

# TERMS AND CONDITIONS OF STUDY IGNACY JAN PADEREWSKI ACADEMY OF MUSIC IN POZNAŃ

adopted by the Senate of the Ignacy Jan Paderewski Academy of Music in Poznań  
on 28 April 2021

as amended by Senate Resolution No. 63 of 11 May 2022, No. 81 of 21 June 2022, and No. 45 of 22  
January 2025

Effective from the 2021/2022 academic year

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## Chapter 1 GENERAL PROVISIONS, COMPETENT AUTHORITIES

### Section 1

1. These Terms and Conditions of Study have been adopted pursuant to Article 28 Section 1(2) and Article 75 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended; hereinafter referred to as “the Act”).
2. The Terms and Conditions apply to all types of Bachelor’s and Master’s programme conducted at Ignacy Jan Paderewski Academy of Music in Poznań (hereinafter referred to as “the Academy”).
3. Completion of the Bachelor’s programme confers the degree of *licencjat* (Bachelor), and completion of the Master’s programme confers the degree of *magister* (Master).

### Section 2

Admission to the Student body of the Academy is deemed effective upon the taking of the oath, the wording of which is specified in the Academy’s Statute.

### Section 3

Upon taking the oath, the Student receives a Student ID card.

### Section 4

1. The superior of all Students of the Academy is the Rector.
2. The Rector exercises oversight of the application and admissions process, and the teaching process.
3. The Rector hears appeals against administrative and internal decisions issued at first instance by the Dean.
4. The Rector’s ruling is final. Appeals against the Rector’s decision are admissible only in the case of administrative decisions, in accordance with procedures defined by separate provisions.
5. Unless otherwise stipulated in these Terms and Conditions, decisions are issued in the form of internal decisions.

### Section 5

1. The actions specified in these Terms and Conditions in relation to Students are undertaken by the Vice-Rector responsible for Student affairs.
2. The Vice-Rector responsible for Student affairs, in addition to other responsibilities provided for by legal regulations:
  - a) defines the rules for enrolment on classes requiring prior registration,
  - b) sets the framework schedule for the examination session.

## Section 6

1. The superior of Students of a Faculty is the Dean.
2. In addition to other responsibilities set out in these Terms and Conditions, the Statute and the Act, the Dean:
  - a) establishes, in consultation with the Heads of Institutes, the organisation of classes;
  - b) announces, in consultation with the Heads of Institutes, the staffing of classes;
  - c) defines the rules for enrolment on classes;
  - d) defines the rules for justifying absences from classes;
  - e) defines the rules for the conduct of examinations and for justifying absences from examinations, excluding the diploma examination;
  - f) defines the principles for determining curricular differences in connection with repeating a stage of study (in cases of changes in the curriculum, including the study plan), resuming studies, transferring to the Academy from another institution, undertaking part of one's studies at another institution, changing the course or specialisation of studies, or changing the form of studies;
  - g) verifies, upon the Student's request, the accuracy of data entered into the electronic student records system.
3. The Dean takes decisions related to the implementation of the study programme, unless such decisions fall within the competence of other authorities.

## Section 7

1. The superior of Students of an Institute is the Head of the Institute.
2. In addition to other responsibilities set out in these Terms and Conditions, the Statute and the Act, the Head of the Institute:
  - a) submits to the Dean proposals for the organisation of classes within the Institute;
  - b) submits to the Dean proposals for the staffing of classes within the Institute;
  - c) establishes the principles for determining the equivalency of modules and study stages.
3. The Deputy Head of the Institute holds a managerial position, with responsibilities including Student affairs.
4. The Deputy Head of the Institute performs duties assigned by the Head of the Institute and, in addition:
  - a) monitors the progress of examination sessions;
  - b) confirms the completion of semesters in the electronic student records system;
  - c) calculates grade point averages for the purposes of scholarships and awards;
  - d) supervises Student matters in the following areas:
    - study discipline,

- observance of the Terms and Conditions,
  - Students' living conditions;
- e) signs the Student's academic progress records and, at the Rector's request, confirms the accuracy of data in the electronic student records system;
  - f) defines the rules for the transfer and retaking of modules, taking into account Section 19(6);
  - g) carries out other tasks arising from these Terms and Conditions.

## Section 8

1. All Bachelor's and Master's programme Students of the Academy constitute the Student Council, whose elected bodies have the exclusive right to represent all Students of the Academy or of a given Faculty, and are established to safeguard their interests.
2. Student organisations, within the scope of their statutory activities, are entitled to make representations to the Academy's authorities on behalf of their members.

# Chapter 2 ORGANISATION OF THE TEACHING PROCESS

## GENERAL PROVISIONS

## Section 9

1. The academic year commences on 1 October and ends on 30 September of the following calendar year.
2. The academic year consists of the winter and summer semesters, including two breaks—winter and summer.
3. The periods of didactic classes, examination sessions and breaks from classes shall be determined by the Rector no later than four months prior to the beginning of the academic year, following approval by the Senate.
4. The Rector may designate days or hours free from classes during the academic year.
5. In justified cases, the Rector may determine an organisation of the academic year different from that referred to in Section 9(3).

## Section 10

Studies are conducted in accordance with the study programmes adopted by the Senate.

## Section 11

1. The detailed schedule of classes arising from the study programmes shall be determined by the Head of the Institute and published no later than seven days prior to the start of the academic year. The schedule should include a list of assessments scheduled for the given semester, including graded and ungraded credits, internships, etc.

2. Before the beginning of each semester, Students shall receive information regarding the allocated dates of compulsory classes or the procedure for agreeing such dates with the instructor. Within two weeks from the beginning of the semester, Students must enrol in their selected elective courses via the University Study Support System (USOS) available on the Academy's website.
3. In exceptional cases, as agreed with the Vice-Rector for Student and Teaching Affairs, rehearsals for Academy concerts may also be held on days free from classes. In such instances, participants must be informed of the rehearsal date by means of a public notice displayed no later than two weeks before the rehearsal date.

## INDIVIDUAL STUDY ARRANGEMENTS

### Section 12

1. Students may apply to pursue their studies under an individual study arrangement (hereinafter also: "ISA") if they:
  - a) due to disability or special life circumstances, such as raising children, personal illness or illness of a close family member, may encounter difficulties in fulfilling the study programme within the prescribed timeframe,
  - b) have been admitted to a programme through the process of validating prior learning outcomes,
  - c) are engaged in distinguished artistic or research activity (including participation in research projects) and achieve significant results within such activities,
  - d) have been admitted by transfer from higher education institutions operating in the territory of Ukraine, or despite a positive recommendation from the relevant committees were not admitted through this process due to quota limits, but have been admitted to a programme via the Application process in the same year.
2. A pregnant Student or a Student who is a parent may not be refused permission to pursue a programme of study at a specific field and level under an individual study arrangement until completion of that programme.
3. An individual study arrangement, depending on the grounds for its award, may be granted for a semester or academic year and may be extended upon the Student's request, provided that the original grounds still apply or new grounds have arisen.
4. Except in exceptional cases—particularly those concerning Student disability or those specified in Section 12(1d) and Section 12(2)—an ISA may be granted no earlier than after the successful completion of the first semester of study.
5. A condition for granting an ISA in any case other than those specified in Section 12(1d) and Section 12(2) is that the Student must have a grade point average exceeding 21 points and must have achieved a minimum of 21 points in the principal subject.

### Section 13

1. An individual study arrangement may include, in particular:
  - a) modifications to the class schedule in individual semesters,
  - b) rescheduling a course to a different semester than the one indicated in the study programme,

- c) changing the form of course assessment,
  - d) altering the mode of class participation or allowing the presence of a support person during classes (especially in the case of Students with disabilities),
  - e) changes in the organisation of the examination session.
2. In the case referred to in Section 12(1b), the ISA shall take into account the conditions set out in the decision of the competent body responsible for the validation of learning outcomes, particularly in relation to the recognition of specific courses and the determination of the duration of studies. Through such validation, no more than 50% of the ECTS points assigned to the courses included in the programme of study may be credited.
  3. Students pursuing studies under an ISA are not assigned to separate groups or classes; instead, they participate in classes together with other Students in accordance with their individual arrangements.
  4. An ISA does not exempt a Student from participation in Faculty or institutional rehearsals and concerts, unless otherwise specified in the decision granting the ISA.
  5. In the case referred to in Section 12(1d), the ISA shall take into account the conditions specified in the decision or resolution of the competent body for validation of learning outcomes concerning the recognition or recommendation for recognition of particular courses.

#### Section 14

1. An ISA is granted on the basis of a Student's application indicating the grounds for the request and including a list of proposed courses to which the ISA would apply.
2. The application must be accompanied by evidence supporting the stated circumstances. It is not necessary to provide evidence of facts already known to the Academy.
3. The application must also include the consent of the instructor responsible for the principal subject.
4. The complete application with all attachments must be submitted to the Head of the relevant Institute no later than two weeks after the start of the semester. If the grounds for applying for an ISA arise during the semester, the application must be submitted within two weeks of their occurrence.
5. The Head of the Institute shall issue a decision on the application.
6. When granting an ISA, the Head of the Institute, in consultation with the Student, shall specify the duration and conditions of the arrangement.
7. A Student granted an ISA is required to immediately inform all instructors affected by the changes resulting from the arrangement and to agree with them on the conditions for course completion.

## Chapter 3 RIGHTS AND OBLIGATIONS OF THE STUDENT

### GENERAL PROVISIONS

#### Section 15

1. A Student has the right to:
  - a) pursue their own artistic and academic interests and, for this purpose, to use the Academy's teaching facilities, equipment and resources, and to receive support from academic staff and Academy bodies during the period of didactic classes. Detailed rules for the use of instruments, library resources and Academy premises are governed by separate regulations,
  - b) join academic and artistic Student associations operating within the Academy,
  - c) submit proposals and requests to the Academy authorities concerning the functioning of the Academy, particularly in matters related to education,
  - d) participate in the life of the Academy through the Student self-government bodies.
2. A Student is also entitled to:
  - a) study under an individual study arrangement as provided for in Sections 12–14,
  - b) attend open classes offered by other study programmes,
  - c) receive financial support in accordance with separate regulations.

#### Section 16

Lectures at the Academy are open to all Academy Students. The lecturer may impose access restrictions in cases where infrastructure limitations apply.

### TRANSFERS AND CHANGES OF STUDY PROGRAMMES

#### Section 17

1. A Student of the Academy may transfer to another higher education institution provided they have fulfilled all obligations under the Academy's regulations.
2. A Student of another institution may be admitted to the Academy by transfer provided that:
  - a) they have fulfilled all obligations under the regulations of the institution they are leaving,
  - b) a place is available within the limit set by the Academy for the relevant programme of study,
  - c) they submit a substantiated request for admission to the Academy by transfer,
  - d) they present documented academic results from their previous institution,
  - e) they pass a practical skills test in their principal subject, conducted according to rules approved by the Dean.



3. A Student has the right to apply for a change of study programme. Such a change may take place no earlier than after completion of the first semester of studies and requires the consent of the Deans of both Faculties and the Heads of the Institutes, provided that a place is available. It is also conditional on the outcome of a qualification procedure, the scope of which is determined in each case by the Dean of the receiving Faculty in consultation with the Head of the Institute. Admission to the new programme is by decision of the Dean of the receiving Faculty.
4. The requirement set out in Section 17(2a) shall not apply to citizens of Poland or Ukraine whose stay in the territory of the Republic of Poland is considered legal pursuant to 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 (Journal of Laws, item 583, as amended), provided that they were Students of a higher education institution operating in the territory of Ukraine on 24 February 2022 and can present documents issued by that institution confirming study periods, passed exams, credits, or professional placements.

### ADDITIONAL STUDIES, SPECIALISATIONS, CLASSES

#### Section 18

1. A Student may pursue studies at another higher education institution in addition to their studies at the Academy. This does not release the Student from the obligation to fulfil all duties associated with being a Student at the Academy.
2. A Student may study two degree programmes at the Academy, provided that admission to the second programme is only possible after obtaining credit for the current (at least first) year of studies in the first programme and on condition that all obligations related to the course of studies in the first programme are fulfilled.
3. The fulfilment of all obligations related to the course of studies is confirmed, upon the Student's request, by the Dean of the Faculty prior to the commencement of studies in the second programme at the Academy, apart from the primary programme.
4. Admission to the second degree programme at the Academy is only possible through the standard procedure for admission to studies (admissions, transfer, recognition of learning outcomes).
5. Records of studies pursued in the second programme are maintained separately.
6. Subjects not included in the study programme, when studying two programmes simultaneously, are assigned to one degree programme chosen by the Student.
7. A Student may not be admitted to or simultaneously study the same degree programme in more than one course of study. In particular, this means that it is not possible to study different specialisations within the same degree programme at the same time. Pursuing a second specialisation is only possible after the Student loses Student status (by completing the studies or being removed from the register) in the first specialisation or by undertaking education in the second specialisation as part of non-curricular classes.
8. Paid participation during studies in classes covered by a second specialisation within the same degree programme is permissible no later than the beginning of the final year of studies for the given cycle. Completion of all classes and examinations required for the completion of both specialisations allows the Student to proceed to writing the diploma thesis and, subsequently, to potentially take the diploma examination in both specialisations. The Student receives one diploma confirming the completion of studies in the given programme, indicating both specialisations.

## TRANSFER AND RECOGNITION OF ECTS CREDITS

### Section 19

1. In the case of completing part of the studies outside the Academy or within another degree programme at the Academy, the Student may transfer the completed classes from another institution and have the awarded ECTS credits recognised, provided that the achieved learning outcomes are deemed compatible, taking into account the following conditions:
  - a) the Student has achieved the intended learning outcomes;
  - b) one ECTS credit corresponds to learning outcomes that require the Student to devote an average of 25–30 hours of work, including both classes organised by the institution (in accordance with the study programme) and the Student's individual work;
  - c) ECTS credits were awarded for:
    - the completion of each class and internship required by the study programme, with the number of ECTS credits being independent of the grade received and subject to the Student meeting the learning outcomes confirmed by passing the class or internship,
    - the preparation and submission of the diploma thesis or preparation for the diploma examination, in accordance with the study programme;
  - d) the receiving institution awards the Student the number of ECTS credits corresponding to the learning outcomes achieved through the relevant classes and internships delivered by that institution.
2. The principles set out in Section 19(1) shall apply accordingly in the case of a Student's request for the recognition of a subject (class) based on achievements obtained in another degree programme, higher education institution (including foreign institutions), as well as certified courses, attended training, internships, and other forms of learning.
3. In the cases described in Section 19 (1 and 2), the verification and decision on the request shall proceed as follows:
  - a) a written request for the recognition of the completed subject and the corresponding credits obtained at another institution or in another degree programme at the Academy shall be submitted by the Student to the Head of the relevant Institute;
  - b) if the request concerns classes taken outside the Academy, it must include original documentation confirming the completion or passing of the subject (such as a transcript of records, a Student records book, possibly a certificate of completion, and a study programme confirmed by the institution where the subject was completed);
  - c) the Head of the Institute may contact the issuing institution to confirm the authenticity of the documents, which shall be documented in a written note;
  - d) the transfer of classes and recognition of credits obtained at another institution or within another programme at the Academy is conditional upon the compatibility of the achieved learning outcomes with the relevant classes defined in the Student's study programme;
  - e) the Head of the Institute, after determining the degree of compatibility of the learning outcomes related to the subject referred to in the Student's request and in consultation

with the lecturer responsible for that subject, shall make an internal decision regarding the transfer of classes and the recognition of ECTS credits.

4. Upon request of a Student pursuing two programmes of the same cycle at the Academy, the Head of the Institute may recognise, within the primary programme, an elective subject passed as part of the second programme.
5. Requests referred to in Section 19 must be submitted within two weeks of the beginning of the semester or the occurrence of the event justifying the request.
6. The transfer of subjects may include, in particular:
  - a) changing the schedule of classes in individual semesters;
  - b) transferring the completion of a subject course to a different time than specified in the study programme;
  - c) changing the organisation of the examination session.
7. The provisions of Section 19 do not apply to the recognition of certain classes on the basis of a decision of the Rector issued pursuant to Article 45 of the Act of 12 March 2022 on Assistance to Citizens of Ukraine in Connection with the Armed Conflict in the Territory of that State (Journal of Laws, item 583, as amended).
8. In the case of a Student admitted to the programme via standard admission process who, in the calendar year in which they begin their studies, was not admitted under the procedure specified in Section 19(7) despite receiving a positive recommendation from the competent institutional committee due to enrolment limits, the Head of the Institute shall, upon the Student's request and by internal decision, recognise the classes recommended for recognition in the resolution of the competent institutional committee and award the corresponding ECTS credits and grades for the completed classes as indicated in the committee's resolution. The provisions of Section 19(1–4) and Section 19(6) shall not apply.

## LEAVES OF ABSENCE

### Section 20

1. At the Student's request, the Head of the Institute may grant the Student:

- a) a semester leave,
- b) a long-term leave (not exceeding one academic year),

provided that the leave application is submitted no later than 14 days before the scheduled start date. In exceptional unforeseen circumstances, the Head of the Institute may grant leave in response to an application submitted after this deadline.

2. At the Student's request, the Head of the Institute shall grant leave to:

- a) a pregnant Student – until the date of childbirth,
- b) a Student who is a parent (provided the application is submitted within one year of the child's birth) – for a period of up to one year,

whereby, if the end of the leave falls during a semester, the leave may be extended until the end of that semester.

3. The 14-day advance application requirement specified in Section 20(1) does not apply to leaves granted under Section 20(2).
4. A Student who does not meet the criteria set out in Section 20(2) may be granted leave only in the following cases:
  - a) prolonged illness,
  - b) important unforeseen circumstances,
  - c) enrolment in studies at another university in Poland or abroad, with the consent of the relevant university authorities (excluding studies under the Erasmus+ programme, which are governed by separate provisions), for a period not exceeding one year and only after completion of the first year of a Bachelor's programme,
  - d) the need to provide care for one's own or adopted child.
5. The application for a leave of absence must include a justification and supporting evidence for the circumstances giving rise to the request.
6. Granting of leave under Section 20(1) results in a corresponding extension of the expected date of completion of studies.
7. Granting of leave is confirmed by a formal decision delivered to the Student and recorded in the USOS electronic student records system.
8. During a leave of absence, the Student retains their Student rights, except for entitlement to material assistance as defined by separate regulations. In justified cases, the Rector may authorise access to such assistance. During the leave, the Student may, with the consent of the Head of the Institute, attend selected classes and participate in assessments and examinations.
9. Upon return from a long-term leave, the Student is required to make up any curricular differences resulting from changes in the study programme.
10. At the Student's request, the Deputy Head of the Institute may grant a short-term leave of absence. The provisions of Section 20(1–5) and Section 20(7) shall apply accordingly.
11. A short-term leave may be granted to a Student in connection with participation in domestic or international group trips organised by universities or Student and youth organisations. The procedure for making up any missed work during the short-term leave is determined by the Deputy Head of the Institute.
12. In the case of a Student's involvement in artistic activities, the Student may be granted up to three weeks of leave per semester for domestic or international engagements.
13. The condition for granting the leave referred to in Section 20(11) is very good academic performance and the Student's reliable fulfilment of their academic obligations.

## Section 21

1. At the request of a Student eligible for a semester or long-term leave, the Head of the Institute may grant an active leave of absence, permitting the Student to attend and obtain credit for selected courses from the study programme for the relevant semester or academic year.
2. When applying for active leave, the Student shall indicate the courses they wish to attend and complete during the period of leave.

3. The Head of the Institute shall grant active leave after consulting the instructors of the courses listed in the Student's application.
4. A Student on active leave shall complete the selected courses listed in the decision granting such leave in accordance with the standard rules set out in these regulations, including Sections 26–32. Failure to complete a course obliges the Student to do so upon return from leave, taking into account any fees for repeated classes.
5. The provisions of Section 20(1–9) shall apply accordingly to active leave.

## AWARDS AND DISTINCTIONS

### Section 22

1. Students who demonstrate outstanding academic performance or exceptional achievements may be awarded:
  - a) the Minister's Scholarship for Outstanding Achievements,
  - b) the Rector's Scholarship,
  - c) prizes and scholarships funded by state institutions, local authorities, academic societies, social organisations and others, as well as private individuals – in accordance with the applicable rules for such awards and scholarships,
  - d) Rector's awards and distinctions.
2. Detailed rules and procedures for granting the scholarships referred to in Section 22(1) are governed by separate regulations.

## STUDENT'S OBLIGATIONS AND DISCIPLINARY LIABILITY

### Section 23

1. A Student is obliged to remain faithful to the oath taken, to act in accordance with the Terms and Conditions of Study, and to maintain an exemplary moral and ethical attitude.
2. During the course of their studies, a Student is particularly required to:
  - a) make full use of the educational opportunities provided by the Academy,
  - b) study all subjects included in the study programme as well as elective courses chosen by the Student,
  - c) attend all classes scheduled in the study plan and other activities related to the field of study organised by units of the Academy,
  - d) observe the Academy's Statute, the Terms and Conditions of Study, and all other regulations in force at the Academy,
  - e) respect the Academy's property.
3. The Student is required to make timely payments for paid educational services in accordance with separate regulations specifying their amounts, terms, and deadlines. Paid services may include fees related to:

- a) repeating specific classes due to unsatisfactory academic performance,
  - b) studying in a foreign language,
  - c) courses not included in the study programme,
  - d) educating international Students in full-time programmes in Polish,
  - e) conducting the admission process,
  - f) validation of prior learning outcomes,
  - g) issuing the Student ID card and duplicates thereof,
  - h) issuing a foreign language copy of the diploma and diploma supplement,
  - i) issuing a duplicate of the diploma and diploma supplement,
  - j) accommodation in student halls of residence.
4. Students must promptly notify the Institute Office of any change in first name, surname, permanent address or address for correspondence, as well as email address and phone number. A change of first name or surname must be supported by official documentation.

#### Section 24

1. The Student is obliged to justify their absence to the Teacher no later than at the beginning of the first class or lecture after the period of absence, by stating and, where possible, proving the reason for their absence.
2. Twice per semester, the Student is not required to explain their absence to each course instructor individually.
3. Section 24(2) does not apply to absences from:
  - a) orchestra, chamber ensemble, or choir classes during which university or departmental concerts are being prepared,
  - b) orchestra, chamber ensemble, and choir classes in the week directly preceding university or departmental concerts.

#### Section 25

1. For breaches of the law, in particular the obligations set out in Section 23 of these Terms and Conditions, or for acts which are deemed to violate the dignity of a Student, the Student shall bear disciplinary responsibility as defined by separate regulations.
2. Breaches of obligations that may lead to disciplinary proceedings include, in particular, unexcused absences from classes (subject to Section 24(2)).

## Chapter 4 PROCEDURE AND RULES FOR COMPLETING SUBJECTS, SEMESTERS, AND YEARS

### PASSING A SUBJECT COURSE

#### Section 26

1. The subject course completion period is a semester.
2. All subjects included in the study programme as well as selected elective subjects are subject to completion, according to the form of assessment defined for each subject.
3. A subject may be passed in one of three forms:
  - 1) exam – resulting in a grade expressed in points,
  - 2) graded credit (test) – resulting in a grade expressed in points,
  - 3) ungraded credit (pass/fail) – resulting in completion of the subject without a grade.
4. The course instructor shall inform Students of the conditions for passing the subject, including those described in Section 26(5), as well as any conditions related to achieving a specific learning outcome (including a test, practical skills check, or exam).
5. The course instructor shall refuse to grant credit for a subject if the Student:
  - a) does not demonstrate satisfactory academic progress,
  - b) has missed more than two classes in the semester without appropriate justification,
  - c) has missed more than 30% of classes for justified reasons (except in cases listed in Section 26(5d); acceptable justification includes a medical certificate or confirmation of a random event by the course instructor or the Head of the Institute,
  - d) has missed more than 20% of orchestra, choir, or chamber ensemble classes for justified reasons,
  - e) has not achieved a satisfactory result in the verification of learning outcomes referred to in Section 26(4) (including test or exam).
6. Refusal to grant a pass in the main subject may also occur by denying admission to the examination for reasons specified in Section 26(5a–d).
7. Additional conditions for admission to the semester examination may be determined by the Head of the Institute at the request of the Teacher and made publicly available at the beginning of the semester.
8. A Student who has not obtained a pass in a subject or has not been admitted to the examination in the main subject due to unsatisfactory academic progress (marked in USOS with the symbol “P”) has the right to submit a request to the Head of the Institute for a review procedure. The review is conducted by a committee appointed by the Head of the Institute within 14 days of the date the request is submitted. The provisions of Section 32(1, 3, 4, 5) of these regulations apply accordingly to this procedure.
9. A Student who has not obtained a pass in a subject for reasons indicated in Section 26(5b–d) (marked in USOS with the symbol “K”) has the right to submit a request to the Head of the Institute for a verification procedure concerning the grounds for the refusal to grant a pass. The verification is conducted by the Head of the Institute within 7 days of the date the request is submitted. The

outcome is an internal decision either upholding or overturning the refusal. If the refusal is overturned, the crediting process for the subject is resumed.

10. A Student who has not passed due to a negative result in the verification of learning outcomes (including a test or exam) has the right to one resit. The resit examination is conducted according to the procedure set out in Section 31. Resits of other forms of assessment take place through a repeat verification of learning outcomes by the subject Teacher.
11. In case of a negative result of the resit, the Student has the right to request a committee examination only in the cases and under the rules set out in Section 32, or to request a review procedure under the rules indicated in Section 26(8), in the case of pass/fail assessments (Z) or graded assessments.

## Section 27

1. Pass/fail assessments (Z) and graded assessments (tests) are held on dates specified by the subject Teacher, within the assessment session based on the schedule approved by the Rector and published 10 days before the start of the examination session.
2. Examination dates for a given semester, supervised by the Head of the Institute, are announced 10 days before the examination session.
3. In exceptional cases, upon the Student's request endorsed by the Teacher and approved by the Head of the Institute, the Student may take the assessment earlier.
4. Failure to appear for an assessment without justification on the scheduled date is equivalent to receiving a failing grade or not receiving a pass (Z). Justifications must be submitted by the Student to the Head of the Institute no later than on the day of the assessment, and in exceptional cases, within three days after the scheduled date.
5. In the case of justified absence from an exam due to illness, the Head of the Institute, in consultation with the subject Teacher, sets a new date within the session, provided the Student's documented state of health allows.
6. In exceptional cases of justified absence from examinations during the session, the Head of the Institute may allow the subject to be assessed during the resit session, with the regulations concerning the examination session applying. If a failing grade is received, the resit takes place on a date set by the Head of the Institute.
7. The course of assessments is documented exclusively in the electronic student record system (USOS). Entries into the system are made in accordance with the operating instructions available to both Teachers and Students on the Academy's website. After the session, transcripts (student achievement sheets) are printed by the institute office and added to the Student's file.
8. Students are informed of their assessment results through entries in the electronic student record system (USOS).

## Section 28

1. Examinations may be:
  - a) practical,
  - b) oral,
  - c) written.



2. If the examination consists of several parts, the Student receives a combined grade (average of the component grades).
3. Practical examinations in the main subject are conducted by an examination committee; other examinations may be conducted by a single examiner or a committee, as decided by the Head of the Institute. Examination committees are appointed by the Head of the Institute or a Teacher designated by them. An examination report is drawn up for exams conducted by a committee, and it forms an integral part of the Student's periodic achievement record. The main subjects for each study specialisation are defined in the study programme.

## Section 29

1. A Student participating in artistic or research work may be exempt from attending certain classes in a subject thematically related to the work being carried out. This exemption does not apply to classes in symphony orchestra.
2. A Student's participation in such work or notable achievements in artistic competitions and festivals may serve as the basis for passing the examination in a subject, provided that the programme of work or artistic events corresponds to the requirements set out in the study programme for that subject. Decisions in this regard are made by the Head of the Institute upon the Teacher's request.
3. In exceptional, documented cases, the Head of the Institute may approve the postponement of a subject to the next semester, provided the Student submits a request no later than 14 days after the start of the semester. The decision will specify the deadline for completion of the postponed subject.
4. If the postponed subject is not completed or not passed by the deadline, the Head of the Institute may, under the rules set out in Section 34(2–6), grant conditional permission to continue studies.

## Section 30

The following grades are used when evaluating examinations (including the diploma examination), based on a scale of 10 to 25 points:

<i>Grades expressed in words Resulting from point scores</i>	<i>Internal point scale used at the Academy</i>	<i>Grades expressed in numbers</i>	<i>Values corresponding to grades used at the Academy</i>	<i>Grades expressed in the ECTS scale</i>
excellent	24 and above	5++	6.00	A+
very good	24	5+	5.75	A
	23	5	5.50	
	22	5-	5.25	B+
	21	5--	5.00	
good	20	4++	4.80	B
	19	4+	4.60	
	18	4	4.40	C
	17	4-	4.20	
	16	4--	4.00	
satisfactory	15	3++	3.80	D
	14	3+	3.60	

<i>Grades expressed in words Resulting from point scores</i>	<i>Internal point scale used at the Academy</i>	<i>Grades expressed in numbers</i>	<i>Values corresponding to grades used at the Academy</i>	<i>Grades expressed in the ECTS scale</i>
	13	3	3.40	E
	12	3-	3.20	
	11	3--	3.00	
unsatisfactory	10	2	2.00	F

### Section 31

1. If a Student receives a failing grade in the main subject examination, they are entitled to one resit examination before a committee appointed by the Head of the Institute.
2. If a Student receives a failing grade in other subject examinations, they are entitled to one resit examination for each failed subject, regardless of whether the examination is conducted by a single examiner or a committee.
3. Examination committees must consist of at least three members (including two representing the same or a related specialisation, and the Teacher responsible for the subject in question).

### Section 32

1. At the Student's request, submitted within 7 days of the date of the resit examination conducted by an examiner and ending in a failing grade, the Dean shall order a committee examination, which must take place within 14 days of the submission of the request. The Dean may also order a committee examination on their own initiative.
2. The entitlement specified in Section 32(1) does not apply to subjects for which the original examination was conducted by a committee.
3. The person who previously examined the Student may not chair the committee.
4. The committee examination is conducted by a committee appointed by the Dean and composed of:
  - a) the Dean, Head of the Institute, or a Teacher appointed by the Dean – as chair,
  - b) the Teacher of the subject,
  - c) a person representing the same or a related specialisation.
5. The committee examination may be attended, in an observer capacity, by an academic Teacher designated by the Student and a representative of the Student government.
6. Failure to pass the committee examination results in the subject not being passed.

## PASSING THE SEMESTER AND THE ACADEMIC YEAR

### Section 33

1. Confirmation of passing a semester is granted by the Deputy Head of the Institute.

2. Passing the semester is equivalent to admission to the next semester of studies.
3. Passing the final semester of a given level of studies is equivalent to admission to the diploma examination for that level.
4. The conditions for passing the semester are as follows:
  - a) obtaining credits for all subjects included in the study programme for that semester, including elective courses,
  - b) receiving a grade of at least *satisfactory* in all exams and graded assessments,
  - c) obtaining the minimum number of ECTS credits required to pass the semester in accordance with the study programme (credit prolongation or advance acquisition of credits is possible),
  - d) obtaining confirmation from the main library, during the examination session, that there are no outstanding materials or financial obligations (applies only to the summer semester).
5. A Student beginning their studies at the Academy is required to complete health and safety training and first aid training, as required by the applicable legal regulations, in the first semester of studies. Failure to complete the training will result in the semester not being passed. The Teacher responsible for the training confirms completion with a credit. Completion of these trainings at the Academy exempts the Student from attending them at another level of studies within the Academy.

#### Section 34

1. In the case of a Student who has not passed the academic year or semester:
  - a) the Head of the Institute issues a decision granting conditional permission to continue studies in the following year (semester), in cases specified in Section 34(2–6),
  - b) the Dean issues an administrative decision on removal from the student register if no decision is issued granting conditional permission to continue studies.
2. The Head of the Institute may, at the Student's request, grant conditional permission to continue studies in the next semester or academic year, despite not passing all subjects in a given semester or year, in the following cases:
  - a) receiving a failing grade in an exam (excluding the main subject), or
  - b) not obtaining a pass (Z) or a graded pass (test), or
  - c) justified random circumstances.
3. A Student must submit the request for conditional permission to continue studies to the Institute Office within 7 days from:
  - a) the date of the last committee examination, in the case specified in Section 34(2a),
  - b) the date of the last pass or graded pass, in the case specified in Section 34(2b),
  - c) the occurrence of circumstances indicated in Section 34(2c),
  - d) the latest of the above events, if the Student is invoking more than one of the grounds listed in Section 34(2).

4. The decision granting conditional permission to continue studies specifies the failed subjects to be completed by a set deadline, and—if the Student is repeating classes due to insufficient academic progress or failure to pass a semester due to a negative exam grade—also specifies the resulting fees.
5. Failure to complete the subjects listed in the conditional permission decision within the specified timeframe results in failure to pass the semester or year, and consequently in removal from the student register.
6. A subject taken as part of conditional continuation may not be deferred to the next semester, and failure to complete it disqualifies the Student from receiving further conditional permission to continue studies.

## Chapter 5 COMPLETION AND RESUMPTION OF STUDIES

### GENERAL PROVISIONS

#### Section 35

1. Completion of studies occurs in the case of:
  - a) graduation,
  - b) removal from the student register (without graduation).
2. Completion of studies results in the loss of student status (including student entitlements) and takes place:
  - a) in the case of graduation – upon passing the diploma examination,
  - b) in the case of removal from the student register – upon delivery of the decision of removal.
3. A person who has completed a Bachelor's programme retains student rights until 31 October of the year in which they completed the programme, excluding the right to receive material assistance benefits referred to in Article 86(11–4) of the Act.
4. In cases specified in this chapter, a person removed from the student register has the right to apply for resumption of studies.

### REMOVAL FROM THE STUDENT REGISTER

#### Section 36

1. The Dean removes a Student from the student register in the case of:
  - a) failure to commence studies, including failure to resume studies after a leave of absence or reinstatement,
  - b) resignation from studies,
  - c) failure to submit a diploma thesis or take the diploma examination within the deadline,
  - d) being expelled from the university as a disciplinary penalty.

2. The Dean may remove a Student from the student register, taking into account the circumstances of the case, in the event of:
  - a) failure to attend compulsory classes,
  - b) lack of academic progress,
  - c) failure to complete the semester or academic year within the specified deadline,
  - d) non-payment of fees related to the course of studies.
3. Removal from the student register takes place by administrative decision.
4. The Dean's decision may be appealed to the Rector. The Rector's decision is final.
5. Re-admission of a person removed from the student register in the first year of a Bachelor's or Master's programme takes place under the general rules for admission to higher education.

### Section 37

1. Grounds for removal from the student register are determined in separate proceedings initiated by the Dean.
2. The Dean shall notify the Student of the initiation of the proceedings, informing them of the right to submit explanations within 14 days of receiving the notification.
3. The proceedings end with a decision to remove the Student from the register or are discontinued due to lack of grounds, possibility, or justification for removal. The Dean informs the Student of the discontinuation.

### Section 38

Failure to commence studies shall be understood as the lack of any justified:

- 1) action taken within two weeks from the start of the academic year or semester to acquire or exercise Student status at the Academy,
- 2) action taken within the same period, following reinstatement, to exercise Student status at the Academy,
- 3) action taken within two weeks from the planned end of a leave of absence confirming resumption of Student duties at the Academy.

### Section 39

1. Resignation from studies requires the Student to submit a written statement to the Dean, clearly and unambiguously expressing their intention to withdraw from the programme. Such a statement must be made personally by the Student; it may not be submitted by proxy and cannot be revoked.
2. Resignation from studies shall take effect on the date the statement is submitted, unless the Student specifies a later date in the statement on which the resignation is to take effect.
3. In the absence of a resignation statement submitted in the manner described above, failure by the Student to exercise their rights or to fulfil their obligations may constitute grounds for initiating proceedings for removal from the register of students due to failure to commence studies, failure to participate in classes, or lack of academic progress, provided that the conditions for such removal have been met.

## Section 40

Failure by a Student to participate in compulsory classes shall constitute grounds for removal from the register of students in the cases referred to in Section 26(5b–d).

## Section 41

1. A Student may be removed from the student register due to lack of academic progress where such lack is established through a formal assessment process (e.g., test, examination, quiz, etc.), in accordance with the procedures prescribed for the given subject.
2. A Student may also be removed from the register due to lack of academic progress in accordance with the procedure referred to in Section 26(8).

## REINSTATEMENT OF STUDIES

## Section 42

1. Reinstatement of studies is not an automatic right of the Student.
2. Reinstatement of studies constitutes the restoration of student rights to a previously removed Student as of the date specified in the reinstatement decision.
3. A Student reinstated as a result of such a decision:
  - a) shall not be required to take the oath again,
  - b) shall be reinstated to the semester specified in the reinstatement decision,
  - c) shall be obliged to make up any curriculum differences identified in the decision,
  - d) shall be required to fulfil all graduation requirements applicable to the Students in the academic year to which they have been reinstated.

## Section 43

1. A Student who, having completed the first year of a given cycle of study, has been removed from the register of students, may apply—only in exceptional circumstances and subject to the fulfilment of the conditions set out in Section 43—for a one-time reinstatement to studies within the same cycle.
2. Reinstatement of studies shall be permitted only in exceptional circumstances, in particular where the removal was based on Section 36(1a–c) or Section 36(2a), and was caused by the Student's serious illness or the illness or death of a close relative.
3. Reinstatement of studies shall not be permitted if:
  - the relevant course of study at the given cycle is no longer offered by the Academy,
  - the learning outcomes for the course have changed by more than 30% compared to those in effect during the Student's previous period of study,
  - more than 5 years have elapsed since the date of removal from the register,
  - the removal was the result of a disciplinary penalty of expulsion from the Academy.
4. The internal decision to reinstate a Student shall be made by the Dean on the basis of a successful qualification process, the procedure and conditions of which are determined by the Dean.

5. The applicant shall have the right to appeal the Dean's decision to the Rector within 14 days of the date of delivery of the decision.
6. The Rector's decision is final and shall not be subject to further appeal.
7. Where reinstatement involves the repetition of classes and the reason for prior removal was unsatisfactory academic performance (lack of academic progress, failure to complete a semester due to a failed examination, or a negative assessment of the diploma thesis or diploma examination), such repeated classes shall be subject to fees. The reinstatement decision shall specify the type and number of repeated classes and the resulting fees.
8. Where, in accordance with the conditions set out in the preceding paragraphs, a person applies for reinstatement and:
  - was removed from the register no more than two years prior to submitting the application,
  - had completed all required courses for graduation, or had not completed only the Bachelor's or Master's seminar,

the reinstatement may take place without the obligation to meet the requirements set out in Section 42(3c) and (d). In such cases, the Dean, in consultation with the Head of the Institute, shall specify in the decision an exact and non-extendable deadline for the submission of the diploma thesis or for taking the diploma examination.

## COMPLETION OF STUDIES

### Section 44

1. The requirements for completing a programme of study and obtaining a diploma are as follows:
  - a) attainment of the learning outcomes specified in the study programme, to which an appropriate number of ECTS credits have been assigned,
  - b) a positive assessment of the diploma thesis (in case of Master's programme and, where provided for in the study programme, in case of Bachelor's programme),
  - c) successful completion of the diploma examination.
2. The date of completion of studies shall be the date on which the diploma examination is passed with a mark of at least *satisfactory* (3.00).

## DIPLOMA PROJECT

### Section 45

1. The diploma project is an independent study of a scientific, artistic, or practical issue, or a technical or artistic achievement, demonstrating the Student's general knowledge and skills acquired during the course of study in a given field, level, and profile of education, as well as the ability to analyse and draw conclusions independently.
2. The diploma project in individual fields and specialisations of Master's programmes (or Bachelor's programmes where stipulated by the curriculum) includes:
  - 1) A written diploma thesis:

- a) in the composition specialisation (Composition and Music Theory) – the creation and submission of a musical score, as well as a written paper on a subject related to the programme of study,
    - b) in all other fields and specialisations – a written paper on a subject related to the programme of study;
  - 2) An artistic diploma project in programmes and specialisations such as:
    - a) conducting, instrumental studies, jazz and stage music, historical performance practices, vocal studies, music education, eurhythmics – the performance of one or more artistic programmes,
    - b) electroacoustic composition (Bachelor's level) – the composition and submission of a score,
    - c) instrument making/luthiery – the construction of a musical instrument,
    - d) church music – the performance of an artistic programme, including a practical examination in liturgical organ playing and liturgical singing (at Bachelor's level), or the performance of an artistic programme in musical liturgical service (at Master's level);
  - 3) A practical diploma project in music education programmes – in the form of a teaching demonstration.
3. The diploma thesis must be completed independently, in accordance with applicable copyright laws. The written diploma thesis shall be checked by the Academy, prior to the diploma examination, using the Unified Anti-Plagiarism System.
  4. If it is determined that the diploma thesis is wholly or partially plagiarised, or that it was produced in a manner contrary to the principle of independent work, the thesis supervisor or diploma examination committee is obliged to inform the Dean, who shall decide whether to remove the Student from the register of students.
  5. If such a violation of independent authorship, as mentioned in Section 45(4), is discovered after the Student has been awarded a diploma, the Rector is obliged to declare the diploma invalid.
  6. The Student – author of the written diploma thesis – is required to include a declaration in the thesis stating that the submitted work was prepared independently.
  7. The topic of the written diploma thesis must be determined no later than by the end of the penultimate year of study and approved by the Head of the relevant Department or Unit following discussion within that Department or Unit.
  8. Subject to the deadline specified in Section 45(7), the Student is required to submit to the Head of the relevant Institute a copy of the written diploma thesis signed by the supervisor (including any musical scores, where applicable) and an electronic version, **no later than two weeks before the scheduled date of the diploma examination**, along with the supervisor's report on the outcome of the plagiarism check conducted via the Unified Anti-Plagiarism System.
  9. The Dean may, at the Student's written request and in duly justified exceptional circumstances, postpone the submission deadline.
  10. In the event of the prolonged absence of the supervisor, which could delay the Student's submission of the thesis, the Head of the Institute shall appoint a new supervisor. A change of supervisor within the final six months prior to the expected completion of studies may serve as grounds for extending the submission deadline under the terms set out in Section 45(9).



11. With the consent of the supervisor and the Head of the Institute, the written diploma thesis may be submitted in a modern foreign language, provided that a summary in Polish is included. The scope and requirements for theses written in a foreign language shall be the same as for those written in Polish.
12. The detailed rules for the preparation of diploma theses – including, in particular, the minimum length, font type and size – shall be specified by the Rector by means of an ordinance.

#### Section 46

1. A Student who fails to submit the diploma thesis within the deadlines set in accordance with Section 45 shall be removed from the register of Students.
2. Reinstatement of studies following removal under Section 46(1) may occur under the conditions set out in Section 43(8) of these regulations.

#### Section 47

1. The written diploma thesis shall be assessed by the supervisor and at least one reviewer.
2. Reviewers of written diploma theses shall be appointed by the Head of the Institute in accordance with the rules applicable to supervisors as set out in Section 51(1).
3. The grade for the written diploma thesis is the average of the independent grades awarded by the supervisor and the reviewer(s).
4. Diploma work other than written theses (such as musical scores, artistic works, and practical examinations) shall be assessed by a committee composed of at least three academic Teachers, appointed by the Head of the Institute.
5. Diploma work shall be graded according to the grading scale defined in Section 30.

#### Section 48

1. The artistic and practical diploma work at the Academy shall be carried out in an open format (with the participation of an audience), in a location designated by the Head of the Institute, regardless of any request to the contrary submitted by the Student.
2. Upon a Student's justified request, supported by exceptional circumstances, the artistic or practical diploma work may be conducted without the participation of an audience.

### DIPLOMA EXAMINATION

#### Section 49

A prerequisite for taking the diploma examination is the submission of a diploma thesis (unless not required at Bachelor's level) and the completion of all courses and internships required by the study programme.

#### Section 50

1. The date and place of the diploma examination shall be determined by the Head of the Institute in accordance with the approved diploma schedule for each Faculty and programme of study.

2. The final date for the diploma examination shall be 10 July.
3. The Head of the Institute, with the Rector's approval, may set a later diploma examination date – no later than September of the given calendar year –
  - 1) based on a documented request from the Student, only in cases of:
    - a) serious prolonged illness or hospitalisation,
    - b) childbirth and childcare,
    - c) the death of close family members.
    - d) in other particularly justified cases of force majeure,
  - 2) On the Head's own initiative, in exceptional cases caused by objective organisational reasons.
4. The Student's application for a later date of the diploma examination must also include the supervisor's approval.
5. The Head of the Institute may set an individual date for the diploma examination for a Student who has submitted the written thesis before the deadlines specified in Section 45(8).

#### Section 51

1. The Student prepares for the diploma examination under the guidance of an academic Teacher who holds at least a doctoral degree. The Head of the Institute may authorise a specialist from outside the Academy to act as supervisor, and in exceptional cases in a Bachelor's programme, a person without a doctoral degree but holding a Master's degree may be authorised.
2. The diploma examination consists of a theoretical (oral) examination related to the field of study, and in Master's programmes and in Bachelor's programmes in the specialisations of music theory and music journalism, also a written diploma thesis.
3. Diploma examinations at the Academy are conducted in closed format but may be held in open format at the Student's request, in a venue designated by the Head of the Institute, unless insurmountable obstacles prevent it.

#### Section 52

1. The diploma examination is held before a committee appointed at least 14 days prior to the examination date. The committee, consisting of at least three members, is appointed by the Head of the Institute.
2. The committee may be chaired by the Head of the Institute, the Deputy Head of the Institute, or an academic Teacher appointed by the Head of the Institute in which the diploma work was carried out. The committee also includes the supervisor and reviewer of the written diploma thesis, if applicable for the given level, field, or specialisation of study.

#### Section 53

1. In the case of:
  - a) a failing grade in the diploma examination – no resit is permitted,

- b) justified absence from the diploma examination – the Head of the Institute shall set a new examination date,
  - c) unjustified absence from the diploma examination – the Dean shall decide on the removal of the Student from the student register.
2. In the case of a failing grade in the diploma examination, the Dean shall decide on the removal of the Student from the student register no later than the end of the resit session.
  3. Reinstatement following removal from the student register under Sections 52(1 or 2) may take place under the conditions laid down in Section 43(8).

## STUDY RESULTS AND DIPLOMA

### Section 54

1. The final result of the studies is composed in equal parts of:
  - a) the grade for the written diploma thesis (unless it is not required at Bachelor's level) – as specified in Section 47,
  - b) the grade for the artistic and/or practical diploma work (unless it is not required at Bachelor's level) – as specified in section 2,
  - c) the grade for the diploma examination – as specified in section 2,
  - d) the average of all examination and graded coursework marks received during the course of study – as specified in section 6.
2. The grade for the diploma examination and the grade for the artistic and/or practical diploma work shall be determined by the entire examining committee during the committee session. The committee may also use the arithmetic average of the individual grades awarded by the committee members, should any member so request.
3. During the diploma examination, the Student must demonstrate knowledge of their field (or specialisation) of study and familiarity with issues related to the diploma thesis, if one has been prepared.
4. The scope of the diploma examination is defined by the study programme.
5. The diploma examination shall be graded according to the grading scale set out in Section 30.
6. To calculate the average referred to in Section 54(1d), the total number of marks received is divided by the number of assessments (including failing grades).

### Section 55

1. The final result of higher education studies, as entered in the diploma, is calculated as the arithmetic average of the grades indicated in Section 54(1), rounded to the nearest full grade in accordance with the following scale:

Points	Grade	Grade (Numeric)
11–15 (11.00–15.49)	Satisfactory	3
16–20 (15.50–20.49)	Good	4
21–24 (20.50–24.00)	Very Good	5

25 (24.01–25.00)	Excellent	6
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2. The rounding to a full grade applies only to the diploma entry; all other official transcripts must show the actual result of the studies without rounding.

### Section 56

1. A diploma with distinction is awarded to graduates who meet all of the following criteria:
  - a) They completed their programme within the timeframe defined by the curriculum,
  - b) They obtained an average of no less than 20 points (in accordance with Section 54(1d)) in a Bachelor's programme, and no less than 21 points in a Master's programme,
  - c) They received at least 23 points for the written diploma thesis (subject to Section 56(2)) and the diploma examination,
  - d) They received an excellent grade for the artistic diploma work (subject to Sections 56(3) and 56(4)).
2. If, in accordance with Section 45(2), the written diploma thesis consists of two parts, the requirement in Section 56(1c) is considered fulfilled if an excellent grade was awarded for the composition, provided that the written component related to the study programme received no less than 23 points.
3. In the specialisations of music theory and music journalism, the requirement stated in Section 56(1d) does not apply. However, Students must receive an excellent grade for the written diploma thesis in order to be awarded a diploma with distinction.
4. In the field of artistic education for music, the requirement in Section 56(1d) is considered met if an excellent grade was awarded for either the artistic or practical diploma work, provided that the second component received no less than 23 points.
5. The diploma with distinction is awarded by the examination committee referred to in Section 52.
6. In exceptional cases, the Rector may, upon the examination committee's request, award a diploma with distinction despite non-fulfilment of the conditions in Section 56(1), due to particularly valuable artistic achievements.
7. A diploma with distinction is issued on a special diploma form marked "with distinction" and is presented ceremonially during the academic year inauguration ceremony.

## Chapter 6 FINAL PROVISIONS

### Section 57

1. For administrative decisions made under these Terms and Conditions of Study and the applicable law, the following provisions apply:
  - a) A decision to remove a Student from the student register – the Student may appeal to the Rector,
  - b) A decision declaring a diploma invalid – the graduate may submit a request to the Rector for reconsideration of the case.

The provisions of the Code of Administrative Procedure shall apply accordingly.

2. In all other individual decisions of the Academy's authorities concerning Students (internal decisions) that grant, deny, or amend the rights or obligations of a Student, the Student may lodge an appeal to a higher authority solely on the grounds of a violation of legal provisions. If the original decision was issued by the Rector, the Student may request a reconsideration of the case by the Rector.
3. With the Student's consent, an appeal against a decision concerning them under these Terms and Conditions may be lodged by the competent student government body.
4. An appeal or request for reconsideration must be submitted within 14 days of the decision being delivered or announced (in the case of oral decisions). The submission must include a justification, including an indication of the violated legal provision. Appeals must be submitted via the authority that issued the decision.
5. A decision issued as a result of an appeal or reconsideration shall be final.
6. These Terms and Conditions of Study enter into force at the beginning of the 2021/2022 academic year. On this date, the previous Terms and Conditions of Study shall cease to be in force.