

This document constitutes a translation of the Regulamin Studiów Akademii Muzycznej im. Karola Szymanowskiego w Katowicach and serves only for information purposes. The original document in the Polish language shall be considered as binding.

**REGULATIONS OF STUDY
OF THE KAROL SZYMANOWSKI ACADEMY OF MUSIC
IN KATOWICE**

GENERAL PROVISIONS

§ 1

1. The present Regulations of study have been developed in accordance with the Higher Education and Science Act of 20th July 2018, hereinafter referred to as the Act,

and approved by resolution of the Senate of the Karol Szymanowski Academy of Music in Katowice on 16th April 2019.

2. Regulations of study, hereinafter referred to as the Regulations, apply to undergraduate and graduate studies, both full-time and extramural.

3. The Regulations specify the organization and course of studies as well as the rights and obligations of the student of the Karol Szymanowski Academy of Music

in Katowice.

§ 2

1. A person admitted to the Karol Szymanowski Academy of Music, hereinafter referred to as the Academy, commences studies and gains the official status of student upon taking the oath of the following content:

“I do solemnly vow to:

- strive assiduously to acquire knowledge and develop my personality,
- strive for artistic perfection through diligent work,
- respect the authorities of the Academy and other members of its community,
- obey the rules and regulations of the Academy,
- build an atmosphere of kindness and cooperation as well as upholding the student's dignity and honor.”

2. After taking the oath, the student receives a student identity card. An admitted applicant must appear in the respective dean's office until 10th of October and sign the act of oath.

Failure to do so, is equivalent to withdrawal and removal from the register of students.

§ 3

1. Under the present Regulations the 'tutor' is understood as the teacher of the major, e.g.: instrument, singing, composition, conducting.

2. Should there be no teacher of the major in the field, the department chair shall perform tasks arising from the Regulations.

3. Under the present Regulations the dean shall perform the department chair's task had the department not been constituted.

ORGANIZATION OF STUDY

§ 4

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

§ 5

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

§ 6

1. Students are allocated to a class within the department by the department chair, if possible, taking into consideration the student's suggestion and the opinion of the class teacher.

2. The student may apply to the dean for a change of tutor. The dean makes a decision after consulting the relevant department chair and teachers. In case of refusal, the student may appeal to the rector. The rector's decision shall be final.

3. The tutor may suggest that the dean transfer a student to another class. The decision shall be made by the dean according to the procedure specified in item 2.

4. The rector shall choose teachers to give general academic courses.

§ 7

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

STUDENT RIGHTS AND RESPONSIBILITIES

§ 8

1. The student is obliged to act in accordance with the Regulations and the oath.
2. In particular, the student is obliged to:
 - a) participate in classes as well as organizational activities,
 - b) take examinations, cover practical placements and meet other requirements included in the curriculum,
 - c) undertake artistic, scholarly and organizational activities for the Academy,
 - d) choose modules (subjects) resulting from the curricula within the period and form specified by the dean,
 - e) comply with the provisions in force at the Academy,
 - f) respect the property of the Academy,
 - g) notify in writing the dean about all changes of personal details or in the case of loss of any academic documents,
 - h) preserve the good name of the Academy,
 - i) respect the dignity of all members of the academic community.
 - j) timely payment of fees related to studies in accordance with applicable law or internal regulations of the Academy.

§ 9

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

§ 10

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

INDIVIDUAL ORGANIZATION OF STUDIES

§ 11

INDIVIDUAL COURSE OF STUDY

1. At the Academy the student may obtain permission to pursue studies according to an individual course of study. This applies to students who:
 - a) engage in artistic and academic activity, prepare for international competitions or other significant artistic or academic projects,
 - b) have especially difficult living conditions or suffer from temporary illness and who up to now have performed student's duties with excellence,
 - c) are foreigners or Polish citizens living permanently abroad,
 - d) are disabled,
 - e) in other well-grounded cases.
2. The individual course of study enables students to complete courses, included in the curriculum, according to individual deadlines agreed upon with the class teacher.
3. The individual course of study does not exempt the student from the obligation to complete all subjects specified in the curriculum for a particular semester.
4. The student shall be entitled to the individual course of study after receiving the approval of the tutor and the department chair. Then the student shall prepare a list of courses included in the individual course of study procedure and obtain permission from particular class teachers.
5. The dean may grant the student's request for an individual course of study supported with the paperwork listed in item 4 and decide on its terms.

§ 12

INDIVIDUAL PROGRAMME OF STUDIES

1. At the Academy the student may obtain permission to pursue study according to an individual programme of studies under the rules determined by the discipline council.

This applies to students who are:

a) exceptionally talented,

b) foreigners,

c) admitted to the Academy after verifying their learning outcomes.

2. The student may be granted permission to pursue their study according to an individual programme at their written request submitted to the dean, with the support of the department chair and agreed on with the teacher who when permission is granted shall be the student's tutor.

3. Permission for and the terms of an individual programme of studies shall be determined by the discipline council.

4. The tutor monitors the individual programme of studies and assists the student with help and advice.

LEAVES

§ 13

1. In special circumstances the student may be granted a short term or annual leave of absence from classes.

2. The dean grants the leave at student's request supported by the department chair after consultation with the tutor.

§ 14

1. The short term leave may last up to six weeks and shall not deprive the student of the student rights.

2. The student is obliged to obtain credits for courses on time and take examinations included in the curriculum, comprising the possibility of verification by the class teacher of the learning outcomes specified in the curriculum, which the student should obtain despite short term leave from classes.

3. The short term leave shall not postpone the planned graduation date.

§ 15

1. Over the whole period of study the student may obtain an annual leave only once, unless the cause of the leave lies in a long or recurrent illness which requires hospital treatment.
2. In the leave period the student retains their student's rights.
3. Over the leave period the student may, with the dean's permission, take part in selected classes, sit credit tests and take course examinations.

SEMESTER COMPLETION

§ 16

1. The credit period is one semester.
2. Student achievement verification, i.e. semester completion is approved by the relevant dean, acting under the authority of the rector, by means of entry into the student's report.
3. The student's periodic achievement card is kept in the electronic student's service system 'Wirtualna Uczelnia'.
4. A printed card of the student's periodic achievement is kept in the personal file folder.

§ 17

1. In order to have a semester credited the student is obliged to:
 - a) obtain credits for all classes and hours of practical training as well as ECTS points prescribed in the curriculum.
3. The Academy uses the following grade scale:
 - A excellent 25-24 points
 - B very good 23-21 points
 - C+ good plus 20-19 points
 - C good 18-16 points
 - D satisfactory 15-13 points
 - E pass 12-10 points
 - F fail 9-0 points

COURSE COMPLETION

§ 18

1. The Academy uses the following forms of course completion:
 - a) credit (Z),
 - b) credit with grade (O),
 - c) examination (E).
2. Admission to an examination is conditional on receiving a credit (Z) for a given course.
3. Detailed terms and conditions for course completion and the conditions for re-sit credits shall be defined by the class teacher and submitted in writing to the dean. Students shall be notified about the terms and conditions above at the beginning of the semester.
4. The credits for a particular course can be obtained during the examination session.
5. The credits for a particular subject can be obtained from the class teacher by means of entry in the student's report. The student is obliged to submit to the class teacher the student's report in order for the grades to be entered.
6. Obtaining a credit before an examination session is possible only upon the dean's permission.
7. The class teacher or the department chair who appoints the examination board, referred to in § 20 item 1, sets the dates of course completion for the first term examination and the re-sit about which students are notified before the beginning of the examination session.
8. Upon the student's request submitted before the beginning of classes, the dean may grant permission for a course to be completed in a different semester than the one specified in the curriculum, if the completion of the course is possible within the number of semesters remaining to graduation.
9. At the request of the head of the department, addressed to the dean via the Department of Teaching before the start of classes, the dean may consent to the transferring of the completion of a specific subject to a semester other than the one indicated in the study plan, if the implementation of the postponed subject is within the number of semesters, remaining to complete the studies in accordance with the study program. If a department has not been established in the faculty structure, the duties of the head of the department are performed by the dean.

§ 19

1. The student who failed to obtain credit for a course during the examination session may re-sit it.
2. The student's omission to take a re-sit credit test or failure in the re-sit examination session in the case of credit with grade (O) shall result in course failure.
3. In the case of the student's failure to obtain credit for a course, whose form of credit is credit with grade (O), the provisions of paragraph 22 of the Regulations shall apply.

4. Should the student's attendance be a condition set by the class teacher to obtain credit for a course and should the cause for student's absence from classes be accepted by the tutor, the class teacher shall assign another form of assessment, enabling verification of the learning outcomes specified in the curriculum.

EXAMINATION

§ 20

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

§ 21

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

§ 22

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

CONDITIONAL CONTINUATION OF STUDIES

§ 23

1. In case of the student's failure to complete a course, which is not the major, on the student's motion, the dean may grant a conditional credit for the next year or semester.
2. The student who repeats a failed course will be obliged to pay a fee.

§ 24

1. The student shall be removed from the register of students in the following cases:
 - a) not commencing study,
 - b) resignation from study,
 - c) failure to submit the diploma thesis or to take the diploma examination by the assigned deadline,
 - d) disciplinary penalty of expulsion from the Academy.
2. The student may be removed from the student register in the following cases:
 - a) confirmed lack of participation in compulsory classes,
 - b) confirmed lack of progress in learning,
 - c) failure to obtain a credit for a semester or a year in a required time,
 - d) failure to pay tuition fees.
3. Students are removed from the student register by the dean under the authority of the rector through an administrative decision.

4. Resignation from study submitted by the student to the dean shall have only a written form.
5. Lack of progress in learning is stated by the dean upon the motion of the class teacher in case of the student's failure to obtain a course credit.

REINSTATEMENT

§ 25

1. A person removed from the student register may appeal for reinstatement.
2. The procedure of reinstatement should be treated as exceptional and should be employed only in duly justified cases and solely for former students of the Academy.
3. Reinstatement is not possible if the given field of study or major has been discontinued at the Academy.
4. Reinstatement applies only to the current curriculum. The student is obliged to make up the curriculum differences resulting from curriculum changes regardless of previously completed semesters.
5. The student removed from the student register in the first year of study cannot apply for reinstatement. Such a person may be readmitted to the Academy only on the basis of current rules of admission.
6. The student removed from the student register due to the failure to take the diploma examination by the assigned deadline, may apply within the year of the date of removal for reinstatement to take the diploma examination. The decision concerning student's reinstatement shall be taken by the dean upon the motion of the student.
7. In order to be reinstated one shall apply to the dean (except for persons mentioned in items 5 and 6). After approving the application and verifying organizational possibilities at the Academy, the dean, with the rector's consent and after consulting the department chair, appoints a board for a qualifying examination and defines its scope.
8. The decision concerning the student's reinstatement shall be taken by the dean in agreement with the rector.
9. The dean specifies the semester from which the reinstatement starts, taking into consideration the necessity to make up the curriculum differences or the student's possibilities to prepare for their diploma examination.

TRANSFER

§ 26

1. Upon the dean's permission in agreement with the rector, the student may be transferred to the Academy.
2. The student may be transferred to the Academy at the beginning of the semester which follows the semester the student has already completed in the previous institution of higher education.
3. Before starting the semester, the student who is transferred from another institution of higher education shall:
 - a) submit a well-grounded request to the dean,
 - b) take a qualifying examination,
 - c) submit their student records.
4. The examination board to conduct the qualifying examination is appointed by the dean, with the rector's consent and in agreement with the department chair.
5. After successfully passing the control examination, the student has the right to transfer from another university at the beginning of the semester following the last completed semester at the university.
6. The consent to admit a student from another university is expressed by the Rector, setting the day of admission to studies taking into Account the provisions of section 5.

§ 27

1. The prerequisite for transferring and acknowledging ECTS credits acquired in another organizational unit of the Academy or in another higher education institution in Poland or abroad, is the verification of the correspondence of learning outcomes obtained with those specified in the curricula of the given field of study or major in the Academy.
2. The decision concerning the correspondence of the learning outcomes obtained and transfer of the student's achievements shall be made by the dean upon examination of the student's records.

THE PREREQUISITES FOR CHANGING THE MAJOR FIELD OF STUDY OR COURSE OF STUDY

§ 28

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

§ 29

1. An extramural student may apply for the full-time study option under the following conditions:
 - a) upon the tutor's motion to the department chair, concerning the transfer from extramural study to full-time study of a student presenting exceptional artistic or scholarly achievements. The department chair appoints a board and sets the date for the qualifying examination. The department chair may apply to the rector to transfer a student within departmental limits. The decision is made by the rector after consultation with the dean. The limits for departments or units or a specialization shall be set by the rector. If a decision concerning the transfer is made before the lists of students admitted to the Academy in a certain academic year are announced, an extramural student fills one place within the limit. If the tutor submits a motion too late for a decision concerning transferring before the lists are announced, the limits must be filled according to rules and conditions of admission by those applicants who passed the entrance examination but could not be admitted due to lack of academic capacity.
 - b) if an extramural student participates in admission procedure according to general rules and conditions of admission. In such case the student may continue their study from the semester that follows the one they successfully completed during extramural study.
2. The decision concerning the transfer from full-time study to extramural study shall be made by the rector upon the student's motion.

CONDITIONS FOR GRADUATION

§ 30

1. The prerequisites for graduation and obtaining a graduation diploma are:
 - a) obtaining learning outcomes determined in the curriculum,
 - b) obtaining a positive evaluation of the diploma thesis,
 - c) obtaining a passing grade in the diploma examination.
2. The graduation date is the date of the diploma examination.
3. The detailed procedure of graduation is determined by the rector's order, taking into consideration the provisions of the Regulations.
4. The person who earned a BA degree retains all student's rights until 31st October of the calendar year in which they graduated, except for the right to scholarship benefits.

DIPLOMA THESIS

§ 31

1. According to the curriculum adopted by the Senate for a given field of study (specialization) the diploma thesis consists of:
 - a) an artistic project or a written thesis for a bachelor's degree,
 - b) an artistic project with a written part or a written thesis for a master's degree.
2. The graduate diploma thesis shall be prepared under the supervision of a person who has at least a doctoral degree.
3. Diploma thesis reviews are open to the public.

4. The final year's examination in the major course of study may constitute the artistic project presented as part of the diploma thesis.

§ 32

1. A diploma board, appointed by the department chair in order to evaluate a diploma thesis, consists of at least three persons under the chairmanship of the department chair or a person appointed by them.
2. A diploma board evaluates each part of a diploma thesis.
3. A diploma board evaluates the diploma thesis after considering the opinion of the supervisor and the review made by the reviewer appointed by the department chair.
4. The prerequisite for taking a diploma examination is obtaining a positive evaluation of the diploma thesis.
5. Concerts and recitals constituting a part of a diploma thesis are open to the public.

§ 33

The topic of the written part of a diploma thesis or a written thesis shall be approved by the department chair by the 31st of October of the final academic year.

DIPLOMA EXAMINATION

§ 34

1. The student is obliged to take a diploma examination by the 30th of June of the final academic year.
2. The prerequisite for taking a diploma examination is obtaining all credits and passing all exams required by the curriculum and obtaining a positive evaluation of the diploma thesis.

§ 35

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

§ 36

1. The dean shall set a diploma examination re-sit in the following cases:
 - a) obtaining a failing grade in the diploma examination,
 - b) the student's failure to take the diploma examination within the period specified in § 34 item 1.
2. The diploma examination re-sit is final one and cannot be held later than 30th September of the final academic year.
3. Obtaining a failing grade in the diploma examination re-sit or failure to take the examination result in removing the examinee from the student register.

GRADUATION

§ 37

1. The examination board will calculate the final graduation mark, taking into account the evaluation of the diploma examination, the median grade in the student's academic record as well as the grades from each element of the diploma thesis.

§ 38

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

FINAL PROVISIONS

§ 39

1. All documents required in the Regulations shall be submitted by the student to the entities indicated in the Regulations through the dean's office during its office hours.
2. The decision concerning special cases shall be taken by the rector.
3. The instance of appeal on the issues included in the Regulations and the instance of decision on the issues not included in the Regulations but concerning the course of study shall be the rector.
4. Appeals shall be directed to the rector within 14 days of receiving a decision on the issues included in the Regulations of Study.
5. Appeals submitted after the deadline shall not be considered.
6. The Regulations of study shall come into force on the 1st of October 2019.