

*Appendix to Resolution No. 50 - 2023/2024
of the Main Council of the Warsaw University of Life Sciences
of April 22, 2024*

STUDY REGULATIONS AT THE WARSAW UNIVERSITY OF LIFE SCIENCES

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Chapter I. General provisions

§ 1. [Legal Basis and Terms]

1. Studies at the Warsaw University of Life Sciences are conducted based on applicable regulations, in particular:
 - 1) The Act of July 20, 2018, Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), hereinafter referred to as the “Act”, and executive regulations to this Act;
 - 2) The Statute of the Warsaw University of Life Sciences, hereinafter referred to as the “Statute”;
 - 3) These study regulations, hereinafter referred to as the “Regulations”.
2. The terms used in the Regulations mean as follows:
 - 1) Module – a subject, group of subjects, class, or group of classes, including classes leading to the preparation of a diploma thesis, professional practice;
 - 2) Elective university subjects – the organization of classes offering modules to choose from, available to students of various fields, including within the UNIGreen and ELLS cooperation networks;
 - 3) Study period – a part of the study program identified in the study plan, intended to be completed within a specified time (semester, academic year, studies);
 - 4) Module description, class description, syllabus – a description of the substantive content, method of implementation, methods, and forms of conducting the related classes, detailed expected learning outcomes
and the description of verification methods for achieving them, requirements related to participation in classes, rules for passing, elements affecting the final grade; in the case of a module being a group of subjects, the description applies separately to each subject;
 - 5) Person responsible for the module – module coordinator;
 - 6) Student – a person admitted to studies who has taken the oath;
 - 7) Deputy Dean – the relevant deputy dean of the faculty, provided that if no deputy dean is appointed at the faculty, their tasks are carried out by the dean of that faculty;
 - 8) SGGW – Warsaw University of Life Sciences;
 - 9) Part-time studies – studies in which the study program is implemented during classes, especially in the form of weekend sessions;
 - 10) IT system – the IT system in force at SGGW, in which information related to the course of studies is recorded and stored electronically, with the student having access to the IT system to the extent that concerns them;
 - 11) Student file – the student's personal files containing the required documentation of their studies, located in the dean's office of the organizational unit conducting the field of study;
 - 12) Faculty – an educational organizational unit of SGGW as referred to in the Statute;
 - 13) University – SGGW.

§ 2. [Scope of Regulations]

1. The Regulations apply to students of all first-cycle, second-cycle and long-cycle Master's degree programs conducted at SGGW, regardless of the form and profile in which they are conducted.
2. Education at SGGW is conducted within the framework of study programs.
3. Education may also be conducted as joint studies, dual studies, or studies in cooperation with an authority granting the right to practice a profession, an authority conducting examination procedures for obtaining professional qualifications, a professional council authority, an economic organization, or a registration authority, based on appropriate agreements.
4. The primary language of instruction at SGGW is Polish. However, the university may organize and conduct:
 - 1) University education in a foreign language;
 - 2) Education in individual classes in a foreign language as part of study programs conducted in Polish.
5. In the case of study programs conducted in Polish, at the request of the student, the Deputy Dean decides whether to allow the student to obtain credits, take the diploma examination, or prepare the diploma thesis in a foreign language.
6. Classes conducted in a foreign language may be mandatory, provided that courses conducted in Polish are held concurrently or that the option to choose another module with comparable learning outcomes, conducted in Polish, is available.
7. Educational classes at SGGW may be conducted using distance learning methods and techniques in accordance with the applicable separate regulations in this area.
8. The catalog of alternative solutions and support forms used at SGGW to ensure accessibility in education for students with disabilities is defined by separate internal regulations introduced in this regard by the Rector in agreement with the appropriate student council body.
9. Any alternative solutions and support forms used at SGGW to ensure accessibility in education for students with disabilities and students with other special needs must not lead to a reduction in substantive requirements for these students.
10. SGGW undertakes actions aimed at ensuring architectural, digital, and information-communication accessibility of the university for students with disabilities and students with other special needs, particularly by implementing reasonable improvements in the area of educational accessibility, guaranteeing full realization of the student's rights and obligations under the Regulations, based on the adopted internal regulations in this regard and applicable generally binding legal regulations.

§ 3. [Authority to Resolve Student Matters]

1. The superior of all students at SGGW is the Rector, and at the faculty level – the Dean.
2. The Dean may appoint a year tutor from among the academic staff, whose duties include, among others, helping to resolve problems related

to the course of studies, students' living conditions, and social matters. The contact details of the year tutor are posted on the faculty's website.

3. Administrative decisions and other rulings (other decisions that are not administrative decisions) in individual student matters are made by the Deputy Dean, with the reservations of sections 6 and 7. The Deputy Dean, in particularly justified cases, at the request of students with special needs arising from their health condition, confirmed by appropriate documentation, may decide to implement appropriate solutions and forms of support, as mentioned in § 24 sec. 14, § 27 sec. 5, and § 35 sec. 2.
4. 4. Students have the right to appeal administrative decisions made by the Deputy Dean to the Rector. The appeal is submitted through the Deputy Dean who issued the contested decision, within 14 days from the date of its delivery. When forwarding the appeal to the Rector, the Deputy Dean presents their position on the matter. The Rector's decision is final.
5. Students have the right to request reconsideration of the matter for decisions made by the Deputy Dean that are not administrative decisions. The request is submitted to the Deputy Dean who issued the contested decision within, 14 days from the date of its delivery. If the decision is upheld after reconsideration by the Deputy Dean, the student may appeal to the Rector. The Rector's decision is final and no further appeal is available. The provisions of sec. 4, sentences 2 and 3 apply accordingly to the submission of appeals.
6. For decisions by the Deputy Rector in matters specified in § 23 sec. 3, which are not administrative decisions, a person applying for reinstatement of studies may request reconsideration, submitted to the Rector through the Deputy Rector, within 14 days from the date of receiving the decision. The Rector's decision is final and no further appeal is available.
7. For administrative decisions by the Rector in matters specified in § 21 sec. 2, sentence 2, a foreign student applying for transfer to SGGW may request reconsideration of the matter, submitted to the rector within 14 days from the date of receiving the decision. The decision, after reviewing the request for reconsideration, is final.

§ 4. [Student Council]

SGGW students are represented by the student government within the scope specified by the provisions of the Act, the Statute, the Regulations, and the regulations of the SGGW student council.

§ 5. [Acquisition of Student Rights]

1. A person admitted to studies acquires student rights at SGGW upon taking the oath. The content of the oath is specified in the Statute. The person admitted to studies confirms the taking of the oath with their handwritten signature. If the person is unable to provide a handwritten signature, an appropriate annotation is made in their presence and on their behalf by a designated SGGW employee.

The oath certificate may also be drawn up in electronic form. In this case, the admitted person's signature is replaced by a confirmation of the oath, done after the person is authenticated in the IT system.

2. After taking the oath, the student receives a student ID and, upon request, a student's study record book. These documents are issued for a fee – the amount of fees for issuance is determined by separate regulations.
3. The student ID is a document confirming the status of a student.
4. The course of studies is documented in the student's file and in the IT system.
The person responsible for the module, at the student's request, enters the grade in the student's study record book. The student's study record book does not serve to document the course of studies.
5. A person admitted to studies who does not take the oath by the end of the first full week of classes in the first semester according to the study plan is deemed to have failed to undertake studies.

§ 6. [Fees]

1. The university may charge fees for the following educational services:
 - 1) Education in part-time studies;
 - 2) Repetition of certain courses in full-time studies due to unsatisfactory academic performance;
 - 3) University education in a foreign language;
 - 4) Conducting courses not included in the study program;
 - 5) Education of foreign students in full-time studies in Polish.
2. The amount of fees is determined by the Rector through an ordinance, after consulting with the appropriate student council body of SGGW.
3. The student submits a statement acknowledging and accepting the terms of payment for studies at SGGW, with the exception of situations where educational services are financed or co-financed by the employer or another institution.
4. The university may not introduce new fees for students admitted in a given academic year until they complete their studies, and the increase in fees specified in sec. 1 items 1-3 and 5 may occur once per academic year and not exceed the overall consumer goods and services price index of the previous calendar year, announced by the President of the Central Statistical Office, based on Article 94 Section 1 item 1(a) of the Act of December 17, 1998, on pensions and disability pensions from the Social Insurance Fund (Journal of Laws of 2023, items 1251, 1429, and 1672), totaling no more than 30% of these fees. This does not apply to increases in fees for conducting courses not included in the study program or for using student dormitories and cafeterias.
5. The rules for charging fees and the procedure and conditions for full or partial exemption from these fees are determined by the Rector. The Rector's ordinance is immediately published in the Public Information Bulletin on the SGGW's subject page, hereinafter referred to as "BIP SGGW".

Chapter II. Credit Points

§ 7. [Credit Points]

1. A point system is used for recording, transferring, and comparing students' achievements.
2. The point system at SGGW corresponds to the standard of the European Credit Transfer and Accumulation System, hereinafter referred to as "ECTS".
3. The number of ECTS credits assigned to each module in each semester is an integer reflecting the student's workload associated with achieving the expected learning outcomes for that module. It is assumed that one ECTS credit corresponds to 25-30 hours of total student workload.
4. A student earning ECTS credits for completing a given module reflects the achievement of the expected learning outcomes for that module, confirmed by passing it, and is not related to the grade obtained for passing that module.
5. ECTS credits are assigned to modules included in the study program. The number of points assigned to individual modules is decided by the Council in the resolution establishing the study program.
6. The number of ECTS credits required for a student to complete a semester is defined by the study program.
7. If the duration of part-time studies in a given field is longer than the corresponding full-time studies, the number of ECTS credits specified in sec. 6 is accordingly reduced, maintaining the same number of points for the entire study program for each form.

Chapter III. Organization of Studies

§ 8. [Duration of Studies]

1. Full-time first-cycle studies last at least 6 semesters, and if the study program includes learning outcomes enabling the acquisition of engineering competencies, at least 7 semesters.
2. Full-time second-cycle studies last from 3 to 5 semesters.
3. Full-time long-cycle Master's degree programs last from 9 to 12 semesters.
4. Part-time studies may last longer than the corresponding full-time studies.
5. Studies are conducted according to study programs established by the Council for the given field, level, profile, and form of studies. In the scope of creating and improving study programs, the Council may adopt guidelines for the program councils mentioned in the Statute.
6. Study programs are available on the SGGW Public Information Bulletin (BIP SGGW).
7. Study programs include, among other things, the expected learning outcomes for the field, level, and profile of studies, the achievement of which enables obtaining a diploma confirming the acquisition of qualifications corresponding to the specified level of studies, as well as a description of the educational process leading to the achievement of these outcomes and the number of ECTS credits assigned to the courses.
8. Study plans, which are part of the description of the educational process, contain a list of modules taken during studies as compulsory or elective courses (major-specific or elective classes) – also physical education classes in the case of first-cycle and full-time long-cycle

Master's degree programs conducted on-site – divided into semesters, along with the assigned number of ECTS credits, with no ECTS credits assigned to physical education classes. Study plans specify the forms of classes in which modules are conducted and their scope.

9. The forms of teaching classes at SGGW are: lectures, foreign language classes, recitation classes, laboratory classes, projects, field exercises, seminars, internships, clinical exercises, clinical classes, clinical internships, professional apprenticeships, workshop apprenticeships, diploma apprenticeships, physical education classes.

§ 9. [Professional Apprenticeships]

1. If the study program referred to in § 8, sec. 5 includes modules related to the completion of professional apprenticeships, descriptions of these modules must include the learning outcomes achieved during the apprenticeships.
2. Modules related to the completion of professional apprenticeships are conducted during the study periods designated for them in the study plan.
3. Detailed rules, methods, and procedures for the implementation of modules related to professional apprenticeships are defined by the apprenticeship regulations, introduced by the appropriate program council. These regulations take into account alternative solutions and support forms for students with disabilities, as specified in the catalog mentioned in § 2, sec. 8, as well as alternative solutions and support forms for students with other special needs, as specified in the University's internal regulations.
4. The apprenticeship module is credited by the Deputy Dean or an apprenticeship coordinator authorized in writing by the Dean, based on the documents specified in the apprenticeship regulations mentioned in sec. 3, subject to sec. 5.
5. The Deputy Dean or the apprenticeship coordinator authorized by the Dean may:
 - 1) upon the student's request, recognize the apprenticeship as fully or partially completed, based on the student's participation in scientific camps, summer schools, etc., provided that the student achieved the learning outcomes specified for the professional apprenticeship module through the indicated and documented activities;
 - 2) upon the request of a student with a disability, submitted before the apprenticeship module completion date indicated in the study plan, determine an appropriate method and procedure for completing the apprenticeship tailored to the student's individual needs resulting from the disability, confirmed by a relevant certificate or appropriate medical documentation;
 - 3) upon the student's request, submitted before the apprenticeship module completion date indicated in the study plan, credit the apprenticeship for activities performed by the student, especially within the framework of employment, internships, or volunteer work, confirmed by relevant documents, provided that these activities enabled the student to achieve the learning outcomes specified for the professional apprenticeship module.

§ 10. [Organization of the Academic Year]

1. The academic year lasts from October 1st to September 30th and is divided into 2 semesters.

2. The detailed organization of the academic year, including the inauguration date, start and end dates of classes, dates of examination sessions, semester breaks, and other days off from classes, is determined by the Rector in the form of an ordinance, in agreement with the appropriate student council body. The ordinance regarding the organization of the academic year is issued no later than June 30th of the year preceding the given academic year.
3. During the academic year, the Rector may designate days or hours free from classes, and the Dean may designate hours free from classes. The obligation to set a new date for such classes and their implementation lies with the instructor.
4. The detailed organization of classes for students of a given field of study is determined by the Dean in consultation with the appropriate student council body and is announced on the notice board and the faculty website at least 7 days before the start of each semester.
5. If students with disabilities are studying in a given field of study, the detailed organization of classes referred to in sec. 4 should also take into account appropriate alternative solutions and forms of support in this regard, as specified in the catalog mentioned in § 2 sec. 8 (including holding classes for these students, as far as the University's premises allow, on the ground floor or in a building adapted for people with physical disabilities, the hearing impaired, or the visually impaired, and in rooms equipped with appropriate equipment to assist in receiving conveyed content, such as technical devices, sound devices, specialized keyboards, etc.).
6. The settlement period for successive stages of study is the semester.
7. In both full-time and part-time studies, the semester lasts 15 weeks, and the examination sessions last no less than one week. The schedule for the final semester of full-time studies ending with the award of the professional title of engineer may provide for a semester shorter than 15 weeks.
8. In part-time studies, each semester includes at least five sessions lasting from 2 to 4 days. The dates of sessions and examination periods for part-time studies are determined by the Dean, taking into account the organization of the academic year, and are announced to students no later than 7 days before the start of the first classes of the semester.

§ 11. [Attendance]

1. Student attendance in classes other than lectures is mandatory. A student cannot have more than 20% absences in these classes, regardless of the reasons. For modules conducted exclusively in the form of lectures, the attendance requirements are specified in the syllabus.
2. In justified cases resulting from:
 - 1) a disability,
 - 2) illness confirmed by a medical certificate or a doctor's note, or
 - 3) other unforeseen events, including random events, confirmed by reliable, official documents,
 - the permissible limit of absences may be increased to 30% with the consent of the Deputy Dean.
3. The course instructor decides on the method and deadline for making up for the deficiencies caused by the student's absence in the classes referred to in sec. 1 and sec. 2.

4. A student who has not made up for deficiencies in the manner described in sec. 3 cannot receive credit for the module.
5. A student with a disability, confirmed by a relevant certificate or appropriate medical documentation, may submit a request before the start of classes in a given semester regarding the possibility of applying appropriate alternative solutions and forms of support, resulting from the catalog specified in § 2 sec. 8, to ensure full participation in classes. The Deputy Dean makes the decision in this matter in consultation with the person responsible for the module and based on the opinion of the university organizational unit responsible for supporting students with disabilities or a person authorized by the Rector in this regard, considering the capabilities of SGGW.
6. In particularly justified cases, the Deputy Dean may make the decision referred to in sec. 5, upon the student's request submitted during the semester.

§ 12. [Individual Organization of Studies]

SGGW defines the following types of individual study organization:

- 1) Individual Study Program, hereinafter referred to as "ISP",
- 2) Individual Lesson Plan, hereinafter referred to as "ILP",
- 3) Personalized Study Plan, hereinafter referred to as "PSP".

§ 13. [Individual Study Program]

1. Exceptionally talented students, distinguished by their academic achievements, are allowed to study according to the ISP under the supervision of a chosen university teacher, hereinafter referred to as the study advisor.
2. The rules for studying according to the ISP are determined for the student by the appropriate program council. Qualification for studies according to the ISP is conducted by the Deputy Dean upon the student's request submitted before the beginning of the semester, taking into account the student's academic progress, interests, and abilities.
3. Changes to the ISP cannot affect the learning outcomes specified for a given field of study, cannot lead to an extension of the planned completion date of studies, nor change the required number of ECTS credits or result in obtaining fewer ECTS credits per semester than specified in § 7 sec. 6 or sec. 7.
4. The Deputy Dean approves the selection of the study advisor and the ISP program, as well as any subsequent modifications to this program.

§ 14. [Individual Lesson Plan]

1. SGGW provides the opportunity to study in the form of an ILP under the supervision of a chosen university teacher, hereinafter referred to as the study advisor, for:
 - 1) students with disabilities, confirmed by an appropriate certificate or relevant medical documentation;
 - 2) pregnant students;
 - 3) students who are parents.

2. An ILP may involve establishing a different study plan, including a weekly schedule of classes, by choosing a group or class hours that enable the student, referred to in sec. 1, to follow the required study program adapted to their individual needs, including needs arising from disabilities.
3. An ILP cannot lead to an extension of the study period or result in obtaining fewer ECTS credits per semester than specified in § 7 sec. 6 or sec. 7.
4. A request for studying in the form of an ILP is submitted to the Deputy Dean. The submission of the request requires confirmation of the student's situation, which is the basis for the request, with appropriate documentation.
5. The decision to implement the ILP and its form – including the type of disability and the appointment of an study advisor – is made by the appropriate Deputy Dean upon the student's request. The Deputy Dean oversees the implementation of the ILP.
6. In particularly justified cases, the Deputy Dean may decide to implement the study program in the form of an ILP for students other than those specified in sec. 1.
7. Students referred to in sec. 1 items 2 and 3 cannot be denied approval for an ILP until they complete their studies if they are enrolled in full-time studies.

§ 15. [Personalized Study Plan]

1. Students admitted to studies as a result of the recognition of learning outcomes follow the study program according to the PSP, under the supervision of an appointed study advisor, who is a university teacher.
2. The study advisor for a student admitted through the recognition of learning outcomes is appointed by the Deputy Dean.
3. The PSP is a framework that includes modules for which the learning outcomes have not been recognized, specifies the semesters in which they will be completed, and the deadlines for their completion.
4. The student's study advisor prepares the PSP.
5. The PSP and any subsequent modifications to this plan are approved by the Deputy Dean.
6. The detailed weekly schedule of classes for each semester, prepared by the student's study advisor, should include appropriate groups and class hours that enable the implementation of the PSP. In the case of students with disabilities, the schedule should also accommodate their individual needs arising from the disability, confirmed by an appropriate certificate or relevant medical documentation.

§ 16. [Individual Interdisciplinary Studies]

1. Education for students undertaking individual interdisciplinary studies, enabling the attainment of a degree in more than one field of study, is conducted particularly with regard to the regulations concerning individual organization of classes.
2. The program for interdisciplinary studies is determined by the Council.

§ 17. [Participation in Classes by Exceptionally Gifted Pupils]

1. SGGW allows exceptionally gifted pupils to participate in classes from the modules included in the study programs for fields of study aligned with their talents.
2. The appropriate program council determines the level and scope of talents permitting participation in the classes mentioned in sec. 1.
3. Approval for participation in specific modules by exceptionally gifted pupils, along with the indication of groups and class hours, is granted by the Dean.
4. The application for approval to attend the classes mentioned in sec. 1, including a list of modules to be attended and a substantive justification, is submitted on behalf of the pupil by parents, legal guardians, or the school where the pupil is currently enrolled. The application must be submitted at least 8 weeks before the start of the semester in which the specified module or modules are to be conducted according to the study program for the relevant field.
5. An application submitted by the school must include the pupil's consent to attend classes at SGGW and the consent of both parents or the pupil's legal guardians.
6. Participation in classes requires the presentation of documents permitting attendance in the specified classes, including safety training certification and a work medicine doctor's certificate confirming no contraindications to participate in the selected classes, if required. The Dean specifies any harmful, burdensome, or hazardous factors to health.
7. Participation of exceptionally gifted pupils in classes takes place only in the presence of a university teacher.
8. The completion of the module is conducted according to the principles described in § 24 sec. 1 and 2 and § 25 sec. 1, within the deadlines applicable to students.
9. The Dean issues a confirmation of the completed classes along with the assigned number of ECTS credits.

Chapter IV. Rights and Obligations of the Student

§ 18. [Student Rights]

1. A student has the right to:
 - 1) acquire knowledge by participating in university classes and utilizing the comprehensive assistance of university teachers and organizational and administrative units of SGGW;
 - 2) participate in the activities of student scientific clubs, scientific, developmental, and implementation teams at SGGW;
 - 3) develop cultural, tourism, and sports interests in existing or newly created youth clubs and organizations (in accordance with the act), and use the facilities and resources of SGGW for this purpose, following the applicable regulations;
 - 4) participate in decision-making by the collegial bodies of SGGW through their representatives;
 - 5) benefit from consultations conducted by university teachers during their office hours available to students of all study forms;
 - 6) use the collections of the SGGW Scientific Information Network;

- 7) access information regarding the accounting of individual stages of their studies, including those available in the IT system;
 - 8) review written works that affect the completion and final grade of a module, as well as the evaluation of the thesis by the supervisor and reviewer;
 - 9) study according to an individual organization of studies;
 - 10) receive material assistance and use accommodation in student dormitories according to separate regulations;
 - 11) have their personal dignity respected by every member of the university community;
 - 12) participate in the process of ensuring and improving the quality of education at SGGW by expressing opinions on various aspects of education quality using the tools applied by SGGW;
 - 13) transfer and recognize ECTS credits, in particular:
 - a) obligatorily in the case of:
 - ECTS credits earned as university elective courses,
 - ECTS credits earned as part of the tutoring program regulated by separate provisions,
 - ECTS credits earned through summer schools, for programs where learning outcomes have been specified and a certain number of ECTS credits assigned in place of the modules which are part of the current study program, referred to in § 8 sec. 8 of these Regulations, which are elective courses;
 - b) optionally for ECTS credits earned as part of a specific form of education conducted by a higher education entity, with a defined workload expressed in ECTS, for which detailed learning outcomes leading to market competencies have been established and assigned to a specific level of the Polish Qualifications Framework, assessed based on transparent and clearly defined criteria adequate to achieving those outcomes, with a specified form of supervision and identity verification of the student during assessment; the recognition of a given form of education can only occur once during the course of studies, regardless of the level of studies, replacing the modules mentioned in § 8 sec. 8 of these regulations;
 - 14) justify absences from classes, leaves from classes, and leaves from classes with the possibility of taking assessments for the learning outcomes specified in the study program;
 - 15) change the field of study;
 - 16) change the form of study;
 - 17) take a committee exam with the participation of an observer designated by the student;
 - 18) repeat specific classes due to unsatisfactory academic results;
 - 19) full participation in education, considering their individual needs resulting from a disability.
2. With the Deputy Dean's approval, a student may complete part of their studies at another university in the country or abroad, particularly based on agreements or programs in which SGGW participates, provided that:

- 1) the duration of studies at the other university, the list of modules reflecting the learning outcomes specified for the student's study program that they are required to complete at the other university, along with the number of ECTS credits, is approved by the Deputy Dean;
 - 2) the study program approved by the Deputy Dean and completed at the other university is the basis for the recognition of the period during which it was completed at SGGW;
 - 3) in case of discrepancies between the study program approved according to item 1 and the completed program, the Deputy Dean may designate modules that need to be completed and deadlines for their completion.
3. Fulfilling the requirements specified in sec. 2 item 3 results in the recognition of the given period of studies. Until the completion of a given stage of studies, the Deputy Dean decides on the registration method for the next semester.

§ 19. [Student Obligations]

1. A student is obligated to act in accordance with the oath they took and the regulations in force at the university.
2. The student's duties include, in particular:
 - 1) participating in classes according to the regulations and the study program;
 - 2) taking exams, completing professional apprenticeships, and fulfilling other requirements provided for in the study program;
 - 3) utilizing the educational opportunities created by SGGW;
 - 4) obtaining credits in an ethical manner;
 - 5) respecting copyright during university classes and while preparing any work;
 - 6) taking care of SGGW property;
 - 7) regularly checking information regarding the progress of their studies in the electronic system and promptly reporting any inaccuracies in the data to the appropriate dean's office or the person responsible for the module or subject;
 - 8) promptly notifying the Dean's office in writing of any changes in civil status, surname, address, resignation from studies, as well as changes in financial conditions if they affect decisions regarding the granting of material assistance;
 - 9) obtaining the Deputy Dean's consent for any change of study group to which the student was previously assigned;
 - 10) adhering to the rules of order and safety and hygiene regulations;
 - 11) using the email address provided by SGGW in the sggw.edu.pl domain for communication with SGGW organizational units and reading messages sent to this address by SGGW organizational units.
3. A student starting studies through admission to another field of study is required to participate in classes and obtain credits according to the study program, taking into account § 26 sec. 2.
4. The provisions of § 21 sec. 5-7 apply accordingly to the students referred to in sec. 3.

§ 20. [Disciplinary Responsibility]

For violations of SGGW regulations and actions that discredit the student, they bear disciplinary responsibility in accordance with the provisions of the act, executive regulations thereto, and the Statute.

Chapter V. Transfers and Readmissions

§ 21. [Transfer to or from Another University]

1. A student may obtain the Deputy Dean's consent to transfer to another university if they fulfill all obligations arising from the regulations in force at SGGW.
2. A student may be admitted to study at SGGW by transfer from another university, including a foreign one, with the Deputy Dean's consent expressed through a decision, provided they have fulfilled all obligations arising from the regulations at the university they are leaving. In the case of a foreign student, the administrative decision is made by the rector after consulting the Deputy Dean.
3. Admission by transfer may occur after the student has completed at least one full period of study at the university they are leaving.
4. A student, as mentioned in sec. 2, must submit a transfer application, addressed to the Deputy Dean of the receiving faculty or to the Rector via the Deputy Dean, before the start of the semester in which the transfer is to take place, and within a time frame that allows for the commencement of studies in that semester. The application must include the consent and opinion of the appropriate authority of the organizational unit at the university where they studied, along with documentation of their previous studies and necessary documentation for admission to studies.
5. ECTS credits obtained during the previous course of study, grades, and modules may be fully recognized in place of modules in the study program of the field to which the student is transferring, provided the learning outcomes for the modules in the study programs of both universities are consistent.
6. In the case of differences in learning outcomes, it is possible to recognize part of the previously completed study program and indicate the modules that need to be completed, along with deadlines for their completion.
7. The decision on the recognition of learning outcomes and ECTS credits in the cases mentioned in sec. 5 and 6 is made by the Deputy Dean.

§ 22. [Change of Field or Form of Study]

1. A student may apply for a change of field or form of study at SGGW.
2. A change of field is possible after completing at least one full period of study and requires the consent of the relevant deputy deans.
3. The application for a change of field of study must be submitted before the start of the semester from which the change is to take effect and within a time frame that allows for the commencement of studies in that semester.

4. A student may apply for a change in the form of study in which the field is being pursued.
The decision in this matter is made by the Deputy Dean. When considering the student's application, the Deputy Dean takes into account the number of available places in the groups implementing the study program in the target form and specifies the periods and deadlines for the completion of any outstanding classes resulting from differences in the study plans of both forms. In the case of a change in the form of study from part-time to full-time, the Deputy Dean verifies whether the student meets the recruitment requirements of the latest recruitment for full-time studies.
5. In the cases mentioned in sec. 2 and 4, the provisions of § 21 sec. 5-7 apply accordingly.

§ 23. [Readmission]

1. A student of SGGW who has been officially removed from the student list after completing at least one full period of study may apply for readmission to the same field of study from which they were removed.
2. If the period between the official removal from the student list and the date of the readmission application is up to 3 years, the decision regarding readmission is made by the Deputy Dean. The Deputy Dean may approve readmission only once.
3. If the period between the official removal from the student list and the date of the readmission application is between 3 to 5 years, the decision is made by the relevant deputy rector. The deputy rector may approve readmission only once.
4. Readmission is not possible in the following cases:
 - 1) The specific field of study in the given form is no longer offered, with the exception of sec. 5,
 - 2) The removal from the student list occurred due to lack of academic progress.
 - 3) The removal from the student list was due to disciplinary punishment of expulsion from SGGW.
 - 4) The expiration of the time limit or the exhaustion of the readmission limits mentioned in sec. 2 and 3.
 - 5) Failure of the student to fulfill their financial obligations to the University after removal from the student list.
 - 6) If, after the designation of program differences, the education would have to start from the first semester.
5. In particularly justified cases, readmission may be granted to a related field of study, provided the learning outcomes for both fields are consistent or to another form of study. Any discrepancies up to 30 ECTS credits must be completed by the student.
6. Readmission takes effect no earlier than the next academic year after the date of removal, subject to sec. 9. Applications for readmission must be submitted before the start of the semester in which the readmission is to take place, and within a time frame that allows for the commencement of studies in that semester. This does not apply to applications mentioned in sec. 9.

7. In each case, the Deputy Dean determines the conditions for readmission, including the differences between the learning outcomes achieved up to the date of removal and those required by the current study program at the time of readmission, as well as the semester to which the student is readmitted. The provisions of § 21 sec. 5-7 apply accordingly. Readmission is not possible if, after the designation of program differences, the education would have to start from the first semester.
8. After readmission, the student follows the current study program.
9. A person who was officially removed from the student list due to failure to submit a diploma thesis or pass a diploma exam within the specified deadline may obtain permission for readmission at a time other than specified in sec. 6, in accordance with the provisions of sec. 1-3 and sec. 4 item 1. If there are no differences between the study program in effect at the time of removal from the student list and the program mentioned in sec. 8, readmission takes place in the last semester of studies with the obligation to prepare a diploma thesis.

Chapter VI. Credits and Grades

§ 24. [Credits and Grades]

1. Modules, or in the case of modules that are groups of subjects – subjects, completed at SGGW are credited with a single final grade. The final grade also includes the credit mark.
2. Completing a module involves obtaining a positive grade confirming that the student has achieved all the learning outcomes set for that module. Obtaining a positive grade is equivalent to being awarded the number of ECTS credits assigned to that module in the study program.
3. The grade is entered into the electronic system by the person responsible for the module or a person authorized by them.
4. In exceptional cases, the Dean may authorize another university teacher to conduct the assessment and enter the grade into the electronic system for a given semester.
5. The results of assessments are made available to students in the electronic system before they are approved.
6. A positive grade entered and approved in the electronic system is the final grade.
7. The following grading scale applies at SGGW:

Verbal Grade	Numeric Grade	Grade Symbol
Very good	5.0	A
Good plus	4.5	B
Good	4.0	C
Satisfactory plus	3.5	D
Satisfactory	3.0	E
Unsatisfactory	2.0	F (no credit)

8. The average grade for a specific period of study (semester, year, studies) is the arithmetic average of all positive final grades from modules included in the study program of a given field in that period.
9. Grades from modules mentioned in § 18 sec. 2 item 3 and § 21 sec. 5 are included in the average for the period in which they were completed in the current field.
10. Grades from additional modules that the student studies with the Deputy Dean's consent outside their study program are not included in the average for a given period.
11. The average grade is calculated according to mathematical rounding rules, to two decimal places.
12. For foreign languages, a separate crediting regulation applies, determined by the SGGW organizational unit responsible for foreign language education, approved by the Rector in consultation with the relevant student council body.
13. For physical education classes, a separate crediting regulation applies, determined by the SGGW organizational unit responsible for these classes, approved by the Rector in consultation with the relevant student council body.
14. Upon the request of a student with a disability, confirmed by an appropriate ruling or relevant medical documentation, the forms of credit for a given module may be adjusted to their individual needs arising from the disability. The Deputy Dean makes the decision in this matter in consultation with the person responsible for the module and based on the opinion of the university organizational unit responsible for supporting students with disabilities or a person authorized by the Rector in this regard, considering the capabilities of SGGW. The Deputy Dean, considering the request of a student with a disability, may agree to adjust the form of credit for the module by:
 - 1) Extending the duration of the assessment or exam,
 - 2) Using technical devices to support the student with a disability during the assessment or exam, such as a computer, screen reading software, braille device, specialized keyboard, etc.,
 - 3) Changing the form of the assessment or exam from written to oral or vice versa,
 - 4) Allowing participation in the assessment or exam by individuals mentioned in the catalog referred to in § 2 sec. 8, provided that these individuals are not substantively or professionally related to the module being assessed or examined,

Or agreeing to apply other alternative solutions and forms of support in this regard, as mentioned in the catalog referred to in § 2 sec. 8.

§ 25. [Final Grade for the Module]

1. The final grade for a module is determined based on the criteria specified in its syllabus. The syllabus specifies the forms of verification of the learning outcomes achieved by the student for a given module, their deadlines, and the weights affecting the final grade.
2. Deadlines for credits:
 - 1) If the form of verification of learning outcomes specified in the module description is an exam or if the deadlines for selected forms of verification of learning outcomes included in the module description fall within the examination session period, the final

grade for the module is given no later than the day after the relevant examination session ends.

- 2) In other cases, the final grade is given at the end of the classes in a given semester.
3. If negative grades are obtained during the semester through specified forms of verification of learning outcomes outlined in the syllabus, the student is entitled to one retake. This retake is set by the person responsible for the module and may be scheduled during the examination session.
4. Examination dates specified in sec. 2 item 1 – one date during the examination session and the second date during the retake session – are set in consultation with the students by the person responsible for the module. The Dean oversees the proper organization of the session.
5. Unexcused failure to attend the exam or failure to obtain a positive result in the first attempt is equivalent to losing that attempt. The student is entitled to one retake.
6. Unexcused failure to attend the retake or failure to obtain a positive result in the retake results in failing the module.
7. The record of attempts to obtain credits and exams for a module in the first attempt and retake is kept by the person responsible for the module.

§ 26. [Deadlines for Credits]

1. In case of illness or other important random circumstances occurring during the examination session, confirmed by reliable, official documents, the student, in situations described in § 25 sec. 3 and 4, has the right to request an additional date outside the session, which should be set within 2 weeks
of its end unless the Dean, after consulting the person responsible for the module, agrees to a later date.
2. A student may take a module credit earlier than specified in § 25 sec. 4, even at the beginning of the semester, if the person responsible for the module agrees.
3. For modules for which the student cannot use their retake date during a given examination session, excluding the reasons mentioned in sec. 1, the Deputy Dean, upon the student's written request, may register the student for the next semester, deferring the credit term for these modules to subsequent examination sessions. ECTS credits from these modules do not count towards the ECTS credits deficit described in § 28 sec. 1. The Deputy Dean decides on the method of registration.

§ 27. [Assessment before an Examination Board]

1. In the event of: 1) the student's failure to pass a module as specified in § 25, or
2) the likelihood of irregularities in the conduct of the module assessment,
– assessment before an examination board may be conducted. The decision to conduct an assessment before an examination board is made by the Deputy Dean upon a justified, written request from the student submitted within 7 days of the announcement of the module assessment results, or on the Deputy Dean's own initiative.

2. The assessment takes place before an examination board appointed by the Deputy Dean, within 2 weeks from the date of submitting the request. The examination board consists of 4 members:
 - 1) the Deputy Dean as the chair of the examination board;
 - 2) two university teachers, including at least one specialist in the subject of the module under assessment or related modules; 3) a representative of the student council.
3. The assessment before the examination board verifies whether the student has achieved the learning outcomes set for the module and may involve an examination board review of the work that formed the basis for the credit.
4. The date, procedure, and course of the assessment before the examination board, considering the methods of verification of the learning outcomes specified in the syllabus, are determined by the Deputy Dean in consultation with the examination board members. The Deputy Dean may seek the opinion of the person responsible for the module on the methods of verifying the learning outcomes for the module to be assessed.
5. Observers may participate in the assessment before the examination Board: the person responsible for the module and a person indicated by the student. The student informs the Deputy Dean of their choice of observer in the request for an assessment before an examination board. For students with disabilities, the provisions of § 24 sec. 14 apply accordingly.
6. The result of the assessment is decided by a simple majority of the examination board members' votes. In the event of a tie, the chair's vote is decisive. Observers do not have the right to ask questions and do not participate in the voting.
7. A protocol of the assessment before the examination board is prepared.
8. If the student does not pass the assessment before the examination board or fails to attend the assessment without justification – which is equivalent to not obtaining credits for the module – the Deputy Dean may make a decision in accordance with § 28 or § 29.

Chapter VII. Repeating Courses

§ 28. [Conditional Enrollment, Repeating a Semester]

1. A student who has not achieved the required number of ECTS credits for a given period of study as specified in the program, or has not passed physical education classes, may, upon their written request submitted within 7 days after the end of the retake examination session, obtain conditional enrollment for the next semester, provided that their cumulative ECTS credit deficit does not exceed: 1) 10 ECTS credits – for first-year students; 2) 12 ECTS credits – for students in subsequent years.
2. During the semesters for which conditional enrollment has been granted as mentioned in sec. 1, the student is required to retake the modules that did not receive credits, which led to this conditional registration. The Deputy Dean, granting conditional enrollment to the student, sets the deadlines for passing the repeated modules. In case of not receiving credits for the repeated modules, the student cannot obtain another conditional enrollment for the next semester. The Deputy Dean may then apply the provisions of § 29 sec. 5 item 2.

3. If the ECTS credit deficit exceeds the limit specified in sec. 1 or in case of not passing the repeated modules mentioned in sec. 2, the student may apply to repeat the semester. Repeating a semester does not apply to the first semester. A written request for this matter must be submitted by the student within 7 days after the end of the retake examination session. If the student fails to obtain credits within the repeated semester, the student cannot obtain enrollment for the next semester.
4. Studies starting from the first semester can only be commenced through the recruitment process.
5. A student repeating a module participates in all forms of classes for that module.
6. A student repeating a semester studies according to the currently applicable study program in the cycle being continued. In case of differences between the study programs before repeating the semester and the continued program, the provisions of § 21 sec. 5-7 apply accordingly.
7. While waiting to repeat the semester and during the repetition, the student, with the Deputy Dean's consent, may take selected modules from subsequent semesters' study plans, for which they can earn no more than 18 ECTS credits in total, and proceed to their assessment. Failure to pass these modules within the designated time requires them to be repeated.

Chapter VIII. Removal from the Student List

§ 29. [Removal from the Student List]

1. The Deputy Dean removes a student from the student list in the following cases:
 - 1) Non-commencement of studies;
 - 2) Resignation from studies
 - 3) Failure to submit the diploma thesis or take the diploma exam within the specified deadline;
 - 4) Disciplinary punishment resulting in expulsion from the university.
2. Non-commencement of studies refers to the situation when a student starting studies in a particular form and level of education:
 - 1) by the end of the first full week of classes in the first semester according to the class schedule, fails to complete all of the following actions:
 - a) does not collect the student ID card or submits a statement of resignation from the student ID card,
 - b) does not provide the required medical certificate, if required,
 - c) does not submit a statement of acknowledgment and acceptance of the tuition fees conditions at SGGW;
 - 2) by the end of the first month of the first semester according to the class schedule, does not attend mandatory classes as required by the class schedule.
3. In exceptional situations, upon the student's written request, the Deputy Dean may extend the deadline for submitting the required medical certificate mentioned in sec. 2, item 1(b).
4. Resignation from studies is confirmed in the following cases:

- 1) when the student submits a written resignation from studies;
 - 2) failure to submit the application mentioned in § 28 sec. 1 and sec. 3;
 - 3) failure to report to the dean's office to confirm assignment to a study group in the case of a student returning from leave or a student awaiting semester or year repetition;
 - 4) failure to provide a medical certificate in the case of a student returning from medical leave.
5. The Deputy Dean may remove a student from the student list in the following situations:
- 1) confirming non-participation in mandatory classes;
 - 2) determining the lack of academic progress;
 - 3) failure to obtain credit for a semester or year within a specified deadline; 4) failure to pay tuition fees associated with the studies.
6. Non-participation in mandatory classes is confirmed if at least 3 university teachers confirm the student's absence during their classes from the modules included in the study program for that period of study, which prevents the student from obtaining credits according to the module descriptions.
7. Lack of academic progress is confirmed if:
- 1) the degree of completion of the study plan and study program precludes the possibility of passing the semester, especially if this results from the student's absence as mentioned in § 11 sec. 1 or sec. 2;
 - 2) the student fails to choose a topic for the diploma thesis according to § 33 sec. 4;
 - 3) the student fails to fulfill obligations resulting from conditional enrollment mentioned in § 28 sec. 2 or from repeating a semester;
 - 4) the student obtains a negative result in the diploma exam on the second attempt.
8. Removal from the student list is carried out by administrative decision.

Chapter IX. Leaves of Absence

§ 30. [Rules for Granting Leaves of Absence]

1. The Deputy Dean may grant a student a leave of absence from classes, lasting one semester or one academic year. A leave of absence is not granted to a student who has passed the final semester of studies, except as indicated in § 31 sec. 1 item 1.
2. The leave mentioned in sec. 1 may be:
 - 1) dean's leave – granted upon the student's request after registering for at least the third semester – for first-cycle and long-cycle Master's degree programs, or the second semester – for second-cycle studies, with the dean's leave granted once during the course of study, subject to § 31;
 - 2) medical leave – granted based on a medical commission's decision;
 - 3) circumstantial leave – granted upon the student's request, once during the course of study, in particularly justified cases and due to documented exceptional circumstances.
3. A leave of absence from university classes for a period longer than one academic year may be granted to the student by the Deputy Rector for Teaching and Learning.

4. A student should submit a leave application before the start of the semester, and in exceptional cases, immediately after the occurrence of the reason justifying its issue.
5. During a leave of absence, with the Deputy Dean's approval, the student may pursue selected modules by attending classes and undergoing assessment of learning outcomes within those modules, for which they may earn up to 18 ECTS credits in total, and take exams, with the exception of individuals on medical leave, unless indicated otherwise by medical recommendations.
6. Failure to pass a module for which the student received approval from the Deputy Dean necessitates its repetition.
7. The student may obtain the Deputy Dean's approval for a leave as specified in sec. 2 item 1 or item 3, which allows them to undergo assessment of learning outcomes specified in the study program without attending classes. The modules to which this possibility applies are determined by the Deputy Dean in agreement with the responsible individuals for those modules. The total number of ECTS credits assigned to the modules referred to in the preceding sentence may not exceed 10.
8. The leave mentioned in sec. 2 item 1 or item 3 may be granted only once during the course of study, also for a period shorter than specified in sec. 1. Verification of all learning outcomes assigned to the modules, for which the student received approval, must be completed by the end of the period, i.e., by the end of the retake session for which this leave was granted.
9. During the period of using leave, the student retains student rights, with provisions for entitlement to material assistance benefits specified separately.
10. Upon return from leave, the student studies according to the currently applicable study program. In the event of differences between study programs before the leave was granted and after returning from leave, provisions of § 21 sec. 5-7 apply accordingly.

**§ 31. [Rules for Granting Leave to a Pregnant Student
and a Student who is a Parent]**

1. Leave as referred to in § 30 sec. 2 item 1 cannot be denied to:
 - 1) a pregnant student;
 - 2) a student who is a parent.
2. A student who is a parent submits an application for leave as referred to in § 30 sec. 2 item 1 within 1 year from the date of the child's birth.
3. The leave as referred to in § 30 sec. 2 item 1 for:
 - 1) a pregnant student – is granted until the day of childbirth;
 - 2) a student who is a parent – is granted for up to 1 year– with the provision that if the end of the leave falls during a semester, the leave may be extended until the end of that semester.

Chapter X. Awards and Distinctions

§ 32. [Distinctions]

1. Students who distinguish themselves with exceptional achievements and have good academic results, adhering to the content of the pledge and regulations, may receive the following distinctions:
 - 1) written commendation from the Dean; 2) certificate of recognition from the Dean; 3) certificate of recognition from the Rector.
2. Information about awards and distinctions received by the student is entered into the IT system and kept in the student's file.

Chapter XI. Diploma Thesis

§ 33. [Preparation of the Diploma Thesis]

1. Bachelor's, Engineer's, and Master's diploma theses are prepared by the student under the supervision of a person holding at least a doctoral degree. With the approval of the appropriate program council, the thesis advisor may be a person outside the SGGW community, subject to the first sentence.
2. The provisions of sec. 1 apply accordingly to reviewers of diploma theses. The rules for appointing thesis reviewers are determined by the program council.
3. Topics of diploma theses and thesis advisors are approved by the Deputy Dean based on the guidelines of the appropriate program council.
4. The student should choose the topic of the Master's thesis no later than one year, and the topic of the engineering or bachelor's thesis no later than one semester before the planned completion date of their studies.
5. The diploma thesis may be prepared – with the Deputy Dean's approval – in a foreign language. For a thesis in a foreign language, the student must attach a comprehensive summary in Polish.
6. The grade for the diploma thesis is the arithmetic average of the grades given by the supervisor and the reviewer, with both grades needing to be positive. The grade for the diploma thesis is given to two decimal places, following mathematical rounding rules.
7. Preparation of the diploma thesis is mandatory for second-cycle studies and long-cycle Master's degree programs, unless separate regulations provide otherwise. For first-cycle studies, preparation of the diploma thesis is mandatory if required by the study program.
8. Detailed guidelines for the diploma thesis are specified by the Rector's directive.

§ 34. [Deadline for Submitting the Diploma Thesis]

1. The student is obliged to submit the diploma thesis no later than: 1) January 31 - for studies ending in the winter semester; 2) June 30 - for studies ending in the summer semester.

2. Upon the student's request, supported by the thesis supervisor, the Deputy Dean may extend the deadline for submitting the diploma thesis by up to 6 months from the deadline specified in sec. 1.
3. A student whose deadline for submitting the diploma thesis has been extended retains student rights, with provisions for entitlement to material assistance benefits specified separately.
4. The diploma thesis is a work within the meaning of copyright law provisions.
5. If the diploma thesis is a written work, it undergoes verification using the Uniform Anti-Plagiarism System before the diploma exam, as specified in the law.

Chapter XII. Diploma exam

§ 35. [Course of the Diploma Exam]

1. The condition for admitting a student to the diploma exam is:
 - 1) obtaining credits from modules required by the study program;
 - 2) obtaining a positive grade for the diploma thesis in accordance with § 33 sec. 6, subject to § 33 sec. 7.
2. The diploma examination is an oral examination and may be conducted upon the student's request and with the Deputy Dean's approval:
 - 1) in a foreign language,
 - 2) using electronic communication means, according to the rules specified in the rector's directive.

For students with disabilities, the provisions of § 24 sec. 14 apply accordingly.

3. With the Deputy Dean's approval expressed upon a written request from the student or supervisor, the diploma exam may take the form of an open exam. During the exam, individuals invited by the supervisor or student participate solely as observers.
4. The diploma exam takes place within a period not exceeding two months from the date of submitting the diploma thesis, with the exception of sec. 1. The deadline for the diploma examination is set by the Deputy Dean. In justified cases, upon the student's request, the Deputy Dean may set a later deadline. The scope of the diploma exam is determined by the relevant program council.
5. The diploma exam is conducted before a committee appointed by the Deputy Dean, consisting of a minimum of three persons. The examination board includes the supervisor and/or reviewer.
6. The result of the diploma exam is announced to the diploma candidate immediately after its conclusion, in the presence of its members.
7. The diploma exam is considered passed upon obtaining a positive grade for each examination question. The grade for the diploma exam is the arithmetic average of the grades awarded for each question and is given to two decimal places, in accordance with mathematical rounding rules.
8. In the event of a negative result on the diploma examination or unjustified failure to attend the examination at the designated time, the Deputy Dean sets a second examination date as

final. The retake examination cannot take place earlier than one month from the date of the first examination and no later than three months thereafter.

9. Unjustified failure to attend the examination in the second term is equivalent to receiving a negative result on the examination in the second term.
10. In the event of a negative result on the examination in the second term, the Deputy Dean removes the student from the list of students.
11. The diploma exam is not conducted if separate regulations do not require passing the diploma examination to complete the studies.

Chapter XIII. Completion of Studies

§ 36. [Conditions for Completion of Studies]

1. Subject to § 37, the conditions for completing studies and obtaining a diploma of completion of studies are:
 - 1) achieving learning outcomes specified in the study program, for which at least:
 - a) 180 ECTS credits are assigned – for first-cycle studies,
 - b) 210 ECTS credits are assigned – for first-cycle studies ending with the title of engineer,
 - c) 90 ECTS credits are assigned – for second-cycle studies,
 - d) 300 ECTS credits are assigned – for long-cycle Master's degree programs lasting 9 or 10 semesters,
 - e) at least 360 ECTS credits are assigned – for long-cycle Master's degree programs lasting 11 or 12 semesters;
 - 2) obtaining a positive grade for the diploma thesis, when its preparation is required;
 - 3) passing the diploma exam.
2. Completion of studies occurs after passing the diploma exam.
3. The basis for calculating the final study result includes:
 - 1) the average from studies, modules, and other activities specified in the study program for the given field of study according to § 24 sec. 8-11;
 - 2) the grade from the diploma thesis according to § 33 sec. 6, subject to § 33 sec. 7; 3) the grade from the diploma examination according to § 35 sec. 7.
4. The final study result is:
 - 1) the sum of 1/2 of the grade specified in sec. 3 item 1 and 1/4 of the grades specified in sec. 3 items 2 and 3 – for fields of study where the diploma thesis is required;
 - 2) the sum of 1/2 of the grade specified in sec. 3 item 1 and 1/2 of the grade specified in sec. 3 item 3
– for other fields of study.
5. The grade on the diploma, on a scale defined in § 24 sec. 7, is awarded based on the final study result and the average grades for studies, according to the principle:
 - 1) very good (5.0) – final study result not lower than 4.50 and average grade for studies at least 4.00;

- 2) good plus (4.5) – final study result in the range of 4.25-4.49 and average grade for studies at least 3.75;
 - 3) good (4.0) – final study result in the range of 3.75-4.24 and average grade for studies at least 3.50;
 - 4) satisfactory plus (3.5) – final study result in the range of 3.50-3.74 and average grade for studies at least 3.25;
 - 5) satisfactory (3.0) – in all other cases.
6. The principle described in sec. 5 applies to the entry on the diploma; in all other certificates, the final study result is given to two decimal places, in accordance with mathematical rounding rules.

§ 37. [Completion of Studies in Veterinary Medicine]

1. The date of completion of studies in veterinary medicine is the date of passing the last exam required by the study program.
2. In veterinary medicine, where studies do not end with a diploma exam, the final study result is the average for studies. The grade on the diploma, on a scale defined in § 24 sec. 7, is awarded based on the principle:
 - 1) very good (5.0) – with an average grade for studies of at least 4.01;
 - 2) good plus (4.5) – with an average grade for studies in the range of 3.75-4.00;
 - 3) good (4.0) – with an average grade for studies in the range of 3.51-3.74;
 - 4) satisfactory plus (3.5) – with an average grade for studies in the range of 3.25-3.50;
 - 5) satisfactory (3.0) – with an average grade for studies up to 3.24.
3. The principle described in sec. 2 applies to the entry on the diploma; in all other certificates, the final study result is given to two decimal places, in accordance with mathematical rounding rules.

§ 38. [Diploma of Completion of Studies]

1. Graduates of studies receive diplomas of completion of higher education confirming the qualifications corresponding to a specified level of studies and professional title.
2. In the case of a joint diploma, the rules for its issuance are determined by the content of agreements concluded between SGGW and the partner institution.
3. A diploma with distinction is awarded to a graduate who has fulfilled the following conditions collectively:
 - 1) obtained credits from modules required by the study program no later than on the last day of the examination session in the final semester specified in the study program;
 - 2) achieved an average grade for studies not lower than 4.75, and in the case of long-cycle Master's degree programs in veterinary medicine - not lower than 4.5;
 - 3) submitted the diploma thesis according to the deadlines specified in § 34 sec. 1, if the study program includes a diploma thesis;

- 4) achieved both “very good” grades for the diploma thesis and the diploma exam if the study program includes a diploma thesis;
 - 5) achieved a “very good” grade for the diploma exam, if the program does not include a diploma thesis.
4. A diploma of distinction, awarded by the Rector upon the Dean's request, may be received by a graduate who has fulfilled the following conditions collectively: 1) for graduates of:
- a) long-cycle Master's degree programs in veterinary medicine – achieved an average grade for studies not lower than 4.5;
 - b) fields of study for which the study program includes a diploma thesis
 - achieved an average grade for studies not lower than 4.75, and “very good” grades for the diploma thesis and diploma exam;
 - c) fields of study for which the study program does not include a diploma thesis – achieved an average grade for studies not lower than 4.75, and a “very good” grade in the diploma exam;
- 2) Distinguished themselves during the studies with special scientific, artistic, sports achievements, or contribution to the academic community; 3) Adhered to the regulations and rules applicable at SGGW.