

THE ACADEMY OF HOTEL MANAGEMENT
AND CATERING INDUSTRY

IN POZNAŃ

RULES AND REGULATIONS OF STUDIES

1. General Regulations

§ 1

1. The present Rules and Regulations apply to all the departments, levels and forms of higher education conducted at the Academy of Hotel Management and Catering Industry in Poznan, hereinafter referred to as the "Academy."
2. The terms used in the present Regulations should be interpreted as follows:
 - a. Classes – lectures, practical classes, laboratory classes, seminars, project courses, or other types of classes specified in the course plan,
 - b. Lecturer – academic teacher teaching a course specified in the course plan,
 - c. Supervisor – scientific tutor functioning as an academic teacher who supervises the student's work on his/her diploma paper.
 - d. the Act – the Act of July 27, 2005 – Higher Education Law (Journal of Laws No 164, item 1365 as amended)

§ 2

1. The studies are conducted in both full-time and part-time mode, according to course plans and curricula established as stipulated in the Act.
2. Course plans include the list of all courses, specifying the number of hours allocated to a course as distributed over the years and semesters of studies, in-service training, as well as other courses that a student must pass during his/her studies as extracurricular activities or voluntary elective courses. Course plans also provide information concerning specific course demands (passes, credits, examination grades) and the form of their fulfillment. The course plan of the studies may also be effected based on distant learning methods and technologies, in accordance with separate regulations.
3. Curricula specify the educational contents of individual courses that a student must learn during his/her studies, the scope of materials for the diploma examination as well as type and number of hours of obligatory in-service training for specific departments, specialties and mode of studies.

§ 3

1. The Curriculum or any part thereof, including classes, final course tests and exams, diploma papers and diploma exams may be conducted in a foreign language. A decision concerning this matter is made by the Rector (Chancellor).

2. The work on diploma paper and the diploma examination may be conducted in a foreign language upon the application of the student, at the consent of the Rector and in consultation with the Supervisor.
3. If the classes of a given course are conducted in a foreign language, the final course tests and examinations are also performed in that language.
4. The diploma paper written in a foreign language must be attached with a comprehensive abstract of the paper in Polish.

§ 4

1. Course plan and curriculum of the studies constitute basis for drawing up semester timetables of classes.
2. The timetable of classes gives the name of the course, the name of the lecturer who conducts the classes, the place and time of classes as well as a list of examinations and final course tests obligatory for a given semester. The overall number of examinations cannot exceed 10 in an academic year.
3. The timetable is made available to the public at least 7 days before the semester begins.

2. Rights and Duties of the Student

§ 5

1. The rights and duties of the student of the Academy are determined by the regulations of the Act, the Academy's Statutes and these Rules and Regulations.
2. The student is obliged to inform the Academy about any changes concerning his/her name, marital status, residence address and telephone number.

§ 6

1. Every student is given a student ID card.
2. The Academy shall not disclose any information concerning the student to any third party, unless the student expresses his/her consent to do so, or such disclosure is stipulated by appropriate legal regulations.

§ 7

In the event of resignation from the studies, a student is obliged to report it in writing to the Rector's Office.

3. Organization of the Studies

§ 8

1. The academic year begins on October 1 and lasts till September 30 of the following calendar year.

2. The academic year is divided into two semesters: winter semester and summer semester.
3. The Rector institutes the organization of an academic year in detail, especially as far as the dates of commencement and completion of classes, the dates of examination session and breaks from classes are concerned.
4. The Rector announces the detailed organization of an academic year not later than 14 days prior to its commencement.
5. The Rector may institute specific days (the so-called „Rector’s days”) during the academic year as free from classes. The dates of such days off are announced together with the announcement of the organization of academic year, or, in extraordinary cases, at least three days in advance.

§ 9

1. There are group counselors to assist students studying in the full-time regular mode. The group counselors are appointed by the Vice-Rector of Science and Education from amongst the experienced academic teachers.
2. The task of group counselors is to provide assistance to students resulting from the course of their studies, as well as their social and material needs. Group counselors also familiarize their students with the contents of the Rules and Regulations for Studies.
3. The Vice-Rector of Science and Education establishes the scope and the form of work of group counselors. He also supervises and evaluates their activities.

4. Classes

§ 10

1. The student participates in obligatory course classes, in compliance with the course plan and curriculum.
2. The student participating in research projects conducted at the Academy may obtain credits for some of the classes of the course to which the research pertains. The course is credited by the Vice-Rector based on the opinion of the lecturer teaching a given course and the leader of research project in which the student participated.
3. Unexcused absence of the student is permissible if it does not exceed 3 hours per every 30 hours of a given course per semester.
4. Under special justifiable circumstances, the lecturer conducting classes may excuse a student’s absence upon his/her application submitted in writing immediately after the reason of such absence no longer exists. Absences caused by illness are excused on the basis of appropriate doctor’s certificates.
5. In the event of unexcused absences exceeding the number specified in item 3 above, the Vice-Rector, in consultation with the lecturer, makes a decision concerning the student’s further participation in the course.
6. The student who has been absent from classes is obliged to level up the outstanding material covered in the course, in the mode and within the time settled with the lecturer.

7. The Lecturer may refuse the right to level up the outstanding material of the course caused by unexcused absences if it requires organizing additional classes.

8. In case the leveling up of the outstanding material caused by excused absences is not possible due to the special character of the classes, the Rector may give permission to do so in the following semester, based on the conditional permission to take up studies in the following academic year or semester, such a possibility, however, being limited to a single course only.

§ 11

The student is exempt from the duty to participate in the physical education classes and to receive a pass from this course based on a doctor's certificate.

§ 12

1. The curriculum or a part thereof, including classes, final course tests and examinations, diploma paper and diploma examination may be all effected in a foreign language. A decision concerning this matter is made by the Rector.

2. The diploma paper may be written and the diploma examination may be conducted in a foreign language upon the application of the student, at the consent of the Rector in consultation with the Supervisor.

3. If the classes are conducted in a foreign language, the final course test as well as the examination are also performed in this language

4. The diploma paper written by the student in a foreign language must be attached with an abstract in Polish.

5. Exams, pass marks and credits

§ 13

1. In order to be admitted to an examination in a given course, the student must obtain the final course grade first, unless the rules for passing a given course stipulate otherwise.

2. The lecturers give passes for courses both subject to and excluded from the duty to perform a final examination based on the attendance and participation of the student in specific courses, or based on the grades obtained for the oral or written tests administered during such courses.

3. The pass mark for a course subject to final examination must be obtained no later than during the last class in a semester. The pass mark for a course which is not completed by a final examination may be obtained by the end of examination session. In the case when a student does not obtain a pass mark from a course subject to final examination prior to the set date for such an examination, the student does not have the right to take this examination on the primary date.

4. The examinations are taken during examination session. The lecturer conducting an examination may set a different date before the examination session starts.

5. The student may take an examination at two dates: the primary date is set during the examination session, and the second date is during the re-sit session. The re-sit date should be set not earlier than 7 days after the first examination sitting.
6. The date and place of examination are established by an examiner who then notifies about them the Vice-Rector, not later, however, than 14 days before the commencement of examination session. In case the date of an examination cannot be set, this decision is made by the Vice-Rector upon the application of the student.
7. The examination is performed by the lecturer conducting the course or, if this is not possible, by another academic teacher appointed by the Vice-Rector.
8. The examinations may be performed in an oral form, in writing, in the form of a test or as practical examination, as well as a combination of all these forms, if the specificity of the course requires to do so. The form of an examination, its scope and the specification of course materials and handbooks indispensable for examination preparation must be announced to the students by the lecturer at the beginning of the course.
9. The student who wants to take an exam must present his/her periodic achievements form containing pass marks from the classes encompassed in a given course.
10. Disabled students may apply for adjusting the form of final course tests and examinations to their special needs resulting from specific disabilities.

§ 14

1. Not taking an examination on a set primary date without any excuse is interpreted as a failure and results in an unsatisfactory grade. Any examination taken after this date is interpreted as a re-sit (make-up) examination.
2. An excuse for the absence at an examination must be submitted by the student in writing, within 7 days after the examination date. The decision concerning the acceptance of an excuse of absence is promptly made by the Vice-Rector.
3. In the case of an excused absence at the examination, the student retains his right to take this examination on another date set by the examiner, on condition that the student calls for it immediately after his/her recovery from the reason of the absence. Such an examination is treated as taken on the primary examination date.
4. The student does not lose his/her right to take examination on the primary date if the examination has not been performed on that date due to the absence of the examiner. Setting a new primary date cannot coincide with the dates of other examinations encompassed by the examination session schedule.
5. If the student gets an unsatisfactory grade from an examination, he/she is entitled to take two re-sit examinations from every failed course in a given semester.
6. The provisions of items 1-5 above apply to final course tests correspondingly.

§ 15

1. The basic settlement period at the Academy is one semester.
2. The semester is completed after passing all examinations and final course tests foreseen in the course plan and curriculum for a given semester.

3. Examination and final course test grades are registered in the student's periodic achievement form and in the examination and final course grade records.
4. The Vice-Rector sets the date by which the periodic achievement forms must be submitted in order to complete the settlement of the semester.

§ 16

1. The student takes part in-service training in the scope and number of hours specified in the course plan and the curriculum.
2. The dates of in-service training are set and announced by the Vice-Rector.
3. The Academy provides opportunities for the students to undergo in-service training in Poland, based on agreements concluded with specific companies.
4. The Rector decides about sending a student to an in-service training abroad upon the application of the head of in-service training and the qualifying board.
5. The student who passed the course in the language of the country he/she intends to go with a good (4,0) grade has the right of priority to apply for being sent to in-service training in this country.
6. The student who applies for in-service training abroad must pass all the compulsory examinations intended for a given semester.
7. The program of foreign in-service training must be approved by the head of in-service training.
8. The Rector may express his consent to performing in-service training by the student in a company chosen by the student, provided that the scope of in-service training complies with the student's specialization.
9. Domestic in-service training may be performed during the academic year. In such case, the duration of in service training cannot exceed 4 weeks. For the time of the in-service training the student is excused from classes.
10. The settlement of the in-service training is signed by the Rector based on the certificate obtained from a company where it was performed, and the account of the in-service training.
11. The Rector may exempt the student from the duty to take in-service training on conditions specified by the Board of Science and Education.
12. The student's participation in the work performed at the so-called 'scientific camp' may be considered sufficient grounds for passing in-service training or a part thereof. A decision concerning this matter is made by the Rector.
13. In the case when the student does not pass the in-service training set in the course plan and curriculum, the Rector may, upon the application of the student express his consent to the student's taking the in-service training in the following academic year, or he may strike out the student from the register of students of the Academy.

§ 17

1. Within seven days from the examination date or final course test, the student who reports justified reservations concerning the impartiality of the form, mode or the course of an examination or final course test may apply to the Rector for administering the examination in

front of a special committee. The examination in front of a special committee should take place within 14 days from the date of submission of such an application.

2. The Rector may also institute an examination in front of a special committee at his own discretion, or upon the application of an examiner.

3. The special committee for such an examination is composed of the Rector or the Vice-Rector as chairman and two lecturers teaching the courses to which the examination pertains.

4. Upon the application of the student a representative of the student or the counselor of the student's group may join the committee.

5. Final re-sit examination in front of special committee is conducted in an oral form. In particularly justified cases, upon the application of the student, the Rector may agree to performing such an exam in a written form.

6. The result of the examination is resolved by the committee with the majority of votes, and in the event of equal number of votes, the vote of the chairman is decisive. The grade obtained from the examination in front of the special committee is ultimate and irrevocable.

7. The course of an examination in front of a special committee is recorded in the form of minutes, which, especially in the case of a failing grade, must contain the grounds for such a grade.

§ 18

1. With respect to the student who has not completed a semester of his/her studies, the Rector makes a decision concerning:

- a. registering the student for the next semester,
- b. expelling the student from the register of students.

2. The decision concerning cases specified in item 1, point a, is made by the Rector upon the application of the student.

§ 19

1. The examinations and final course tests are graded as follows:

- very good (5),
- good plus (4.5),
- good (4),
- satisfactory plus (3.5),
- satisfactory (3),
- unsatisfactory (2)

2. All the grades from final course tests and examinations are recorded in special grade forms of periodic achievements and in the final course grade or examination grade registers. At the Academy, the course of studies is not documented in the form of a student book.

3. Semester grade point average, academic year point average or a grade point average from the overall course of studies is calculated as a mathematical average of all grades for a given period obtained for examinations and final course tests specified by the Academy's Board of Education and Science. Passing a course without a grade (lecturer's signature with a pass [*zal.* – *in Polish*]) is not valid.

§ 20

1. The Academy uses the system of credit points in compliance with the standards applied by European Credit Transfer System (ECTS)
2. In the ECTS system every course is ascribed a specific number of credit points depending on the scale of effort a student must make in order to pass the final course test.
3. In order to complete a semester, every student must obtain at least 27 ECTS credit points, no fewer, however, than 60 ECTS credit points within an academic year.

§ 21

1. A Student, who has not passed a course but has been registered for the next semester may repeat a given course. Such repetition concerns all the forms of this course.
2. In extraordinary cases, the Rector may make a decision concerning the extension of the deadline for completion of repeated course.

6. Individual Course Plan, Curriculum and Individual Organization of the Studies (IOS)

§ 22

1. Extraordinarily talented and outstanding students of the second year and higher levels whose average point grade is equal or higher than 4.0, may effect their studies according to an individual course plan and curriculum based on the rules established by the Rector.
2. The decision to allow the student to effect his/her studies according to an individual course plan and curriculum is made by the Rector upon the application of the student.
3. The individual course plan and curriculum is granted in order to enrich the student's knowledge within his/her chosen specialization and, if applicable, to allow him/her to participate in the scientific research projects conducted at the Academy.
4. Concurrently to granting an approval of individual course plan and curriculum, the Vice-Rector appoints a scientific supervisor for the student. The supervisor, in collaboration with the student draws up a proposal of a course plan and curriculum. Such proposal is subject to approval by the Vice-Rector.
5. The scientific supervisor mentioned in item 4 above, plans detailed organization of the studies in consultation with the lecturers teaching individual courses.
6. The student who does not effect the individual course plan and curriculum with due diligence, may be redirected by the Rector to continue his/her studies in a regular mode. The student may also resign from continuing the individual course plan and curriculum at his/her own discretion. In such cases, the Vice-Rector determines the due dates for obtaining the missing final course pass marks and examination grades as well as for other obligations resulting from the chosen specialization.

§ 23

1. Under special justifiable circumstances, the Rector may express his consent to an individual organization of studies to be effected within the observed course plan and curriculum of the Academy, within the dates and in the forms adjusted to the specific social circumstances of the student. This especially concerns students:
 - a. who are lone parents,
 - b. who must take care of disabled persons, confirmed by certificates issued by competent welfare institutions,
 - c. who are disabled, and their disability precludes them or makes it difficult to take up regular studies,
 - d. who participate in vocational training or in-service training abroad.
2. In case of earlier completion of the course plan for a given semester, the Rector may decide to transfer the student to the next semester.

7. Change of School, Form of Studies or Specialization

§ 24

1. The student may be transferred to another school once the fulfillment of all the duties towards the Academy has been confirmed in the exit checklist. The student who completed at least one semester at the Academy may, at his/her own discretion obtain and opinion of the Vice-Rector concerning the course of his studies at the Academy.
2. At the consent of the Rector, a student of another school, including foreign schools, may be transferred to the Academy.
3. Prior to the decision concerning the admittance of a student to the Academy, the Rector should consider the reasons for the transfer, as well as check the course and results of his/her studies to this point.
4. While expressing his consent to the admittance of the student to the Academy, the Rector determines the terms and conditions as well as mode of leveling up the differences which may result from different course plans and curricula.

§ 25

1. The student who meets all the obligations resulting from studying at a given department of the Academy may, at the consent of the Rector, take up studies at several departments.
2. Within a single department, the student may effect his studies in the form of several specializations apart from the primarily chosen specialization, provided that he/she meets all the requirements foreseen for the course of studies within his/her primary specialization.
3. In the event when studying the additional specialization starts on the first or the second semester, the student is obliged to pass a qualification interview, unless the Vice-Rector decides otherwise.

4. The studies at the main specialization and all additional specializations are performed independently and are subject to all the stipulations of the present Rules and Regulations.
5. The student has the right to participate in selected courses of another specialization provided that the lecturer conducting this course expresses his/her consent. The student may take a final test or an examination in this course.
6. At the consent of the Rector, the student may also pass the courses at other departments or specializations, including courses at other schools.
7. A student of another school may take part in the classes conducted at the Academy, at the consent of the Rector.

§ 26

1. In justified cases, having successfully completed the first semester of his/her studies, the student may, at the consent of the Rector change the specialization at the Academy. While changing the specialization the student is obliged to pass examinations and final course tests resulting from curriculum differences within the deadlines indicated by the Vice-Rector.
2. In justified cases, particularly in the cases specified in § 23 item 1, a student, at the consent of the Rector may change the mode of his/her studies.
3. The Rector specifies the conditions, mode and due dates for leveling up the differences resulting from the course plan and curriculum when a student changes his/her specialization or the form of studies within the Academy.

8. Leaves

§ 27

1. Student may be granted a leave from university courses in case of significant circumstances, especially on the grounds of:
 - a. long illness confirmed by doctor's certificate,
 - b. child birth and a need to take care of the baby,
 - c. other significant unforeseen events, certified by appropriate documents,
 - d. studies abroad or foreign in-service programs.
2. Student may be granted a short-term (one semester) leave or a long-term (one year) leave. The leave is granted by the Rector upon a written application of the student. The leave is granted right after the occurrence of the circumstances justifying the above application.
3. In individual justified cases, the Rector may grant yet another leave specified in item 2 above.
4. Granting a leave postpones the scheduled graduation date and may result in imposing an obligation on the student to take courses and obtain credits from curricular differences.
5. Student is exempt from the duty to pay tuition fee for the duration of the leave.

§ 28

1. In the course of his/her leave the student preserves all student rights except for the right to apply for financial assistance within the scope specified by the regulations of the Act and the Regulations of Financial Assistance.
2. In the course of his/her leave the student may, at the consent of the Vice-Rector and the lecturer conducting the course, participate in classes as well as take final course tests and examinations.

9. Expelling and Reinstating a Student

§ 29

1. The Rector may expel a student who:
 - a. has not taken up courses offered by the Academy
 - b. has resigned from participating in academic courses,
 - c. has not submitted his/her diploma paper in due time or has not passed his/her diploma examination,
 - d. is subject to a disciplinary action resulting in expulsion from the Academy.
2. The Rector may expel a student in case he/she fails to:
 - a. make progress in learning,
 - b. obtain credit for the semester in due time,
 - c. pay tuition.
3. A Student is entitled to apply to the Rector for a revision of his/her case within 14 days.
4. The decision of the Rector to expel a student is ultimate.

§ 30

1. A person who, based on a valid and effectual decision, has been expelled, may apply to the Rector to be reinstated. In the course of taking his decision, the Rector consults the Vice-Rector.
2. A student who has been subjected to the disciplinary action of expulsion from the Academy, may apply to be reinstated if the punishment has been erased as provided for in the binding law.
3. The reinstatement of a person who has been expelled in the first year of studies is conducted based on general rules of recruitment. In justified events, the Rector may take a decision about a different course of reinstatement in the first year.
4. After the reinstatement, the Rector shall define the semester the student is allowed to re-enter as well as the conditions, the date and the procedure of leveling up the curriculum discrepancies if such discrepancies have occurred.
5. The decision about allowing a given student to enter a semester directly higher than the last one successfully completed by this student or a lower semester shall be made by the Rector depending on the mean of the formerly obtained grades as well as the period elapsed from the expulsion.

10. Diploma Paper and Diploma Examination

§ 31

1. The condition of successful completion of the studies is the submission of a diploma paper as well as taking diploma examination (for a bachelor's [*licencjat in Polish*] or a master's degree). The duty to fulfill those requirements is treated as part of the course plan of the last year of studies. The student does not prepare a diploma paper in the studies of the first degree if this is provided for by the course plan and the curriculum defined according to the standards of education for a given department and level of studies.
2. Student submits his/her diploma paper not later than by the 10th of May in the course of the last semester of his/her studies.
3. The Rector or the Vice-Rector, upon the application of the Supervisor or the student, may postpone the date of submitting the diploma paper in the event of:
 - student's long-lasting illness confirmed by force of an appropriate certificate issued by a healthcare institution,
 - lack of the possibility to prepare the diploma paper at the statutory date for substantiated reasons not contingent upon the student (e.g. lack of access to the necessary source materials).
4. The date of submitting the diploma paper in situations as defined under item 3 may be postponed by not more than three months from the date defined under item 2.
5. Diploma paper is understood as a written paper – at the BA or MA level. In addition to the written form of the diploma paper, student also submits his/her paper in the electronic form.

§ 32

1. The Rector appoints for the student a Supervisor who agrees with the student the topic of the diploma paper within the scope of the specialization selected by the student.
2. The student prepares his/her diploma paper under the guidance of the Supervisor who must be an academic teacher having at least a PhD degree.
3. Upon the application of the student, the Rector may change the Supervisor.
4. In the event of a protracted absence of the Supervisor that could cause a delay in the submission of the diploma paper by the student, the Rector or the Vice-Rector shall appoint another person to take up the duty to supervise the compilation of the diploma paper.
5. The change of the Supervisor in the period of the last 6 months before the date of completion of studies may constitute grounds to postpone the date of the submission of the diploma paper.
6. A diploma paper can be prepared by more than one student if parts of such paper can be identified as prepared by individual students and if, based on this assessment, individual work and its subject matter value can be assessed.
7. A paper prepared within the scope of work performed at the Students Research Association can be considered a diploma paper.

8. The topic of a diploma paper should be defined not later than before the commencement of the last semester of the diploma seminar. The following shall be taken into account in the process of defining the topic of a diploma paper:

- a. faculty and specialization,
- b. student's interests,
- c. practical possibility of a student's preparing a given diploma paper.

§ 33

1. Diploma paper is evaluated by a Supervisor and a Reviewer.
2. If one of the grades for the diploma paper is unsatisfactory, the Rector shall make the decision about letting the student take his/her diploma examination upon consultations with another Reviewer.
3. The grade for the diploma paper shall be the arithmetic mean of the grades posted by the individuals under item 1, pursuant to the grading scale mentioned under § 19 item 1 of these rules and regulations.

§ 34

1. The Rector shall make the decision about letting a student take his/her diploma examination upon the student's fulfilling the following conditions:
 - a. passing all final course tests, including in-service training as well as taking all examinations resulting from the course plan and the curriculum,
 - b. fulfilling by the student all his/her duties towards the Academy,
 - c. filing at the Rector's Office an application to be allowed to take diploma examination, together with three copies of the diploma paper, one of which being an electronic recording of the paper, provided the course plan and the curriculum stipulate preparation of a diploma paper.
2. The application to be allowed to take diploma examination together with the diploma paper should be filed at the Rector's Office at the latest 14 days before the scheduled date of the examination.
3. Diploma examination should take place not later than 3 months from the date of the submission of the diploma paper.
4. Diploma examination is conducted before examination committee appointed by the Rector or the Vice-Rector. Diploma examination committee consists of at least three persons, including the Chairperson, the Supervisor and the Reviewer. The Chairperson of a diploma examination committee must be an academic teacher having at least a PhD degree. In the event the course plan and the curriculum do not provide for the preparation of a diploma paper, the diploma examination committee shall be composed of the chairperson and two members, whereas at least one representative of the committee should have a scientific degree or a PhD degree with defended post-doctoral thesis.
5. If a diploma paper was prepared in a given enterprise, or if its topic was strictly related to the needs of an enterprise, the Rector or the Vice-Rector may appoint a representative of that enterprise as a member of the examination committee.
6. Diploma examination is an oral examination.

7. Student may take his/her diploma examination after presenting his/her ID, or a different document corroborating his/her identity, at the Rector's Office or before the examination committee.

8. Diploma examination starts with the presentation by the student of his/her diploma paper. Following a discussion over the diploma paper, the student answers at least three questions. The answers should prove the student's knowledge pertaining to his/her faculty, in particular his/her knowledge of subjects related to the topic of his/her diploma paper.

9. After the diploma examination a diploma examination grade is posted according to the grading scale as defined under § 19 item 1.

10. The diploma examination grade shall be the arithmetic mean of the grades posted for the answers for the questions asked by the examination committee members. The diploma examination grade shall be unsatisfactory if more than one grade posted for the answers is unsatisfactory.

11. After diploma examination the diploma examination committee shall determine the final result of the studies entered on the diploma. The final result of the studies shall be composed of: $\frac{1}{2}$ of the average point grades from examinations and final course tests obtained during the studies, $\frac{1}{4}$ of the grade for the diploma paper and $\frac{1}{4}$ of the grade for the diploma examination. In the event when the course plan and the curriculum do not provide for the preparation of a diploma paper the final result of the studies shall be composed of: 0.7 of the average point grades from examinations and final course tests obtained during the studies and 0.3 of the grade for the diploma examination.

§ 35

1. In the event of obtaining unsatisfactory grade for diploma examination or in the event of a student not taking the examination for unsubstantiated reasons, the Rector, upon the application filed by the student, defines a second and final date of examination.

2. The examination may not be repeated earlier than after one month and not later than after three months following the date of the primary date of the examination.

3. In the event of not taking the diploma examination at the second defined date, the Rector shall decide about expelling a given student.

§ 36

1. The studies shall be deemed completed following the passing of the diploma examination and obtaining at least a satisfactory grade.

2. A higher education diploma paper includes the final grade leveled up or down to a full grade according to the following principle:

- up to 3.25 – satisfactory,
- from 3.26 to 4.74 – good,
- from 4.75 – very good

3. The leveling to a full grade holds exclusively for the grade entered in the diploma paper. All other certificates shall exhibit the actual result of the studies computed pursuant to § 19 item 3.

4. The diploma examination committee may increase the grade mentioned under item 2 if a given student has obtained *very good* from his/her diploma paper and diploma examination as well as obtaining at least *good* as the mean grade of all examination grades in the period of the last two years of studies.
5. The diploma examination committee may decrease the grade mentioned under item 2 if the arithmetic mean of all the grades as entered in the student book does not exceed the value of 3.25 or in the event of one unsatisfactory grade obtained as a result of a reply provided for an examination question.
6. A report is compiled from the course of the diploma examination including in particular: composition of the diploma examination committee, content of the questions asked, evaluation of the answers provided by the student, final grade for the diploma examination, grade for the diploma paper as well as the general result of the studies.

11. Final provisions

§ 37

These rules and regulation become effective as of the beginning of the academic year, following the approval granted by the Minister of Higher Education.