
6. Confirmation of the convergence of the achieved learning outcomes shall be the condition for the transfer of the courses completed outside the University replacing the credits allocated to the courses and internships defined in the curriculum and plan of study.
7. If curriculum differences are found, having carried out the activities referred to in Subsection (6), the programme coordinator specifies courses which a 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, a 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. A student transferring credits for courses completed at another university is awarded the same number of ECTS credits as awarded for the learning outcomes achieved through the completion of the corresponding courses and internships at this University.
12. 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 36
Completing part of a degree programme at another university

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. The exchange coordinator shall be appointed by the Dean at the request of the coordinator of study programmes.
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
Leaves of absence

1. A student may apply for:
   1) leave granted by the Dean;
   2) health leave;
   3) parental leave.
2. A student may be granted a leave of absence by the Dean in the event of significant unforeseen circumstances.
3. A student may be granted health leave of absence in the event of a long-term illness, on the basis of a doctor's certificate, for the period specified therein. 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.
4. Parental leave may be granted to a pregnant student and to a student who is a parent. The Dean may not refuse a leave from classes and a leave with the possibility of accession to verification of the learning outcomes set out in the curriculum of studies. The leave is granted to a pregnant student for the period until the birth of her child, and to a 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.
5. A leave of absence may last either a semester or an academic year. A student may be granted a leave once during their studies, unless the reason for a applying for a leave is a long-term illness, maternity or paternity.
6. The student who has been granted a dean's leave of absence, referred to in Subsection (1), shall receive information regarding any curriculum differences or lack thereof when returning to their studies after the end of their leave, and the deadline for their completion.
7. A student may apply for a leave of absence immediately after the occurrence of the reason for granting it, not later than fourteen [14] days from its occurrence, on the basis of the documents confirming the reason.
8. A student on a leave keeps the student rights, subject to the right to material assistance, granting of which is based on separate regulations relating to material assistance.
9. With the Dean's consent, a student on a leave may participate in certain classes, obtain credits and take exams.

Section 38
Individual Programme of Study

1. A 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 study (IPS). Such interests shall be confirmed with a course tutor's opinion and documented participation in student research activities.

2. Students 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) setting the schedule for the individual programme of studies in consultation with 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 'Mayor of Opole Scholarships for Laureates' programme shall also have the right to start studying according to the IPS from the first semester. During the admissions process, a 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 an academic tutor appointed by the Dean by September 25.
5. A student shall submit an application to be granted the IPS, including the proposed academic tutor to the Dean by 30 September (and a student of the first year of the second-cycle studies by 1 March). The tutor - a professor or associated professor shall supervise not more than two students, and a doctor - one student. The tutor shall prepare an individual programme and plan of study in cooperation with the student. The application for IPS, together with the study plan, is assessed by the programme coordinator, and final approval is granted by the dean.
6. The individual programme of study specifies:
   1) the purpose of the IPS and its general thematic and task-based plan;
   2) a list of courses, dates and methods of completion, and names of course tutors.

   The list shall include the courses required in order to obtain the bachelor's degree, bachelor of engineering degree, or master's degree. Courses shall be completed on the annual basis. 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 a student's responsibilities resulting from the plan 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
Individual Organization of Study (IOS)

1. A student shall have the right to study according to the IOS (individual organisation of study) in the following cases:
   1) undertaking part of their study at other higher education institutions;
   2) studying on more than one study programme; 3) disability;
   3) serious health problems;

4) a particular commitment to the work 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 – a student is only entitled to the IOS in one study programme of their choice. In justified cases, the student may apply to the vice-rector competent for education for permission to undertake IOS in both study programmes.
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 a student's application for the period of one semester.
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, however, the implementation arrangements are determined each year and cover the academic year.
6. The Dean shall take a decision to grant individual organisation of study 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. A student who has been granted the IOS is obliged to arrange individual methods of fulfilling their obligations under the study plans with course tutors, 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 [14] days from the date of obtaining consent for the IOS. If the documents referred to in the preceding sentence are not submitted to the Dean's Office by the specified deadline, the Dean's consent shall lapse without the need to issue a separate document or notify the student. The deadline expires on the first day of the month following the month in which the student was required to submit the documents. An exception is made in cases where no arrangements have been made due to the absence of the course tutor – in such cases, the dean decides on how to proceed.
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. A student's studies under the IOS system do not exempt them from attending classes, but do entitle them to agree with their lecturers on individual arrangements for fulfilling the obligations set out in the study plans. A course tutor is not obliged to establish individual arrangements for the student who has been granted permission for the IOS to fulfil the obligations set out in the study plans.
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. A student commencing a degree programme is eligible for the IOS if, whilst still a secondary school pupil, they have, with the dean's consent, successfully completed selected courses included in the study curriculum for that study programme.
13. The rules of adjusting the conditions of studies for persons with disabilities are defined by the Rector's regulation.

Section 40
Individual organisation of studies following the recognition of learning outcomes

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
(*Repealed*)

Chapter VI Removal from the list of students

Section 42
Removal from the list of students

1. The Dean shall remove a 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 within the deadline or to pass a diploma examination;
   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) failure to attend compulsory classes;
   2) failure to make progress in their studies;
   3) failure to pass the semester or academic year by the specified deadline;
   4) failure to pay the fees associated with studying.
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) is 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 notifying a 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 via the Dean. Upon receipt of an appeal, the Dean may, as part of the internal review process, within seven [7] days, uphold the appeal in full and revoke or amend the original decision. In all other cases, he or she forwards the appeal to the Rector. In matters not regulated by the provisions in this subsection, the provisions of the Code of Administrative Procedure shall apply accordingly.
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 of completion of studies

Section 43 Conditions of completion of studies

1. A prerequisite for 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 completion of degree programmes in fields of study for which educational standards are in force are specified in separate regulations.

Section 44
Supervisor of the diploma thesis

1. A student prepares a diploma thesis under the guidance of a supervisor of their choice.
2. The student chooses a thesis supervisor from among the 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 by the supervisor, or - if they fail to do it - the programme coordinator.

Section 45
Requirements for the supervisor of a thesis

1. A supervisor of the 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 general 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 the study practice- oriented programmes, a supervisor of the diploma paper may be an academic teacher experienced in practical applications in a given scientific discipline or conducting scientific research in the discipline proper to the study programme.
4. A Master’s thesis on art programmes, comprising practical and theoretical components, is prepared under the supervision of two academic teachers.

Section 46
Thesis topics

1. The topic of the diploma paper is set 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 final topic of the diploma paper is set by the supervisor and the student at the latest by the end of the first week of the last semester of study. 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.

4a. In justified cases, a student may change their thesis supervisor not later than by the end of the penultimate semester of their studies.

5. The Dean's College shall approve:

1) topics for the diploma theses and any changes thereto;
2) supervisor(s) and any changes thereto;
3) reviewer(s) and any changes thereto.

Section 47
Term of the thesis defence

1. A student is obliged to submit a diploma thesis and pass a diploma examination, if provided for in the study curriculum, not later than by the end of September of the final year of study.
2. A student is obliged to submit a diploma paper and pass a diploma examination, if provided for in the programme of studies - in the case of a study programme lasting 3.5 years - not later than by the end of February.
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 the diploma exam by not more than two weeks, in the following cases:
   1) long-term illness of a student, confirmed with medical documentation;
   2) inability to complete the diploma thesis in due time for justified reasons, independent from a student;
4. The extension of the deadline for submitting a diploma thesis shall result in extending the term of the planned completion of studies.
5. A 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.
6. 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
Diploma thesis evaluation

1. A diploma thesis shall be evaluated by its supervisor and a reviewer and on art programmes by supervisors and reviewers of practical and theoretical parts.
2. If one of the reviews is negative, the Dean seeks the opinion of an additional reviewer. The opinion of the additional reviewer determines whether a student is admitted to or refused admission to the diploma examination.

Section 49
Admission to the diploma examination

1. A student shall be allowed to take the diploma exam after meeting the following conditions:
   1) fulfilling all the requirements arising 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
Diploma examination

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 practice-oriented study programmes are concerned, a representative of an employer may participate in a diploma exam as an observer.
4. A diploma exam shall be oral.
5. A report on the diploma examination is drawn up.
6. The diploma examination result is given with the use of the grading scale referred to in Section 18(2).
7. At the request of the student or the thesis supervisor, the diploma examination may be public. Such a request shall be submitted at the Dean's office at the beginning of the last semester of studies at the latest.
8. A notice regarding a public diploma examination, stating the student's full name and that of their supervisor, the topic of the thesis, and the date and venue of the public examination, shall be posted on the noticeboard of the Dean's Office and on the website of the unit responsible for the study programme not later than seven [7] days before the date of the examination. A notice regarding a public diploma examination, stating the student's full name and that of their supervisor, the topic of the thesis, and the date and venue of the public examination, shall be posted on the noticeboard of the Dean's Office and on the website of the unit responsible for the study programme not later than seven [7] days before the date of the examination.
9. If the programme of studies does not envisage the preparation of the thesis, the examination may be oral, written or oral and written. The form of the diploma exam and the scope of material required shall be determined by the coordinator with the approval of the Dean's College, and announced before the start of the last year of studies.

Section 51
The second term of the diploma examination

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 unexcused failure to take it, a student can submit a request to repeat the last semester, which can involve the change of the diploma thesis topic.
4. A student should provide the Dean with an excuse for the absence at the diploma examination - not later than within seven [7] days of the cessation of the reason for the absence.

Section 52
Detailed guidelines for the preparation of diploma theses

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

Section 53
Completion of studies

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. A graduate of the university is awarded a diploma of completion of higher education on a specific study programme, stating their final academic result.
4. If the study curriculum envisages a diploma thesis and an exam, the final study result is the sum of the following:
   1) ½ of the arithmetic mean of the grades from exams and credit assessments entered into the USOS system – with this result rounded to two decimal places;
   2) ¼ of the diploma thesis grade;
   3) ¼ of the diploma exam grade;
5. If the study plan does not envisage a thesis, the final study result is a total of the following:
   1) ¾ of the arithmetic mean of the grades from examinations and credit assessments recorded in the USOS system – with this result rounded to two decimal places;
   2) ¼ 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) up to 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 VIIa Awards, distinctions and penalties

Section 53a
Awards and distinctions

1. A student who excels in their academic performance or organisational activities and who enjoys an impeccable reputation within the academic community may be awarded:
   1) a letter of commendation;
   2) the Rector’s award;
   3) other awards or scholarships.
2. A letter of commendation is awarded by the Rector, upon the recommendation of the Dean, the Students' Union or the Vice-Rector competent for student affairs.
3. The Rector’s Award is presented in recognition of active work for the benefit of the academic community, in accordance with the rules set out in the Rector’s regulation.
4. Other awards or scholarships may be granted to students for outstanding academic, sporting, artistic, social and organisational achievements.

Section 53b
Disciplinary responsibility of students

1. Students are subject to disciplinary responsibility for violating the regulations in force at the University and for acts that undermine the dignity of a student.

2. A student may not be punished for the same offence by both the Rector and the discipline committee at the same time.
3. Disciplinary measures include: a caution, a reprimand, a reprimand with a warning, suspension of certain student rights for a period of up to one year, and expulsion from the university.
4. For a minor misconduct, the Rector may impose a caution on a student, after first hearing the student or their legal representative, in accordance with the provisions of the Act.

Chapter VIII Transitional provisions

Section 54
Acquired rights

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
Cases initiated and pending

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

Chapter IX Final provisions

Section 56
Scope of application of the Rules

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

Section 57
Rules of procedure in matters not covered by these provisions

1. In matters not regulated by these Rules, provisions of the Act and other generally binding laws shall apply.
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 to provide a binding interpretation of the provisions of these Rules rests solely with the Rector of the University of Opole.

Section 58
Entry into force

The Rules of Study shall enter into force as of 1 October 2026.

CHAIR
OF THE SENATE OF THE UNIVERSITY OF OPOLE

Prof. Dr hab. Jacek Lipok