

GENERAL PROVISIONS

§ 1

1. The present Regulations of study have been developed in accordance with the Higher Education Act of 27th July 2005, (Journal of Laws 2012, item 572, as amended), hereinafter referred to as the Act, and approved by resolution of the Senate of the Karol Szymanowski Academy of Music on 23rd April 2015.
2. Regulations of study, hereinafter referred to as the Regulations, apply to undergraduate and graduate studies, both full-time and extramural.

§ 2

1. A person admitted to the Karol Szymanowski Academy of Music, hereinafter referred to as the Academy, gains the official status of student upon matriculation and after taking the oath.
2. After matriculation the student receives a student record book and a student identity card.
3. An admitted applicant must appear in the respective dean's office until 10th of October and sign the act of oath. Failure to do so, is equivalent to withdrawal and removal from the register of students.

§ 3

1. The rector shall be the supervisor and tutor of all Academy students.
2. The dean shall be the supervisor and tutor of the faculty students.
3. Under the present Regulations the 'tutor' is understood as the teacher of the main subject: instrument, singing, composition, conducting, subject to item 1 and 2. Should there be no teacher of the main subject in a specialization, the head of the institute or the department chair shall perform tasks arising from the Regulations.

§ 4

1. Students of all courses of study at the Academy form the student council.
2. The student community is represented by the bodies of the student council.
3. Student council shall act on the basis of the regulations approved by its relevant legislative body. The regulations of the student council enter into force after Senate rules it does not contravene the Act and the Statute of the Academy.

ORGANIZATION OF STUDY

§ 5

1. The academic year commences on the 1st of October and terminates to the 30th of September of the following calendar year.
2. A detailed organization of each academic year, including the beginning and the end of classes shall be determined by the rector in a resolution not later than three months before the beginning of the academic year and posted on the Academy website.
3. Lectures in the Academy are open to the public under the rules established in the Statute.

4. The scope and conditions of foreign language classes, skill and achievements tests, diploma examinations and thesis submission are determined by curriculum for a major field of study and specialization.

§ 6

1. Education at the Academy is conducted in accordance with the assumed educational effects to which study curricula, including plans of study, are adjusted.
2. A plan of study provides for exclusively one major field of study (as well as for one specialization). A student, after receiving the dean's permission, may study more than one specialization under the payment conditions specified by the rector. The methods of student achievement assessment in ECTS terms and the procedure of transferring and approving classes completed by the student are set by the respective ordinance of the Minister of Science and Higher Education.
3. Study curricula, including plans of study are posted on the Academy website before the beginning of studies.
4. The student is obliged to sign up for modules (subjects) resulting from study curricula in time and forms defined by the dean.
5. Students are notified of the obtained examination results and course credits by the class teacher's entry into the record book submitted by the student.

§ 7

In case of the class teacher's leave of absence, the rector upon the dean's motion, may transfer the teacher's duties to another academic teacher.

§ 8

Schedule of classes shall be determined by the dean in agreement with the heads of the institutes and the department chairs and announced prior to the commencement of the semester.

§ 9

1. Students are allocated to a class or a group within the institute or the department by the dean at the institute head's or department chair's instigation, if possible, taking into consideration the student's suggestion and the opinion of a class or a group teacher.
2. A student may apply to the dean for a change of tutor. The dean makes a decision after consulting the relevant institute head, department chair and teachers. In case of refusal, the student may appeal to the rector. The rector's decision shall be final.
3. The class teacher may suggest that the dean transfer a student to another class or a group. The decision shall be made by the dean according to the procedure specified in item 2.
4. The rector shall choose teachers to give general academic courses, i.e. courses for students from both faculties.

§ 10

1. The rector may decide to suspend classes during the didactic process at the Academy.

2. Temporary suspension of classes during the didactic process at the faculty shall be announced by the dean after consultation with the rector.

§ 11

1. Upon the consent of the dean, highly talented students may, according to their abilities, attend chosen courses within the course of study in the major academic field.
2. Detailed scope and conditions for obtaining credits shall be defined by the class teacher.
3. Credits shall be awarded by the class teacher.
4. Upon a student's request, the credit for a course the student has already completed in accordance with items 1-3 before enrolment, may be accepted by the dean.

STUDENT RIGHTS AND RESPONSIBILITIES

§ 12

1. The student is obliged to act in accordance with the Regulations and the oath as stated in the Statute
2. In particular, the student is obliged to:
 - a) participate in classes as well as organizational activities pursuant to the Regulations,
 - b) take examinations, cover practical placements and meet other requirements included in the study curriculum,
 - c) undertake artistic, scholarly and organizational activities for the Academy,
 - d) sign the contract drawn up by the Academy concerning terms and conditions of payment for studies or educational services,
 - e) choose modules (subjects) resulting from the study curricula within the period and form specified by the dean,
 - f) comply with the provisions in force at the Academy,
 - g) respect the property of the Academy,
 - h) notify the dean about all changes of personal details or in the case of loss of any academic documents,
 - i) notify the dean about any circumstances which may cause the student's absence from classes,
 - j) inform the tutor about any short-time absence caused by an illness or any other significant reason, and submit relevant paperwork.

§ 13

For any violation of the regulations in force at the Academy and for conduct beneath the student's dignity, students shall bear disciplinary liability in accordance with the stipulations of the Act.

§ 14

Students have the right in particular to:

- a) use the Academy teaching rooms, equipment, and financial resources in accordance with the existing provisions,

- b) evaluate the teaching process and the academic teachers in terms and methods agreed upon between the student council and the rector,
- c) become members of student organizations, in particular, academic societies and artistic or sport teams under the rules specified by the Act,
- d) receive financial support in accordance with the principles laid down in separate regulations,
- e) receive health care and medical assistance pursuant to the binding regulations,
- f) be awarded prizes and distinctions for outstanding artistic or scholarly achievements as well as for an active participation in academic life,
- g) take up a job provided that it does not interfere with the study plan and the other responsibilities of the student,
- h) participate in the decision-making process of the Academy collegiate bodies, formulate postulates and submit motions by student representatives concerning the Academy's activities.

§ 15

1. The Academy authorities strive to provide equal opportunities to disabled students so that they can follow and complete the study curriculum and plans of study.
2. The means of adapting the organization and implementation of the educational process to the specific needs of disabled students shall be determined by the dean who takes into account specific types of disability of individual students.

AWARDS AND DISTINCTIONS

§ 16

Students who excel at artistic and scholarly work as well as conducting themselves in accordance with the oath taken may be granted:

- a) minister's scholarships for outstanding achievement,
- b) rector's scholarships for the best students,
- c) awards funded by institutions, academic or artistic societies, public organizations, foundations, etc.,
- d) awards and distinctions granted by the rector.

INDIVIDUAL ORGANIZATION OF STUDIES

§ 17

INDIVIDUAL COURSE OF STUDY

1. At the Academy a student may obtain permission to pursue studies according to an individual course of study. This applies to students who:
 - a) engage in artistic and academic activity, prepare for international competitions or other significant artistic or academic projects,
 - b) have especially difficult living conditions or suffer from temporary illness and who up to now have performed student's duties with excellence,
 - c) are foreigners or Polish citizens living permanently abroad,
 - d) are disabled,
 - e) in other well-grounded cases.

2. The individual course of study enables students to complete courses, included in the study curriculum and in the plan of study, according to individual deadlines agreed upon with the class teacher.
3. The individual course of study does not exempt a student from the obligation to complete all subjects specified in the study curriculum and the plan of study for a particular semester.
4. A student shall be entitled to the individual course of study after receiving the approval of the tutor and the head of the institute or the department chair. Then the student shall prepare a list of courses included in the individual course of study procedure and obtain permission from particular class teachers.
5. The dean may grant a student's request for an individual course of study supported with the paperwork listed in item 4 and decide on its terms.

§ 18

INDIVIDUAL PROGRAMME AND PLAN OF STUDIES

1. At the Academy a student may obtain permission to pursue study according to an individual programme and plan of studies under the rules determined by the faculty council. This applies to students who are:
 - a) exceptionally talented,
 - b) foreigners,
 - c) admitted to the Academy after verifying their learning effects.
2. A student may be granted permission to pursue their study according to an individual programme and study plan at their written request submitted to the dean, with the support of the head of the institute or the department chair and agreed on with the teacher who when permission is granted shall be the student's tutor.
3. Permission for and the terms of an individual programme and plan of studies shall be determined by the faculty council.
4. The tutor monitors the individual programme and plan of studies and assists student with help and advice.

LEAVES

§ 19

1. In special circumstances the student may be granted a short term or annual leave.
2. The dean grants the leave at student's request supported by the head of the institute or the department chair after consultation with the tutor.

§ 20

1. The short term leave may last up to six weeks and shall not deprive the student of the student rights.
2. The student is obliged to obtain credits for courses on time and take examinations included in the plan of studies.
3. The short term leave shall not postpone the planned graduation date.

§ 21

1. Over the whole period of study the student may obtain an annual leave only once, unless the cause of the leave lies in a long or recurrent illness which requires hospital treatment.
2. In the leave period the student retains their student's rights, except for the entitlement to financial assistance which is governed by separate regulations.
3. In well-grounded cases the dean, after consulting with the student council, may permit the student to retain the entitlement to financial assistance.
4. The annual leave is confirmed by an entry in the student record book.

§ 22

Over the leave period the student may, with the dean's permission, take part in selected classes, sit credit tests and take course examinations.

SEMESTER COMPLETION

§ 23

1. The credit period is one semester.
2. Semester completion is approved by the dean by means of entry into the student record book and the student's report.

§ 24

1. In order to have a semester credited the student is obliged to:
 - a) obtain credits for all classes and hours of practical training as well as ECTS points prescribed in the study curriculum, including plans of study,
 - b) submit to the relevant dean's office the student record book along with the student's report immediately after the end of the examination session, not later than 7 days after the examination session ends.
2. In well-grounded cases the dean may grant the student permission to extend the time limit defined in item 1 letter b).
3. The Academy uses the following grade scale:

A	outstanding 25-24 points
B	very good 23-21 points
C+	good plus 20-19 points
C	good 18-16 points
D	satisfactory 15-13 points
E	pass 12-10 points
F	fail 9-0 points

COURSE COMPLETION

§ 25

1. The Academy uses the following forms of course completion:
 - a) credit (Z),
 - b) credit with a grade (ZO),

- c) examination (E).
2. Admission to an examination is conditional on receiving a credit (Z) for a given course.
 3. Detailed terms and conditions for course completion and the conditions for re-sit credits shall be defined by the class teacher and submitted in writing to the dean. Students shall be notified about the terms and conditions above at the beginning of the semester.
 4. The credits for a particular course can be obtained during the examination session.
 5. The credits for a particular subject can be obtained from the class teacher by means of entry in the student record book, the student's report and the course completion file. A student is obliged to submit to the class teacher the student record book and the student's report in order for the grades to be entered.
 6. Obtaining a credit before an examination session is possible only upon the dean's permission.
 7. The class teacher or the head of the institute or the department chair who appoints the examination board, referred to in § 27 item 1, sets the dates of course completion for the first term examination and the re-sit about which students are notified before the beginning of the examination session.
 8. Upon the student's request submitted before the beginning of classes, the dean may grant permission for a course to be completed in a different semester than the one specified in the study curriculum and the plan of study, if the completion of the course is possible within the number of semesters remaining to graduation.

§ 26

1. A student who failed to obtain credit for a course during the examination session may re-sit it.
2. The student's omission to take a re-sit credit test shall result in course failure.
3. If a student failed to obtain a course credit due to their absence from classes, the class teacher may assign another form of assessment, e. g. knowledge test.

EXAMINATION

§ 27

1. The course examination is conducted by a board appointed by the head of the institute or the department chair. If the board is not appointed, the examination shall be given by the class teacher.
2. Winning a prize in an all-Polish competition or reaching the second round of an international competition may be the ground for exempting the student from an examination in one of the principle subjects and awarding them an outstanding grade by the institute or department head.
3. In well-grounded cases, the dean, on the student's motion, supported by the head of the institute or the department chair and the class teacher, may grant permission to move the examination to the re-sit examination session. After receiving such permission, the student shall not forfeit the right to take the re-sit examination which shall be held not later than 15 days after the examination during which the student was awarded a failing grade.

§ 28

1. Should the student receive a failing grade in an examination, they have the right to take a re-sit examination in the re-sit examination session.
2. If a student failed to take the examination on a fixed date in the first term examination session and their absence has not been excused within 7 days of the date of the examination, the student shall receive a failing grade. If a student excused their absence within the time specified in the sentence above, the dean shall appoint the second and final date of the examination. The student's omission to take the final examination on that date results in receiving a failing grade.
3. If a student failed to take the examination on a fixed date in the re-sit examination session and their absence has not been excused within 7 days of the date of the examination, the student shall receive a failing grade. If a student has excused their absence within the time specified in the sentence above, the dean shall appoint the second and the final date of the re-sit examination. The student's omission to take the final re-sit examination on that date results in receiving a failing grade.
4. Should the student receive a failing grade in a re-sit examination, they have the right to apply for a board examination.

§ 29

1. The dean may order a board examination upon a motion of a student submitted not later than 7 days after receiving a failing grade.
2. The dean shall set the date for the board examination and appoint a board composed of at least three academic teachers, including the class teacher. The dean or vice-dean shall be the chairperson of the board.
3. The form of the board examination depends on the subject of the examination.
4. The board examination shall be held within 15 days of the date of the student's application.
5. The student has the right to choose a person to act as an observer during the board examination.

CONDITIONAL CONTINUATION OF STUDIES

§ 30

1. In well-grounded cases, on the student's motion, the dean may grant a conditional credit for the next year or semester.
2. In the case of a student who failed to complete a semester, the dean may:
 - a) remove the student from the register of students,
 - b) permit the repeating of the year or semester under the payment conditions determined by the rector,
 - c) permit a conditional credit for the next year or semester, if the completion of the failed course is possible within the number of semesters remaining to graduation. A student who repeats a failed course will be obliged to pay a fee.

§ 31

1. A student who repeats a semester or a year is obliged to attend all classes stipulated in the plan of study for a particular semester. The dean may exempt the student from the

obligation to attend classes, take course grades and exams the student has already completed.

2. While repeating a semester the student retains all student's rights subject to the separate regulations concerning financial assistance.
3. The student who received conditional permission to continue study in the next semester or year retains all student's rights.

§ 32

1. The dean removes a student from the register of students in the following cases:
 - a) not commencing study,
 - b) resignation from study,
 - c) failure to submit the diploma thesis or to take the diploma examination by the assigned deadline,
 - d) disciplinary penalty of expulsion from the Academy.
2. The dean may remove a student from the student register in the following cases:
 - a) confirmed lack of progress in learning,
 - b) failure to obtain a credit for a semester or a year in a required time,
 - c) failure to pay study fees,
 - d) failure to sign the contract of payment for study or educational services drawn up by the Academy.
3. The decisions referred to in sections 1 and 2 may be appealed against to the rector. The rector's decision shall be final.
4. Resignation from study submitted by the student to the dean shall have only a written form.
5. Lack of progress in learning is stated by the dean upon the motion of the class teacher in case of the student's failure to obtain a course credit.
6. Student's unexcused absence in classes lasting longer than 1 month from the beginning of the academic year results in a decision stating the failure to commence study.

REINSTATEMENT

§ 33

1. A person removed from the student register may appeal for readmission to the Academy – reinstatement.
2. A person removed from the student register in the first semester may be readmitted to the Academy only on the basis of current rules of admission.
3. A person who wants to be readmitted shall apply to the dean. After approving the student's application and verifying organizational possibilities at the Academy, the dean, after consultation with the head of the institute or the department chair, appoints a board for a qualifying examination and defines its scope.
4. The decision concerning a student's reinstatement shall be taken by the dean in agreement with the rector. The dean specifies the semester from which the reinstatement starts, taking into consideration the necessity to make up the curricula differences.

TRANSFER

§ 34

The dean upon the request of the student who is leaving the Academy confirms that they have fulfilled all obligations stemming from the regulations in force at the Academy.

§ 35

1. Upon the dean's permission in agreement with the rector, a student may be transferred to the Academy.
2. The student may be transferred to the Academy at the beginning of the semester which follows the semester the student has already completed in the previous institution of higher education.
3. The student who is transferred from another institution of higher education shall:
 - a) have a semester credited,
 - b) submit a well-grounded request to the dean,
 - c) submit a document certifying the fulfillment of all the obligations arising from the regulations in force at the institution the student is leaving,
 - d) take a qualifying examination.
4. The examination board to conduct the qualifying examination is appointed by the dean in agreement with the head of the institute or the department chair.
5. The student who is transferred to the Academy is obliged to submit a declaration concerning the continuation or completion of other major field of full-time study at public institutions of higher education.

THE CONDITIONS OF CHANGING THE MAJOR FIELD OF STUDY OR COURSE OF STUDY

§ 36

Changing the major field of study is possible only by enrolling for the first year of study on the basis of the general rules and conditions of admission.

§ 37

1. An extramural student may apply for the full-time study option under the following conditions:
 - a) upon a tutor's motion to the head of the institute or the department chair, concerning the transfer from extramural study to a full-time option of a student presenting exceptional artistic or scholarly achievements. The head of the institute or the department chair appoints a board and sets the date for the qualifying examination. The head of the institute or the department chair may apply to the dean to transfer a student within the departmental limit. The decision is made by the dean after consultation with the rector. The limits for institutes, departments or units or a specialization shall be set by the rector on the basis of the Senate resolution determining the admission capacity for each major field of full-time study. If a decision concerning the transfer is made before the lists of students admitted to the Academy in a certain academic year are announced, an extramural student fills one place within the limit. If a tutor submits a motion too late for a

decision concerning transferring before the lists are announced, the limits must be filled according to rules and conditions of admission by those applicants who passed the entrance examination but failed to be admitted due to lack of academic capacity.

- b) if an extramural student participates in admission procedure according to general rules and conditions of admission. In such case the student may continue their study from the semester that follows the one they successfully completed during extramural study.
2. The decision concerning the transfer from full-time study to extramural option shall be made by the dean upon the student's motion.

DIPLOMA EXAMINATION

§ 38

1. According to the study curriculum adopted by the respective faculty council for a major field of study (specialization) a diploma thesis consists either of an artistic project with a written part or a written thesis.
2. A diploma board, appointed by the head of the institute or the department chair in order to evaluate a diploma thesis, consists of at least three persons under the chairmanship of the head of the institute or the department chair or a person appointed by them.
3. A diploma board evaluates each part of a diploma thesis.
4. A diploma board evaluates the written part or the written diploma thesis after considering the opinion of the supervisor and the review made by the reviewer appointed by the head of the institute or the department chair.
5. The prerequisite for taking a diploma examination is obtaining a positive evaluation of the diploma thesis.
6. The faculty council upon the motion of the head of the institute or the department chair may credit as one part of the diploma thesis a student's participation in the international competition and reaching, at least, the second round of that competition or winning a prize in an all-Polish competition.
7. Concerts and recitals constituting a part of a diploma thesis are open to the public.

§ 39

1. The topic of the written part of a diploma thesis referred to in § 38 item 1 shall be approved by the head of the institute or the department chair by the 31st of October of the final academic year.
2. A student is required to submit a written part of a diploma thesis or a written thesis referred to in § 38 item 1, in print (3 copies) and electronically no later than three weeks before the date of the diploma examination set by the head of the institute or the head of the chair.

§ 40

1. The student is obliged to take a diploma examination by the 30th of June of the final academic year.

2. The prerequisite for taking a diploma examination is obtaining all credits and passing all exams required by the study curriculum, including plans of study and obtaining a positive evaluation of the diploma thesis.

§ 41

1. The examination board, appointed by the head of the institute or the department chair in order to conduct a diploma examination, consists of at least three persons under the chairmanship of the head of the institute or the department chair or a person appointed by them.
2. Upon a student's motion or a supervisor's motion submitted to the dean, the diploma examination may be open to the public.

§ 42

1. The dean shall set a diploma examination re-sit in the following cases:
 - a) obtaining a failing grade in the diploma examination,
 - b) the student's absence on the appointed date of the examination,
 - c) obtaining negative evaluation of the diploma thesis.
2. The diploma examination re-sit is final one and cannot be held later than 30th September of the final academic year.
3. In the case of obtaining a failing grade in the diploma examination re-sit or failure to take the examination or obtaining negative evaluation of the diploma thesis result in removing the examinee from the student register.

§ 43

1. Upon the student's well-grounded request, supported by the supervisor, the dean may postpone the date referred to in § 42 item 2 to 31st December of the final calendar year of study.
2. The person removed from the register of students due to failing the diploma examination by a fixed date may apply for readmission within the year of the date of removal to take the diploma examination.

§ 44

1. The person removed from the register of students due to failing the diploma examination or if they failed to take the diploma examination within the year of the date of removal may apply for readmission.
2. The person referred to in item 1 applying for readmission shall submit an application to the dean, who after approving it and verifying organizational possibilities at the Academy, in agreement with the head of the institute or the department chair, appoints a board for the qualifying examination and defines its scope.
3. The decision concerning a student's reinstatement of study shall be taken by the dean in agreement with the rector. The dean specifies the semester from which the reinstatement starts, taking into consideration the student's possibilities to prepare for their diploma examination.

GRADUATION

§ 45

1. The prerequisite for graduation is obtaining the required number of ECTS points determined in the study curriculum and plan of study for a major field of study and specialization as well as obtaining at least a passing grade in the diploma examination.
2. The graduation date is the date of the diploma examination.
3. The person who earned a BA degree retains all student's rights until 31st October of the calendar year in which they graduated, except for the right to financial assistance.
4. The examination board will calculate the final graduation mark, taking into account the grades from each element of the diploma thesis and the evaluation of the final examination, as well as the median grade in the student's academic record.

§ 46

1. The special form of distinction for a graduate is the Primus inter Pares Medal of the Karol Szymanowski Academy of Music in Katowice. The medal is awarded by the rector on the motion of the Chapter of the Medal once an academic year only to one person pursuant to the regulations adopted by the Senate.
2. The graduates who demonstrated excellent artistic or academic achievements during their study may be awarded by the rector a diploma with distinction. The rector appoints persons who receive a diploma with distinction from among those graduates whose the final study result is 25 points.

FINAL PROVISIONS

§ 47

1. The instance of appeal on the issues included in the Regulations and the instance of decision on the issues not included in the Regulations but concerning the course of study shall be the rector.
2. Appeals shall be directed to the rector within 14 days of receiving a decision on the issues included in the Regulations of Study.
3. Appeals submitted after the deadline shall have no legal effect.
4. Terms and conditions of payment for study and educational services are defined in the written contract concluded by the Academy and the student.
5. Regulations of study shall come into force on the 1st of October 2015.