

RULES AND REGULATIONS OF STUDIES AT THE WARSAW FILM SCHOOL

I. General provisions

Schedule No. 1 to Resolution No. 63/2015 of the Senate of Warsaw Film School 28 April 2015

§1

Studies at the Warsaw Film School with its registered seat in Warsaw are carried out pursuant to the provisions in force, in particular:

- 1) Higher Education Act of 27th July 2005 (Journal of Laws of 2012, item 572 as further amended), hereinafter referred to as the Act;
- 2) Statute of the Warsaw Film School with its registered seat in Warsaw, hereinafter referred to as the Statute;
- 3) These Rules and Regulations of the Studies at the Warsaw Film School with its registered seat in Warsaw, hereinafter referred to as the Rules and Regulations.

§2

1. These Rules and Regulations shall be binding for the students of the Warsaw Film School with its registered seat in Warsaw, hereinafter referred to as the School, within the scope of the organization and the educational process at the level of undergraduate studies.
2. The basis for taking decisions governed by the Rules and Regulations shall be the understanding of students' needs, rights and obligations.
3. The Rules and Regulations concern all the majors and forms of studies conducted at WFS.
4. The provisions of Rules and Regulations shall apply to all the School's students, as well as all the School's employees involved in the educational process.

§ 3

1. The basic language of instruction of the School shall be the Polish language. Upon the consent of the Senate certain indicated majors, specializations or courses provided the School shall be carried out in a foreign language.
2. If any classes of particular major, specialization or courses are carried out in a foreign language, any assessment tests, exams or papers related thereto shall be performed in this language.
3. Any classes of the School may be carried out using technologies and educational methods for distance learning within the scope established by the School's Senate.
4. The School shall not carry out individual interdisciplinary studies.

§ 4

1. A student shall be admitted to the School upon matriculating and taking the academic oath of the wording specified in the School's Statute.
2. After matriculating a student shall receive a student identity card.
3. A student identity card is a document certifying the student's status. The student identity card shall be validated by the Dean's office every semester.
4. A student who lost the right to a student identity card is obliged to return it to the School.
5. Being admitted as a student of the School may also occur by way of transfer from another school or as resumption of studies.

§ 5

1. The School's students shall establish a student council.
2. The student council shall represent the interests of all students.
3. The student council acts pursuant to the Act as well as to the rules and regulations adopted by the student council's legislation body, and in accordance with the School's Statute.
4. The rules and regulations of the student council shall enter into force after the School's Senate has approved that they comply with the Act and the Statute.

§ 6

1. The Rector shall be a supervisor of the School's students.
2. Direct supervisors of the School's students shall be Prorectors who take decisions on behalf of the Rector in terms of students' issues, in particular related to educational process and the course of studies.
3. A student has a right to appeal against every Prorector's decision to the Rector by way of request to reconsider the issue. The request in writing shall be filed with the Dean's office within 14 days from the receipt of the decision which the request concerns.

§ 7

1. The studies at the Warsaw Film School shall be subject to the payment of tuition.
2. The terms and conditions regarding the tuition for studies at the School, in particular the type and amount as well as the principles and manner of fees payment, which bound the School by the agreement specified in Section 4, shall be determined by the School's Chancellor by way of order.
3. Information on the terms and conditions regarding the tuition for studies at the Warsaw Film School has been made public by way of, among others, the School's website.
4. The terms and conditions regarding the tuition for studies commenced in a given academic year, major and course of studies shall be determined by the agreement made in writing between the School represented by the Prorector for Education and a student. The agreement shall include the information about the tuition fee and other fees together with the dates of payment.
5. The Chancellor may, in full or in part, exempt the students from fees if the students have distinguished themselves with artistic accomplishments proving their outstanding skills, have achieved excellent results in studying, and also if the students have particularly difficult financial situation proved by appropriate documents.
6. Upon the written request of a student, the Chancellor may, with regard to the tuition fee for the studies
 - 1) set other dates of payment;
 - 2) establish or change the manner of payment into installments.

§ 8

1. The School's academic year shall last from 1st October to 30th September of the following calendar year.
2. The detailed organization of the academic year shall be established by the Rector by way of order issued for the following academic year before the summer semester.
3. The academic year shall include:
 - 1) winter semester;
 - 2) ordinary and retake examination session for the winter semester;
 - 3) summer semester;
 - 4) ordinary and retake examination session for the summer semester;
 - 5) summer holidays break.
4. Full-time studies classes shall begin in October.
5. Full-time studies classes shall end in June.
6. Winter semester for full-time studies lasts at least 15 weeks, including 2 weeks for holidays break.
7. Winter exam session for full-time students comprises:
 - 1) 2 weeks for ordinary exam session,
 - 2) at least 1 week for re-take examination session.

II. Organization of the studies

8. Summer semester for full-time studies lasts at least 15 weeks, including 1 week for holiday break and 1 week for SCRIPTFIESTA festival organized by the School.
9. Summer exam session for full-time students includes:
 - 1) not less than 4 weeks for ordinary exam session,
 - 2) not less than 2 weeks for re-take examination session.
10. Part-time (extra-mural) studies classes shall begin in October.
11. Part-time (extra-mural) studies shall end in June.
12. Winter semester for part-time (extra-mural) studies comprises 8 three-day sessions, including 7 ordinary sessions and 1 additional session.
13. Winter semester exam session for part-time studies includes:
 - 1) 1 three-day session for ordinary examination,
 - 2) 1 three-day session for re-take examination.
14. Summer semester for part-time (extra-mural) studies comprises 8 three-day sessions, including 7 ordinary sessions and 1 additional session.
15. Summer semester exam session for part-time studies includes:
 - 1) not less than 2 three day sessions for ordinary examination,
 - 2) not less than 2 three day sessions for re-take examination.
16. Due to some material organizational or substantial premises some of the classes, assessment tests or exams may occur on the dates extending beyond the above timeframe.
17. Due to some material organizational or substantial premises some of the classes, assessment tests or exams may occur on the dates statutory free from work.

§ 9

1. The conditions and procedure for recruitment process and forms of studies of particular majors shall be established in accordance with the provisions of the School's Statute.
2. The studies shall be conducted in accordance with the plans of studies and curricula established by the School in the manner specified in the Statute.
3. The School shall inform the students about the plans and curricula 7 days prior to a given academic year by making them available in the Dean's office.
4. The School shall not conduct recruitment proceedings on the basis of the confirmation of the learning results.

§ 10

1. Students' participation in the classes provided for in the plan of studies is mandatory.
2. During the classes the students' attendance list shall be checked. A student is obliged to ensure that their presence at the classes is confirmed by relevant entry to the attendance list.
3. A student's absence exceeding 40% or more course hours expected in the semester for a given educational module, subject to Section 4, may be treated by a lecturer as a sufficient basis for not classifying the student for the completion of the semester. In such case, the differentiation into justified and unjustified absence shall not apply.
4. A student's absence related to material amount of hours of classes expected in the semester for each educational module, taking into account the course of educational process, may be treated by a lecturer as a sufficient basis for not classifying the student for the completion of the semester. In such case, the differentiation into justified and unjustified absence shall not apply.
5. A student's absence comprising material amount of hours of classes expected in the semester for each educational module may be treated by a lecturer as a sufficient basis for giving lower grade at the end of the semester or giving the lower grade at the end of the semester and setting additional requirements for pass. In such case, the differentiation into justified and unjustified absence shall not apply.

III. Rights and obligations of a student

6. A lecturer may specify tasks which a student shall perform during the semester as a condition for allowing the student to take an assessment test or an exam. Failure to perform such tasks or failure to perform them within the deadline set by the lecturer may be treated as a sufficient basis for determining the lack of progress in studying.

7. Short-term absence (lasting not longer than 3 days) may be justified by a student before the Prorector for Students' Affairs by producing relevant documentation. Justification of short-term absence shall not be recorded on the students' attendance list.

§ 11

In particular, a student is entitled to:

- 1) gain knowledge by participating in classes and using versatile aid of academic teachers and organizational and administration units of the School;
- 2) just, impartial and open grade and established manners of progress control in studying;
- 3) participation in decisions taking by the School's collective body by its representatives;
- 4) joining in scientific groups and student organizations;
- 5) applying for financial aid on the basis of internal provisions of the School;
- 6) expressing opinion on the studies plans and curricula, as well as educational process and teachers;
- 7) expressing thoughts and beliefs, in particular the ones referring to the School, as well as ideology and religion, if it does not violate the interest of other persons.

§ 12

1. In particular, a student is obliged to:

- 1) act in accordance with oath wording and the School's binding provisions;
- 2) complete the course of studies, including regular participation in classes as expected in the plan of studies as well as perform tasks provided by a lecturer in a diligent and timely manner as a condition for allowing a student to take tests or exams;
- 3) take exams or assessment tests in accordance with the timetable and give account of each stage of studies at the Dean's office in timely manner;
- 4) pay tuition and settle other financial liabilities towards the School in a timely manner;
- 5) immediately and in writing notify the Dean's office about the change of marital status, last name, given name or address;
- 6) immediately and in writing notify the Prorector for Education about resignation from the studies;
- 7) take care about the School's property;
- 8) abide by the provisions, safety rules and work hygiene, as well as fire safety regulations;
- 9) act in accordance with accepted social norms.

2. A student bears disciplinary liability for acting in a manner which offends the dignity of a student or for violating the School's binding provisions in accordance with the Act and other implementing provisions.

3. Disciplinary measures shall be the following:

- 1) caution;
- 2) reprimand;
- 3) reprimand with a warning;
- 4) suspension of certain student rights for a period of up to one year;
- 5) expulsion from the School.

4. In the case that a student is suspected of plagiarism, the Rector shall immediately order to carry out explanatory proceedings and suspend the student's rights until the Disciplinary Board has issued relevant decisions.

5. If the conducted explanatory proceedings have proven that the act specified in Section 4 above has been committed, the Rector shall report a crime.

§ 13

1. In the case that student's disability prevents the student from direct participation in the classes, the Prorector for Education, upon the student's request, may:

- 1) allow more absences than accepted,
- 2) establish individual organization of studies,
- 3) request the lecturers to prepare additional teaching materials,
- 4) consent to change the form of knowledge and skills evaluation.

2. Upon a student's request, the Prorector for Student Affairs may consent to apply measures consisting in the participation of third party in the classes, in particular an assistant to a disabled person, if the type of disability requires so.

3. In the case that a student is not able to take notes during the classes for the student's disability, the Prorector for Student Affairs may give permission to use additional technical devices which would allow the disabled student to fully participate in the classes and to use audiovisual equipment for classes recording.

4. In the case that the sound recording or sound and image recording devices are used during the classes, a student undertakes to submit a written statement that the copyrights to the works created during the classes shall not be violated and the recorded material shall only be used for private purposes.

§ 14

1. Classes at the School shall end with an assessment test or an exam.

2. Grades for all exams and assessment tests shall be documented by a lecturer in the form of entry to a protocol and a transcript of academic record.

3. Pass of the classes without giving a grade shall be accepted, however such form of pass does not have its grade equivalent, therefore it shall not be included in the grade average.

4. In the event of an illness or an absence of a lecturer at the School, the Prorector for Education may designate a substituting lecturer in order to conduct an assessment test or an exam.

5. A lecturer who conducts an assessment test or an exam may ask a student to present an identity card with a photograph as a condition for allowing the student to take an assessment test or an exam.

6. Refusal to allow a student to take an assessment test or an exam due to circumstances specified in § 10, Section 3 and 4 of the Rules and Regulations shall be marked by a lecturer's entry as 'not classified' in the protocol and the student's transcript of academic record, which is the same as obtaining unsatisfactory grade by the student.

7. The following grading scale shall be used at the School:

- very good- 5.0
- good plus – 4.5
- good – 4.0
- sufficient plus – 3.5
- sufficient – 3.0
- unsatisfactory – 2.0

IV. Tests and exams

8. If a given form of classes is not assessed using grades the following shall be used:

- credit – zal.
- fail – nzal.

9. The semester grade average shall be an arithmetic mean (rounded up to two decimal places) of all the grades entered in the student's academic record for the classes included in the plan of studies and curriculum for a given semester.

10. The information about the student's exam and tests results from a given year or group shall be provided by the Dean's office (orally or by e-mail) or by a lecturer (orally or by e-mail).

11. The information about the student's exam and tests results shall be provided at the Dean's office not later than 28 days from the date of the test or exam.

§ 15

1. Accumulation system of ECTS credit points is mandatory at the School.

2. The number of points for particular classes shall reflect the amount of student's work required to pass given classes and the scope of acquired skills and competences. The amount of work comprises both student's work during the classes organized at the School as well as the work the student performed on his/her own.

3. A condition for gaining points for particular classes shall be achieving the assumed education results confirmed by passing the classes.

4. A student shall gain minimum 60 ECTS points in each academic year and not less than 30 ECTS points in each semester.

§ 16

1. The examination and assessment tests dates shall be established by the Rector for Education in agreement with persons responsible for given classes.

2. A student may take exams or assessment tests before the set date, if a person responsible for given classes gives his/her consent.

3. A student's failure to take an exam or assessment test on the first set date shall be equivalent to the loss of date and obtaining unsatisfactory grade, whereas the following set date shall be treated as a resit. In the event of the above circumstances, the entry of unsatisfactory grade shall be performed by a person responsible for given classes or the Prorector for Students Affairs.

4. The provisions of Section 3 above shall not apply in the case that a student's absence during the exam/test is justified by the Prorector for Students Affairs.

5. The Prorector for Students Affairs shall justify a student's absence at the exam/ test on the basis of proof of hospitalization on the dates of exams/tests. The Prorector for Student Affairs may justify a student's absence at the exam/ test on the basis of medical report confirming student's illness on the dates of exams/tests or under other documented material fortuitous events.

6. A student is obliged to notify the Dean's office about his/her absence at the exam/ test not later than on the date of the exam/ test, before the set hour of commencing the exam/ test and to provide absence excuse note within 24 hours from the date of the exam/ test.

7. In the case of failing the exam or failure to get the credit to pass the classes, a student shall obtain unsatisfactory grade.

8. One resit date shall be schedule for a given exam/ test. Failure to take the exam/ test on the scheduled resit date is equivalent to the loss of date and obtaining unsatisfactory grade.

9. In the case of exams/ test which verify practical skills and are carried out before The Art Board, a student has the right to take no more than one exam/ test as a resit in a given retake examination session. The Art Board competent for this exam/test shall be composed of not less than three members and shall be appointed by the Prorector for Education and selected among academic teachers and specialists cooperating with the School.

§ 17

1. In duly justified cases in which a student reports justified and proven reservations to impartiality, form, mode or course of the test or exam for passing the classes, the student has the right to submit a request for final resit exam to the Prorector for Education within 7 days from the date of results announcement. The decision on final resit exam shall be made by Prorector for Education.

2. Final resit exam shall take place before the board appointed by the Prorector for Education and it shall consist of: the Prorector for Education or its representative as a chairman of the board, a lecturer of given classes and a specialist in the field of classes which are subject to examination.

3. A student taking the final resit exam may file with the Prorector for Education a request for including a representative of the student council in the board. Such request shall be submitted not later than 7 days before the scheduled date of final resit exam.

4. The date and mode of the final resit exam shall be established by the chairman of the board in agreement with the lecturer of the classes.

§ 18

1. Assessment of the students' progress in studying shall be conducted on a daily basis. The settlement period of the following stages of studies shall be a semester.

2. Crediting the semester shall be made by the Prorector for Education by an entry to student's academic transcript of record.

3. The semester shall be passed after fulfilling all requirements specified in the plan of studies and curriculum, in particular obtaining all credits and passing all exams provided for in the plan of studies, as well as obtaining the required number of ECTS points.

4. The curriculum may specify other conditions requisite for registering a student for a following year of studies, including in particular obtaining a positive grade from practical final exam which is to verify the professional competences of a student.

5. Final exam, if any, shall be in a form of a presentation of practical work prepared in accordance with the specification determined in the curriculum and shall be conducted at the end of the summer semester.

6. Evaluation of the final exam shall be made by an examination board of not less than three members, appointed by the Prorector for Education among the academic teachers and specialists cooperating with the School. The examination board shall use the grade scale specified in § 14 Section 7, and in the case of unsatisfactory grade, the board shall make autonomous decision on granting or refusal to grant the right for resit examination.

7. Obtaining unsatisfactory grade from the final exam without the right to a resit exam shall be treated as a failure to pass the year as scheduled.

8. The date to submit the student's transcript of academic record shall lapse with the end of retake examination session. The failure to fulfill such obligation is equivalent to a failure to pass the semester of a year by the student as scheduled, which may result in the removal from the students register.

9. A student who during the examination session has not obtained the credit or has not passed an exam and has not obtained ECTS points as required and specified in the plan of studies and curriculum in a given semester, may be given a consent to a conditional continuation of studies in the following semester subject to Sections 10, 11, 12 and 13 below.
10. The same course may be subject to a conditional entry only once.
11. A student shall not obtain consent to a conditional continuation of studies in the following semester in the case that the deficit of ECTS points for the previous semester is more than 12 (twelve).
12. A student shall not obtain consent to a conditional continuation of studies in the following semester in the case that the student has obtained unsatisfactory grade for final exam without the right to resit examination.
13. An essential provision for obtaining consent to a conditional continuation of studies shall be a written support of the request made by a lecturer of classes being subject to conditional entry.
14. A student who obtained consent to a conditional continuation of studies in the following semester shall retain all the student's rights and shall abide by all the obligations resulting from the Rules and Regulations.
15. A student is obliged to pass the course/ courses covered by conditional entry before the beginning of the following examination session.
16. In the case that a student has passed the course/ courses covered by conditional entry on date scheduled in Section 14 above, the student shall be enrolled in the following semester and allowed to participate in the following examination session.
17. In the case that a student has failed the course/ courses covered by conditional entry on date scheduled in Section 14 above, the student shall not be enrolled in the following semester and shall not be allowed to participate in the following examination session.
18. A student, who has failed the course / courses covered by conditional entry on the date scheduled in Section 14 above, may apply for consent to repeat the semester or a year.
19. A student may obtain consent to repeat the semester or a year in the course of study no more than once.
20. With respect to a student who has repeated a given semester or a year and has not obtained credit on the scheduled date, i.e. by the end of the retake examination session, a decision on conditional continuation of studies in the following semester shall not be passed.
21. A request for conditional continuation of studies shall be submitted in writing at the Dean's office by the end of the retake examination session.
22. A request for repeating a semester or a year shall be submitted in writing at the Dean's office by the end of the lapse of the period scheduled for passing the course/ courses covered by conditional entry.
23. A decision on conditional continuation of studies or repeating a semester or a year shall be made by the Prorector for Education.
24. Repeating a semester or a year shall require drawing up an annex to the education agreement between the School and a student.

§ 19

1. A student undertakes to complete internship in accordance with the curriculum relevant to a given major or specialization.
2. The organization of internship shall be governed in details by the Regulations of Internships which are being completed by the students of the Warsaw Film School.
3. Crediting the internship on the basis of the internship documentation which confirms obtaining the education results shall be made by the Prorector for Education.

V. Individual plan of studies and curriculum

§ 20

1. A student who has completed the first year of studies, and his/her grade average is higher than 4.5, may apply for studying in compliance with individual study plan and curriculum (hereinafter referred to as 'ISP') under the principles specified by the Rector.
2. Creating ISP consists in extending the scope of knowledge within the student's major or change of courses within a given major taking into consideration the educational results specified by the law.
3. A student shall submit a request for ISP by 1st October in the winter semester and by 15th February in the summer semester. The request should include justification, suggestion of changes in the plan of study and curriculum as well as the dates of credits and exams and consent of the future mentor to undertake supervision together with the opinion on ISP program.
4. The Prorektor for Education shall make a decision on granting ISP and designating a mentor as well as determine detailed conditions for studying in accordance with individual plan of studies and curriculum.
5. The Prorektor for Education may revoke a decision on granting ISP in the following cases:
 - 1) supervisor's negative opinion,
 - 2) significant deterioration in grades,
 - 3) failure to complete the program as scheduled.

§ 21

1. The Prorektor for Education may, upon justified student's request, grant its consent to studying in accordance with individual organization of studies with respect to the following students:
 - 1) members of the national sport's team, national reserve team, university team (regardless club membership), School's representation team in league games.
 - 2) single parents,
 - 3) disabled,
 - 4) having other material and justified reasons.
2. Individual organization of studies shall consist in establishing the dates and manners of meeting the students obligations resulting from the plan of studies.
3. A student shall submit a request for individual organization of studies by 1st October in the winter semester and by 15th February in the summer semester. The request shall include justification, suggestion of changes of dates and manners for obtaining credits and passing exams, the opinion of the year's supervisor or other academic teacher.

§ 22

1. Upon the consent of the Prorektor for Education, an eminent high school student may participate in the classes conducted at WFS as per the student's interests.
2. The condition for applying to participate in the classes by a high school student shall be submitting a written request with positive opinion of the high school's principal and a tutor to the Dean's office.
3. After the consent of Prorektor for Education has been granted, the student shall participate in the classes in accordance with the provisions accepted at WFS.
4. After completion of the classes, the student may obtain a certificate confirming the participation in the classes and credit for a given course.

VI. Removal from the Students Register

§ 23

1. The Prorector for Education shall remove a student from the Students Register in the following cases:
 - 1) failure to commence the studies;
 - 2) written resignation from the studies;
 - 3) failure to submit thesis or take final diploma exam;
 - 4) punishment of disciplinary measures consisting in expulsion from the School;
 - 5) failure to commence the studies after the lapse of the Dean's leave of absence or health leave.
2. The Prorector for Education shall remove a student from the Students Register in the following cases:
 - 1) stating the lack of progress in studying;
 - 2) failure to obtain credit for a semester or a year as scheduled;
 - 3) failure to pay fees related to the studies as scheduled in the agreement on education;
 - 4) failure to sign an agreement provided by the School on the terms and conditions for tuition for studies or educational services within 30 days from the date of commencing the classes in a given semester.
3. Failure to commence the studies shall be understood as a failure to provide all the documents required by the School, as well as a failure to sign an agreement on education or to take an oath.
4. Resignation from the studies shall be understood as submitting a resignation in writing. The resignation shall be effective upon being submitted to the School.
5. The basis for stating the lack of progress in studying shall be:
 - 1) failure to meet the obligations specified in the Rules and Regulations, in particular the requirements specified in § 12 Section 1 point 2 and point 3;
 - 2) failure to obtain credit or obtaining unsatisfactory grade from one or more courses in the semester;
 - 3) not classifying a student from one or more courses in the semester;
 - 4) occurrence of other circumstances confirming the lack of possibility to complete the studies in accordance with a given curriculum binding at WFS or poor prognosis for student's progress in studying.
6. Stating the lack of progress in studying shall occur on the basis of School's regular assessment of student's achievements and shall be made by the Prorector for Education upon the request of persons conducting classes with the evaluated student.

VI. Leave

§ 24

1. During the whole studies a student is entitled to one long-term leave for the period not longer than one year:
 - 1) Dean's absence leave;
 - 2) health leave;
 - 3) special leave.
2. The long-term Dean's absence leave shall last two full semesters of study.
3. The health leave shall be granted on the basis of the medical report.
4. The special long-term leave shall be granted in particularly justified fortuitous events.
5. A student is entitled to a short-term leave. The short-term leave shall last no longer than 1 month and may be granted during the studies on condition that it does not disturb the course of study and does not prevent from the achievement of set educational results by the student.

6. A request for the long-term/ short-term leave shall be submitted in writing at the Dean's office.
7. The decision on granting any leave shall be made by the Prorektor for Education.
8. Upon granting of the long-term leave, annex to education agreement between the School and a student shall be signed.
9. During the long-term leaves, upon the consent of the Prorektor for Education and a lecturer, a student may participate in some classes, obtain credits or take exams.
10. During the leave, a student shall retain the student's rights subject to the provisions of the School's Rules and Regulations regarding the financial aid.
11. After returning from the long-term leave, a student is obliged to make up for the curriculum discrepancies as scheduled by the Prorektor for Education.

§ 25

VIII. Transfers. Resumption of the studies

1. A student may be transferred from another school, including a foreign one, to the Warsaw Film School, upon the consent of the Prorektor for Education expressed by way of decision.
2. The transfer shall take place only at the beginning of a semester.
3. The Prorektor for Education shall make the decision on admission on the basis of provided documents including, in particular the list of courses passed by a student in previous school.
4. The Prorektor for Education shall specify the conditions for admission to the Warsaw Film School, including the conditions, dates and manner of making up for the discrepancies resulting from various plans of study and curricula.

§ 26

1. A student may apply for a change of major, specialization or form of studies, after passing the first semester at the earliest. The relevant decision shall be made by the Prorektor for Education.
2. In the case that a change of major, specialization or form of studies is to be preceded by making up for the discrepancies in study program, a student is obliged to make up for the discrepancies as scheduled by the Prorektor for Education.
3. In the case of a student who applies for transfer to the Warsaw Film School or change of major or form of studies at the School, the Prorektor for Education shall make the decision on the transfer of courses after confirming the convergence of educational results.
4. Confirming the convergence of educational results shall be a condition for transferring the courses passed at the other major at the School within other form of studies instead of points referred to other courses specified in a given curriculum.
5. The courses within the studies completed by a student before commencing the studies at the School or within the parallel studies continued by a student shall not be transferred.
6. A student may apply for transfer of foreign language courses passed in other school instead of the points for the foreign language courses in a given curriculum. The decision on the transfer shall be made by the Prorektor for Education. The possibility to confirm the convergence of the educational results shall be a precondition for such transfer.

§ 27

1. A student of the School, who interrupted the studies after completion of the first semester, has the right to resume the studies at the same major.
2. A person who has been removed from the students register, as a result of the decision of the disciplinary board for students's affairs, may apply for the resumption of studies only if the punishment has been expunged.

3. A decision on the resumption of studies shall be made by the Prorektor for Education.
4. The conditions for the resumption of studies shall be specified by the Prorektor for Education.
5. A student shall be permitted to resume studies only once.

§ 28

IX. Thesis

1. A student shall prepare a thesis under the supervision of a professor, D.Phil. or D.Phil. habil.
2. A thesis may be prepared by two students, however each of them should be the author of a separate part of the thesis subject to the assessment of a thesis promoter and a thesis reviewer.
3. A student shall submit a thesis not later than by 30th September of the last year of studies.
4. The Prorektor for Education, upon the request of the thesis promoter or a student may postpone the date of submitting the thesis for a period not longer than 2 year from the dates specified in Section 3.
5. A student who has failed to submit the thesis as scheduled shall be removed from the students register.

§ 29

X. Diploma Exam

1. Taking a diploma exam shall be allowed under the following conditions:
 - 1) obtaining credits and taking exams as prescribed in the plan of studies and curriculum; completing internship as prescribed in the internship programme as well as obtaining relevant number of ECTS points as specified in education standards;
 - 2) signing the statement on the authorship of the diploma thesis;
 - 3) obtaining positive grades from the diploma thesis;
 - 4) settling all the obligations related to the educational process in favor of the School;
 - 5) submitting clearance slip at the Dean's office.
2. The diploma exam shall be an oral exam.
3. The diploma exam shall be taken before a board appointed by the Rector composed of at least three persons, however the board shall always consist of a promoter and a reviewer of the thesis.
4. The diploma exam shall be taken within three months from the date of submitting the thesis.
5. The result of the diploma exam shall be published in grades in accordance with the grade scale specified in § 14 Section 7.
6. The Rector may give consent to conduct an open diploma exam upon a justified written request of a student or a promoter. The exam shall be conducted in the same mode and under the same principles as in the case of exams closed to public. The participation as an observer in the public part of the open diploma exam shall be made possible to third parties designated and shall be submitted in writing by the students' council at the Dean's office within 14 days prior to the diploma exam.
7. Information about an open diploma exam shall be published on the notice board at least a week prior to the date of the exam.
8. The observers of an open diploma exam shall not ask questions to a candidate for a degree.
9. In the case of obtaining unsatisfactory grade from a diploma exam or unjustified failure to take the exam as scheduled, the Rector shall set a new final date of the exam. The following exam shall not take place earlier than after a month from the date of the first exam and no later than after the lapse of three months.
10. In the case of failing the diploma exam on the second date, the Rector shall issue a decision on the student's removal from the students' register.
11. Detailed instructions in terms of the thesis and the organization and course of a diploma exam shall be specified by the Regulations for BA thesis defense.

XI. Graduation

§ 30

1. The graduation shall be effective after taking a diploma exam and obtaining at least satisfactory grade. The date of graduation shall be the date of taking a diploma exam.
2. A final grade from the studies shall be established by the diploma examination board as specified in § 29 Section 3.
3. Except for New Media Acting, the basis for the final studies grade shall be the following:
 - 1) arithmetic grade average of the grades from courses prescribed in curriculum in a given major (10%),
 - 2) grade from the presentation of thesis (60%),
 - 3) grade from the diploma exam (30%).
4. In respect of New Media Acting the basis for the final studies grade shall be the following:
 - 1) arithmetic grade mean of the grades from courses prescribed in curriculum in a given major (10%),
 - 2) grade from the diploma exam (90%).
5. The final studies grade shall be provided using the following scale of grades:
 - very good – 4.61-5.00
 - good plus – 4.31-4.60
 - good – 3.81-4.30
 - satisfactory plus – 3.46-3.80
 - satisfactory – 2.81-3.45
 - unsatisfactory – 0.0-2.80

§ 31

1. The alumni of the studies shall receive the School's diploma of graduation from the undergraduate studies which confirms obtaining BA (licencjat) degree.
2. Rector's diploma of distinction awarded at the request of Senate shall be obtained by the alumni who fulfilled the following conditions:
 - 1) achieving grade average which is not lower than 4.5 for the whole period of studies;
 - 2) obtaining very good grades from thesis and diploma exam;
 - 3) acting in accordance with the Rules and Regulations as well as the School's binding provision.

§ 32

XII. Final provisions

1. To the matters not governed by these Rules and Regulations the provisions of Act shall apply.
2. The Rules and Regulations shall enter into force on 1st October 2015.