

TERMS AND CONDITIONS OF STUDIES AT THE WARSAW FILM SCHOOL

I. General provisions

§1

1. Studies at the Warsaw Film School with its seat in Warsaw are conducted on the basis of applicable regulations, in particular:
 - 1) the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended), hereinafter referred to as the Act;
 - 2) the Statute of the Warsaw Film School with its seat in Warsaw, hereinafter referred to as the Statute;
- 3) these very Terms and Conditions of Studies at the Warsaw Film School with its seat in Warsaw, hereinafter referred to as the Terms and Conditions.
2. Whenever an authorized prorector is mentioned in these Terms and Conditions, he/she is understood as Prorector for Education or Prorector for Student Affairs, authorized by the Rector to issue decisions related to the course of studies of his/her behalf.

§2

1. The Terms and Conditions apply to students of the Warsaw Film School with its seat in Warsaw, hereinafter referred to as the School, with regard to the organization and course of the education process at the level of first-degree studies.
2. The basis for making decisions based on the Terms and Conditions should be understanding of the needs, rights and obligations of students.
3. The Terms and Conditions apply to all fields of studies and forms of studies conducted at the School.
4. The provisions of the Terms and Conditions apply to all students of the School, as well as all its employees involved in the course of the education process.

§ 3

1. The main language of the lectures and classes at the School is Polish. With the consent of the Senate, particular fields of studies or selected didactic classes, exams and other tests as well as thesis and diploma examination at the School may be conducted in a foreign language.
2. Preparation of the diploma thesis and conducting the diploma examination in a foreign language may also take place at the student's request, with the consent of the Rector in consultation with the thesis advisor. In other cases, the preparation of the diploma thesis and the diploma examination are carried out in Polish.
3. If classes are held in a foreign language, credits and examinations are also held in that language.
4. Classes conducted at the School may take place with the use of distance learning techniques and methods, within the scope established by the School's Senate.
5. The School does not conduct individual inter-area studies.

§ 4

1. Admission to the School's students' register takes place in the recruitment procedure at the time of matriculation and taking the oath specified in the University's Statute.

2. After the matriculation, the student receives a student ID.
3. The student ID card is a document confirming the student's status. The validity of the student ID is confirmed every semester in the Dean's office.
4. A student who has lost the right to own a student ID is obliged to return it to the School.
5. Admission to the School's students' register may also take place in the form of transfer from another university.

§ 5

1. Students of the School compose the Students' Council.
2. The Students' Council represents the interests of all students.
3. The Students' Council operates on the basis of the Act and Terms and Conditions adopted by the School's government legislative body and in accordance with the School's Statute.
4. The Terms and Conditions of the Students' Council shall come into force after the Rector confirms its compliance with the Act and the Statute within 30 days from the date of their submission.

§ 6

1. The Rector is the superior of the School's students.
2. The immediate superiors of the School's students are Prorectors who, on behalf of the Rector, on the basis of appropriate authorization, make decisions on student matters related, in particular, to the didactic process and the course of study.
3. A student has the right to request reconsideration of the case with regard to any administrative decision issued by the Rector or Prorector on behalf of the Rector. The application, in writing, is to be submitted to the Dean's office within 14 days from the delivery of the decision to which it relates.

§ 7

1. Studies at the School are paid.
2. The terms of payment for studies at the School, in particular: the method and amount, as well as the rules and procedures to the fee payment, bidding at the School when concluding the agreement referred to in section 4, are determined by the Chancellor of the School in the form of an ordinance, however the type of these fees and their amount are additionally determined after consulting the Student's Council.
3. Information on the conditions of payment for studies at the School is made public, among others, via the School's website.
4. The terms of payment for studies commenced in a given academic year, in a given field and in a given mode, are specified in an agreement concluded in writing between the School and the student. The agreement contains information on tuition and other fees along with their payment dates.
5. The Chancellor may, in whole or in part, exempt from fees students with artistic achievements proving their outstanding abilities, students achieving exemplary results in learning, and also those who find themselves in a particularly difficult financial situation, certified by appropriate documents.
6. The Chancellor, upon a written request of the student, may, with regard to tuition fees:
 - 1) set other date of payments;
 - 2) determine or change the method of dividing the payment into installments.

II. Organization of studies

§ 8

1. The academic year at the School lasts from October 1 to September 30 of the following

- calendar year.
2. The detailed organization of the academic year is established by the Rector in an ordinance issued for the next academic year before the end of the summer semester.
 3. In the academic year, the following elements are distinguished:
 - 1) winter semester;
 - 2) exam session and retake exam session for winter semester;
 - 3) summer semester;
 - 4) exam session and retake exam session for summer semester;
 - 5) holiday break.
 4. Classes in full-time studies begin in October.
 5. Classes in full-time studies end in May or June.
 6. The winter semester for full-time studies covers approximately 15 weeks, including 2 weeks for the Christmas and New Year break.
 7. The exam session in the winter semester for full-time studies is planned for January-February and includes:
 - 1) 2 weeks for the standard exam session,
 - 2) at least 1 week for the retake exam session.
 8. The summer semester for full-time studies covers approximately 15 weeks, including 1 week for the Holiday break and 1 week for the SCRIPTFIESTA festival organized by the School.
 9. The exam session in the summer semester for full-time studies is planned for the following months: June, July, September and includes:
 - 1) 2-4 weeks for the standard exam session,
 - 2) 2-4 weeks for the retake exam session.
 10. The didactic classes at the part-time studies start in October.
 11. The classes in the part-time studies end in June.
 12. The winter semester for part-time studies covers 7-8 studying meetings.
 13. The exam session in the winter semester for part-time studies is planned for January-February and includes:
 - 1) 1 studying meeting for the exam session,
 - 2) 1 studying meeting for the retake exam session.
 14. The summer semester for part time studies covers 7-8 studying meetings.
 15. The exam session in the summer semester for the part-time studies is planned for the following months: June, July, September and includes:
 - 1) 1-2 studying meetings for exam session,
 - 2) 1-2 studying meetings for retake exam session.
 16. Due to important organizational or substantive reasons, some classes, credits or exams may be held on dates exceeding the above-mentioned time frames.
 17. Due to important organizational or substantive reasons, some classes, tests or exams may be held during statutory holidays.

§ 9

1. The terms and conditions of the recruitment procedure as well as the forms of studies in particular fields of studies are determined in accordance with the provisions of the School's Statute.
2. Studies are conducted according to study plans and study programs established by the School after consultation with the Students' Council in the manner specified in the Statute.
3. Plans and study programs are made available to students within 14 days from the date of their acceptance on the School's website at BIP.
4. The School does not recruit for studies on the basis of confirming learning outcomes.

§ 10

1. Participation of students in the classes scheduled in the studies plan is obligatory.

2. During classes, the student attendance list may be checked. It is the responsibility of the student to ensure that their attendance is confirmed by an appropriate entry on the attendance list.
3. Student's absence from classes may be excused by the teacher. The student is obliged to submit documents justifying their absence from the classes no later than on the 7th day from the day of absence.
4. Student's absence covering 40% or more of the didactic hours planned in the semester for a given didactic module, subject to section 5, may be treated by the person conducting the classes as a sufficient basis not to classify the student at the end of the semester. In this case, the distinction between excused and unexcused absences does not apply.
5. The student's absence regarding a significant part of the didactic hours planned for a given module in a semester, taking into account the course of the didactic process, may be treated by the person conducting the classes as a sufficient basis for not classifying the student at the end of the semester. In this case, the distinction between excused and unexcused absences does not apply. Non-classification of a student may result in removal from the students' register, in accordance with § 24 sec. 2 points 1 and 2.
6. Student's absence, covering a significant part of the didactic hours planned for a given semester for a given didactic module, may be treated by the person conducting the classes as a sufficient basis for the application of a reduced grade at the end of the semester or for the reduced grade at the end of the semester and for determining additional credit conditions. In this case, the distinction between excused and unexcused absences does not apply.
7. The person conducting the classes may specify the tasks that the student should perform during the semester as a condition for allowing the student to take the credit or exam. Failure to complete the task on the student's part within the deadline set by the person conducting the classes may be treated as a sufficient basis for stating no progress in learning.

III. Rights and obligations of a student

§ 11

A student has, in particular, the right to:

- 1) acquire knowledge by participating in classes and using the comprehensive help of academic teachers as well as organizational and administrative units of the School;
- 2) fair, objective and open evaluation and established methods of controlling learning progress;
- 3) participate in decision-making process through their representatives in the Collegiate bodies of the School;
- 4) associate in research clubs and students' organizations;
- 5) apply for financial aid, on the terms set out in the Act and the School's internal regulations;
- 6) express opinions on study plans and study programs, didactic process and teachers;
- 7) express thoughts and beliefs, in particular concerning the School, as well as worldview and religious beliefs, provided this does not infringe the welfare of other people.

§ 12

1. A student is obliged, in particular, to:
 - 1) act in accordance with the wording of the oath and the Terms and Conditions in force at the School;
 - 2) fulfil the course of studies, including systematic participation in classes provided for in the study plan, excuse their absences from classes in accordance with the principles set out in § 10, as well as to perform the tasks assigned by the person conducting the classes conscientiously and in a timely manner, as a condition for allowing the student to take the credit or exam;

- 3) take exams and credits in accordance with their schedule and settle the subsequent stages of studies in the Dean's office in a timely manner;
 - 4) pay the tuition fees and other financial obligations towards the School in a timely manner;
- 5) immediately notify the Dean's office in writing about the change of marital status, surname, first name and address;
- 6) immediately notify the Prorector for Education in writing about resignation from studies;
 - 7) take care about the School's property;
- 8) comply with the provisions and principles of occupational health and safety and fire regulations;
 - 9) behave in accordance with accepted social norms.
2. The student bears disciplinary responsibility in accordance with the provisions of the Act and other executive regulations for the conduct that violates the student's dignity and violates the regulations in force at the School.
3. Disciplinary penalties are:
 - 1) admonition;
 - 2) reprimand;
 - 3) reprimand with a warning;
 - 4) suspension of specific student rights for up to one year;
 - 5) expulsion from the School.
4. In the event of a suspicion of plagiarism or falsification of scientific research by a student, the Rector immediately orders to conduct explanatory proceedings and suspends the student in the student's rights until the decision is issued by the disciplinary commission.
5. If the conducted explanatory procedure confirms the act referred to in section 4 above, the Rector submits a notification of a crime.

§ 13

1. If the student's disability prevents them from participating in classes directly, the Prorector for Student Affairs, at the student's request, may:
 - 1) allow for an increase in the permissible absences,
 - 2) determine the individual organization of studies,
 - 3) ask the lecturers to prepare additional teaching materials;
 - 4) agree to change the form of verifying knowledge and skills.
2. If it results from the type of disability, the Prorector for Student Affairs, at the student's request, may consent to the application of solutions consisting in including third parties, in particular a disabled person's assistant, to participate in classes.
3. If, due to the student's disability, it is impossible to independently take notes during the classes, the Prorector for Student Affairs may grant permission for the student with disability to use additional technical devices enabling them to fully participate in the classes and to use audiovisual devices enabling the registration of classes.
4. In the case of using sound or sound and image recording devices during classes, the student is obliged to submit a written declaration of non-infringement of copyrights to works created during these classes and to use the registered materials only for private use.

IV. Credits and exams

§ 14

1. Didactic classes at the School end with a credit or an exam.

2. Grades for all exams and credits are documented by the teacher through the entry in the protocol and the student's periodic achievement card.
3. It is allowed to obtain credit for a course without giving a grade, however this form of getting credit is not included in the grade average.
4. In the event of illness or absence of the teacher at the School, the Prorector for Education may appoint a replacement to conduct a credit or exam.
5. The person conducting the credit or exam may ask the student to present an ID with a photo as a condition of being allowed to take the credit or exam.
6. The student is not allowed to take a credit or exam due to circumstances specified in § 10 section 3 and 4 of these Terms and Conditions, the teacher enters 'not classified' in the protocol and the student's periodic achievement card, which is treated as tantamount to obtaining an unsatisfactory grade by the student.
7. The following grades scale applies at the School:
 - very good – 5.0
 - good plus – 4.5
 - good – 4.0
 - good plus – 3.5
 - satisfactory – 3.0
 - unsatisfactory – 2.0
8. In the case of credit without a grade, a grading scale is used:
 - credit – passed,
 - no credit – failed, corresponding to an unsatisfactory grade.
9. The semester grade average is the arithmetic mean (rounded up to two decimal places) of all grades entered in a given semester on the student's periodic achievement card for subjects included in the study plan and study program.
10. The Dean's office (orally or by entering the grade in the student's electronic record book) or the lecturer teaching the subject in question (orally or by e-mail) informs about the results of exams and credits for students in a given year or group.
11. The results of individual tests and exams are communicated to students by the Dean's office no later than 28 days from the date of the crediting or examination.

§ 15

1. The School uses a points system for expressing student achievements in accordance with the European Credit Transfer and Accumulation System (ECTS).
2. ECTS points are assigned to all subjects included in the study plan, except for physical education classes which are not assigned ECTS.
3. One ECTS credit point corresponds to 25-30 hours of work of a student covering classes organized by the School and student's individual work related to the classes.
4. The number of ECTS points assigned to the course reflects the measure of the average student workload necessary to achieve the learning outcomes.
5. Obtaining a positive grade by the student is tantamount to awarding the number of ECTS points assigned to a given subject.
6. The condition for graduation is to obtain the learning outcomes specified in the study program and to obtain a total of at least as many ECTS credit points as the given study program covers.
7. When transferring students from Polish or foreign universities, the learning outcomes achieved by them shall be recognized. The condition for transferring classes credited outside the School, including at a foreign university, to the points assigned to classes and internships specified in the study program, is the confirmation of the convergence of the learning outcomes obtained.
8. Classes and internships credited outside the School are assigned the number of ECTS points that is assigned to the learning outcomes obtained as a result of the implementation of appropriate classes and internships at the School.

9. The decision on the transfer and recognition of the achieved learning outcomes, at the student's request, is made by the Rector after reviewing the documentation provided by the student of the course of studies completed in another field of study or outside the School. The Rector also determines the conditions, dates and manner of supplementing by the student any differences resulting from the study programs.

§ 16

1. The dates of exams and credits are set in agreement with the persons responsible for the subjects in question.
2. A student may take exams and credits before the scheduled date, provided that the person responsible for the subject agrees.
3. Failure by the student to take the exam/credit on the first date is tantamount to losing the date and obtaining an unsatisfactory grade, and the next scheduled date is treated as the retake exam date. In the event of the above circumstances, the unsatisfactory grade is entered by the person responsible for the subject or by the Prorector for Student Affairs.
4. The provisions of section 3 described above shall not apply in the case of excused student's absence from the credit/exam by the Prorector for Student Affairs.
5. The Prorector for Student Affairs excuses the student's absence from the exam/credit on the basis of the hospital stay certificate on the date of the exam or credit. The Prorector for Student Affairs may justify the student's absence from the exam/credit on the basis of a medical certificate confirming the student's illness on the date of the exam/credit or other documented important circumstances.
6. The student is required to notify the School's Dean's office of their absence from the exam/credit no later than on the exam/credit day, before the scheduled exam/credit commencement time, and to provide justification within 24 hours from the exam/credit date.
7. If the student fails the exam or does not obtain credit for the course, the student receives an unsatisfactory grade.
8. There is one retake date for a given exam/credit. Failure to take the exam/credit within the agreed retake date by the student shall be tantamount to losing the date and obtaining unsatisfactory grade.
9. In the case of exams/credits that verify practical skills and are conducted in front of an artistic committee, the student is entitled to take no more than one retake credit/exam in a given retake exam session. In case of failing two or more examinations verifying practical skills, § 24 sec. 2 shall apply. The artistic committee accepting the exam/credit shall be composed of no less than three members and is appointed by the Rector from among academic teachers and specialists cooperating with the School.

§ 17

1. When a student raises objections as to the impartiality, form, mode or course of completing a course or exam, they have the right to submit an application to the authorized Prorector, within 7 days from the date of announcement of the results, for an exam before an examination board.
2. The exam before the board takes place in front of the commission appointed by the authorized prorector, which includes: the authorized prorector or their representative as chairman of the commission, the person conducting the subject and a specialist in the subject covered by the examination.
3. A student who takes the exam before the board may submit an application to the authorized prorector to include a representative of the Student's Council in the commission. The application should be submitted no later than 7 days before the scheduled examination date.
4. The date and mode of the exam before the board shall be established by the chairman of the commission in the agreement with the person teaching the subject.

1. Assessment of the learning progress made by the students is carried out on an ongoing basis. The settlement period for the subsequent stages of studies is the semester.
2. A semester is credited by an authorized prorektor through the appropriate entry in the student's periodic achievement card.
3. A semester is credited after meeting all the requirements specified in the study plan and the study program, in particular after obtaining credits and passing the exams provided for in the study plan and obtaining the required number of ECTS points.
4. The study program may define other conditions necessary for the student's registration for the next year of study, including in particular obtaining a positive grade in the practical annual exam which is a test of the student's professional competence.
5. The annual exam, if any, takes the form of a presentation of a practical work prepared in accordance with the specification in the study program and is conducted at the end of the summer semester. The rules of the annual exam (production of the annual film) are established by a separate ordinance of the Rector.
6. In the case of a high grade obtained during the annual exam, the Exam Committee may decide to submit the film to film festivals. The possibility of submitting a film by students themselves is also allowed, provided that it has been agreed with the School. In both cases, the Chancellor makes the final decision.
7. Obtaining an unsatisfactory grade in the annual examination without the right to use the retake procedure is treated as tantamount to failure to complete the year within the specified deadline.
8. The deadline for obtaining all credits expires at the end of the retake exam session. Failure to comply with this obligation is tantamount to failure by the student to obtain credit for a semester or year within the specified deadline, which may result in removal from the students' register.
9. A student who did not receive credit or pass the exam in the exam session and did not obtain the number of ECTS points in a given semester in accordance with the requirements specified in the study plan and the study program, may obtain consent to the conditional continuation of education in the next semester, subject to section 11, 12, 13 and 14 below.
10. The same subject may be granted a conditional entry only once.
11. A student cannot obtain consent for the conditional continuation of education in the next semester if the deficit of ECTS points for the previous semester is higher than 12 (twelve).
12. A student cannot obtain consent for the conditional continuation of education in the next semester if they obtained an unsatisfactory grade in the annual examination without the right to take the retake exam.
13. A prerequisite for consent to the conditional continuation of education is a written support of the application by the person conducting the subject to be included in the conditional entry.
14. A student who obtained permission for conditional continuation of their education in the next semester retains all the student's rights and is subject to all obligations resulting from the Terms and Conditions.
15. The student is obliged to pass the course(s) covered by the conditional entry before the beginning of the next exam session.
16. If the student completes the course(s) covered by the conditional entry within the time limit specified in section 15 above, they are entered for the next semester and admitted to the next exam session.
17. In the event that the student fails to complete the course(s) covered by the conditional entry within the time limit specified in section 15 above, they are not registered for the next semester and are not admitted to the exam session.
18. A student who fails to obtain a credit for the course(s) covered by the conditional entry within the time limit specified in section 15 above, may apply for permission to repeat a semester or a year.
19. A student may obtain permission to repeat a semester or a year not more than once in the course of studies.
20. In relations to a student who repeated a given semester or year and did not obtain credit for it within the specified period, i.e. at the end of the retake exam session, a decision on conditional continuation of education in the next semester cannot be issued.
21. The application regarding the conditional continuation of education should be submitted in

- writing to the Dean's office of the School, before the end of the retake exam session.
22. An application for repeating a semester of a year should be submitted in writing to the School's Dean's office, before the deadline for obtaining credit for the subject or subjects covered by the conditional entry.
 23. The decision on the conditional continuation of education or the repetition of a semester or a year is made by the Prorector for Education.
 24. Repeating a semester or a year requires an annex to the education agreement concluded between the School and the student.

§ 19

1. A student is obliged to complete a six-month internship and settle their fulfilment before the end of the sixth semester of studies in accordance with the study program for a given field of study and specialization.
2. Internships consist in the student's individual participation in the functioning of the institution, facility or company conducting the internship, the profile of which is consistent with the direction and specialization of the student's education.
3. Internships may be held during the summer holidays or during the academic year, if they do not conflict with other classes provided for in the study program and schedule.
4. The organization of internships is regulated in detail in the Terms and Conditions of Internships carried out by students of the Warsaw Film School.
5. The internships are credited on the basis of the internship documentation confirming the learning outcomes obtained by the internship coordinator. Failure to pass the internship makes it impossible to take the diploma examination.

§ 20

1. A full-time student is required to complete the "physical education" subject.
2. Completion of the course is possible on the basis of participation in physical education classes conducted at the Warsaw Film School and after obtaining a credit entry to the index from the academic teacher conducting physical education classes or the Prorector for Education.
3. The academic teacher responsible for physical education classes or an authorized prorector may also credit a subject for a student, provided they actively participate in organized and documented forms of physical education classes. The number of documented classes should be consistent with the number of hours provided for in the study program.
4. The student is exempt from participating in physical education classes and obtaining a credit for this subject on the basis of a medical certificate confirming the student's incapacity for this type of classes. The decision on exemption from classes is made by an academic teacher conducting physical education classes or an authorized Prorector.

V. Individual study program, including study plan

§ 21

1. A student who has completed the first year of study and their grade average is higher than 4.5 may apply to study according to an individual study plan and study program (hereinafter referred to as "ISP") on the terms specified by the Rector.
2. Establishing ISP consists in extending the scope of knowledge within the chosen field of study or in changing subject within a given field of study, taking into account the learning outcomes specified in the law.
3. The application for granting the ISP shall be submitted by the student by October 1 in the winter semester and by February 15 in the summer semester. The application should include a justification, proposed changes to the study plan and study program, as well as the deadlines for obtaining credits for subjects and exams, as well as the consent of the future academic supervisor to undertake academic supervision along with an opinion on the ISP program.
4. The authorized prorector decides on granting the ISP and appoints an academic supervisor

and determined the detailed conditions of studying according to the individual study plan and study program.

5. The authorized prorector may revoke the decision on granting ISP in the event of one of the following reasons:
 - 1) negative opinion of an academic supervisor;
 - 2) a significant deterioration in academic performance;
 - 3) failure to implement the program within the agreed deadlines.

§ 22

1. The authorized prorector may, upon a justified student's request, consent to study according to the individual organization of studies with regard to students:
 - 1) who are members of the national sports team, the reserve of the national team, the University team (regardless of club affiliation), the section representing the University in league games;
 - 2) who are single parents raising children;
 - 3) with disabilities;
 - 4) for other valid and legitimate reasons.
2. The individual organization of studies consists in establishing individual dates or methods of fulfilling student obligations resulting from the study plan.
3. The application for a permit for the individual organization of studies shall be submitted by the student by October 1 in the winter semester and by February 15 in the summer semester. The application should contain a justification, proposed changes to the dates and methods of credits and exams, the opinion of the academic supervisor for the year or another academic teacher.

§ 23

1. With the consent of the authorized prorector, an exceptionally gifted student attending secondary school may participate in didactic classes at the School consistent with their interests.
2. A secondary school student shall apply for participation in classes on condition that they submit a written application to the Dean's office with a positive opinion from the headmaster of the secondary school and the head teacher and confirmed with the consent of the student's parents or legal guardians in the case of underage student.
3. Institutions taking care of exceptionally gifted youth may also apply for participation in classes at the School of a secondary school student, in accordance with the procedure specified in section 2.
4. Application for participation should be made no later than 7 days before the beginning of the classes.
5. After receiving the consent of the authorized prorector, the secondary school student participates in classes according to the rules adopted at the School. The authorized vice-rector may establish an individual procedure for obtaining credits for classes by these students.
6. Secondary school students are obliged to comply with the rules and Terms and Conditions in force at the Warsaw Film School.
7. Secondary school students admitted to participate in the classes have the right to use the School's teaching rooms and facilities as well as the help of its employees and School organs.
8. Secondary school students may participate in student team project.
9. After completing the classes in accordance with these Terms and Conditions, the secondary school student may receive certificate confirming participation in them and obtaining a credit in a given subject, documented in the student achievement card.
10. Secondary school students admitted to study at the Warsaw Film School, in the field in which they participated in the classes before starting their studies and completed them, may be exempt from the obligation to complete these classes, if there have been no changes in the learning outcomes achieved during their implementation in the meantime. The decision is made by the teacher.
11. Secondary school students admitted to study at the Warsaw Film School in a different field of study may be exempted from completing the classes they completed at the Warsaw Film School before starting their studies, if these classes are provided for in the study plan for this field of study and if the teacher decides that the obtained learning outcomes are sufficient.

VI. Removal from the students' register

§ 24

1. The Rector removes the student from the students' register in the case of:
 - 1) failure to commence studies;
 - 2) written resignation from studies;
 - 3) failure to submit the diploma thesis or the diploma examination on time;
 - 4) being punished with a disciplinary procedure of expulsion from the School.
2. The Rector may remove a student from the students' register in the event of:
 - 1) Confirmation of no participation in compulsory classes;
 - 2) stating no progress in learning outcomes;
 - 3) failure to obtain credit for a semester or year within the specified deadline;
- 4) failure to pay the tuition fees within the time limits provided for in the education agreement.
3. Failure to take up studies is understood as failure to provide all the documents required by the School, failure to sign an education agreement and failure to take an oath. The resignation from studies is understood as submitting the resignation in writing. The resignation becomes effective upon its delivery to the School.
4. The decision to remove from the students' register referred to in section 2 point 1 is taken by the Rector at least six weeks after the commencement of classes in a given semester. This circumstance is determined on the basis of declarations of at least one academic teacher conducting the classes in which the student should participate.
5. The decisions referred to in section 2 are taken by the Rector no sooner than after 14 days from informing the students about the intention of removing them from the students' register.
6. The basis for determining the lack of progress in learning outcomes is:
 - 1) failure to comply with the obligations set out in the Terms and Conditions, in particular the requirements set out in § 12 section 1, point 2 and point 3;
 - 2) no credit or unsatisfactory grade in one or more subjects in the semester;
 - 3) failure to classify a student in one or more subjects in a semester;
 - 4) the occurrence of other circumstances confirming the inability to pursue studies in accordance with the given study program in force at the School or the lack of negotiations as to further learning progress of the assessed student.
7. Stating lack of progress in learning takes place as part of the student's ongoing evaluation of their achievements and is made by an authorized prorector.
8. The removal procedure begins with informing the student about the planned removal from the list of students and setting a date on which the student can explain the situation. If there are no grounds to withdraw from the intention to remove the student, the Rector decides to remove them from the students' register.
9. The decisions referred to in section 1 and 2 are issued by the Rector in writing and are delivered to the person concerned upon the confirmation of receipt.
10. The student has the right to submit an application to the Rector for reconsideration of the case within fourteen days from the date of delivery of the decision.

VII. Leaves

§ 25

1. During the entire period of study, the student has the right to a single long-term leave for a period not longer than 1 year:
 - 1) Dean's leave;
 - 2) sick leave;
 - 3) compassionate leave.
2. The long-term Dean's leave lasts two full semesters of study.
3. Long-term sick leave is granted on the basis of a medical certificate.
4. Compassionate long-term leave is granted in particularly justified circumstances.

5. A pregnant student and students who are parents are entitled to leave from classes, including leaves from classes with the possibility of being subject of verification of the learning outcomes specified in the study program. Students who are parents apply for such leave within one year from the child's birth.
6. Leave from classes, including leave from classes with the possible verification of learning outcomes specified in the study program, for:
 - 1) pregnant students are granted for the period until the child's birth,
 - 2) a student who is a parent is granted for a period of up to 1 year
 - however, if the leave ends during the semester, the leave may be extended until the end of that semester.
7. A student is entitled to a short-term leave. Short-term leave lasts no longer than 1 month, and may be assigned once during the studies, provided that it does not interfere with the didactic course and does not prevent the student from achieving the indicated learning outcomes.
8. The application for granting a long-term/short-term leave should be submitted in writing to the Dean's office of the School.
9. The decision on granting each leave is made by the authorized Prorector.
10. Granting long-term leave requires an annex to the education agreement concluded between the School and the student.
11. During long-term leaves, the student with the consent of the authorized prorector and the teacher/lecturer, may participate in some classes and take credits and exams.
9. During the leave period, the student retains the student's rights, subject to section 11.
10. After returning from the long-term leave, the student is obliged to make up for the program differences within the time limit set by the authorized prorector.
11. During the long-term leave, the student is not granted or paid financial assistance benefits specified in the Terms and Conditions of granting financial assistance in force at the School.
12. A short-term leave from classes is not an obstacle to granting the student financial assistant and paying it out.
13. The provisions of section 11 shall apply accordingly to a student waiting to repeat the semester.

VIII. Transfers. Resumption of studies.

§ 26

1. A student may transfer from another university, including a foreign one, to the Warsaw Film School with the consent of the authorized prorector expressed in a decision.
2. Transfers may only take place at the beginning of the semester.
3. The authorized vice-rector decides on admission on the basis of the submitted documents, including in particular the list of subjects completed by the student at the previous university.
4. The authorized prorector determines the conditions of admission to the Warsaw Film School students, including the conditions, date and manner of making up for the backlog resulting from the difference in study plans and programs by the student.

§ 27

1. A student may apply for a change of field of study, specialization or form of study. The decision on this matter is made by the authorized prorector.
2. If the change of the field of study, specialization or form of studies is connected with the necessity to supplement the program differences, the student is obliged to complete them within the time limit set by the authorized prorector.
3. In the case of a student who applies for transfer to the Warsaw Film School or for a transfer to another field of study or another form of study at the School, the authorized prorector decides to transfer the classes after confirming the overlapping learning outcomes.
4. The condition for transferring classes credited in another field of study at the School, as part of a different form of study at the School or at another university, in place of the points assigned to classes specified in a given program, is the confirmation of the convergence of the achieved learning outcomes.

5. There is no transfer of classes from studies completed by the student prior to the commencement of studies at the School or from studies continued by the student simultaneously with studies at the School.
6. The student may apply for the transfer of foreign language classes credited outside the School to the points assigned to foreign language classes in a given study program. The decision on the transfer is made by the authorized prorector. A necessary condition for the transfer is the possibility of stating the convergence of the achieved learning outcomes.

§ 28

1. A person who was removed from the students' register as a result of the decision of the student disciplinary commission may apply for resumption of studies only after the penalty has been erased.
2. The decision to resume studies is made by the authorized prorector.
3. The terms of the resumption are specified by the authorized prorector.
4. A student may be allowed to resume studies only once.

IX. Diploma thesis

§ 29

1. The diploma thesis is prepared by a student under the supervision of a professor, a habilitated doctor or a doctor.
2. The diploma thesis may be prepared by two or more students, however, each of them should be the author of a separate part of the thesis subject to the evaluation by the thesis advisor and the reviewer.
3. The diploma thesis is prepared under the supervision of a thesis advisor or artistic mentor (or several artistic mentors). The diploma thesis must be admitted to defense by all evaluators: the thesis advisor or the thesis advisor and artistic mentor (or several artistic mentors), which is a condition for submitting the diploma thesis. The thesis advisor or thesis advisor and artistic mentor (or artistic mentors) are selected by the student and approved by the authorized prorector.
4. A student is obliged to submit a diploma thesis no later than September 30 of the last year of studies.
5. A student who does not submit the diploma thesis within the indicated deadline shall be removed from the students' register.
6. In individual justified cases, the authorized prorector, in consultation with the thesis mentor and advisor, may agree to postpone the deadline for submission of the diploma thesis.
7. A student removed from the list of students for the reasons specified in section 5 above, may apply for resumption of studies.
8. The decision to resume studies is made by the authorized prorector.
9. The terms of the resumption are specified by the authorized prorector.
10. A student removed from the students' register for the reasons specified in section 5 above, may apply for the resumption of studies only once, within a period not longer than two years from the removal from the students' register.

X. Diploma exam

§ 30

1. The condition for admission to the diploma exam is:
 - 1) obtaining credits and passing the exams required by the study plan and the study program, and completing the internships provided for in the study program and obtaining the appropriate number of ECTS points specified in the study program for the level of study;
 - 2) signing the declaration on the authorship of the diploma thesis;
 - 3) obtaining a positive grade for the diploma thesis;
 - 4) submitting a circulation card.

2. The diploma exam may consist of the presentation of the diploma work.
3. The diploma exam may include answers to questions from specific fields.
4. The diploma exam may be divided into separate parts and planned for more than one day.
5. The diploma exam takes place in front of a committee appointed by the Rector or an authorized prorector, consisting of at least three persons.
6. The diploma exams are held on designated dates specified in the Rector's ordinance regarding the organization of a given academic year.
7. The condition for admission to the diploma exam on a given date is the submission of the required documents to the Dean's office not later than 6 weeks before the scheduled date of the exam.
8. The result of the diploma exam is given in the grades specified in § 14 sec. 7.
9. The Rector or the authorized prorector may consent to the conduct of an open diploma exam at the written request of the student or promotor. This exam is carried out in the manner and on the same terms as in the case of closed exams. Participation as an observer in the open part of the open diploma exam is allowed to persons indicated by the thesis advisor or the Student's Council and submitted by them in writing to the Dean's office at least 14 days before the scheduled examination date.
10. Information about the open diploma exam is published on the notice board at least one week before the exam date.
11. The students of the open diploma exam are not entitled to ask the graduate questions.
12. In the event of an unsatisfactory grade in the diploma exam or unexcused failure to take the exam on the set date, the Rector shall set the second date of the exam as the final one.
13. In the event of failure to pass the diploma exam on the second set date, the Rector shall decide on removal from the students' register.
14. Detailed guidelines for the diploma thesis and the diploma examination for a given field of study are specified in the Terms and Conditions for Bachelor Thesis Defense.

XI. Graduation

§ 31

1. Completion of studies takes place after passing the diploma exam with at least satisfactory grade. The date of graduation is the date of passing the diploma exam.
2. The final result of the studies is determined by the committee which accepts the diploma exam referred to in § 30 sec. 5.
3. If the diploma exam is divided into separate parts, the final result of the studies is determined by the board accepting the last in chronological order part of the diploma exam.
4. If the diploma exam involves the presentation of the role in the diploma performance, the basis for submitting the final study result are:
 - 1) arithmetic mean of all grades in the subjects included in the program of study in a given field (10%),
 - 2) the grade for the diploma exam (90%).
5. If the diploma exam consists of the presentation of the diploma thesis and answering questions from given fields, the basis for submitting the final study result is:
 - 1) arithmetic mean of all grades in the subjects included in the program of study in a given field (10%);
 - 2) grade from the presentation of the thesis (60%);
 - 3) assessment of the answers to the questions (30%)
6. The final result of the studies is given using the following ranges for individual 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

§ 32

1. Graduates of studies receive higher education diplomas confirming their education and

professional title, along with a supplement and two copies thereof, no later than thirty days from the date of graduation.

2. At the graduate's request, one copy of the diploma and the supplement referred to in section 1 may be issued in a foreign language.
3. In the event of submitting the application referred to in section 2, later than on the diploma exam, copies in a foreign language will be issued within thirty days from the date of submitting the application.
4. A diploma of recognition from the Rector, awarded at the request of the Senate, may be awarded to graduates who meet the following conditions:
 - 1) obtained an average grade of not less than 4.50 for the entire period of studies;
 - 2) obtained very good grades in the diploma thesis and the diploma exam;
 - 3) acted in accordance with the Terms and Conditions of studies in force at the School.

XI. FINAL PROVISIONS

§ 33

1. In matters not covered by these Terms and Conditions, the provisions of the Act shall apply.
2. The Terms and Condition enter into force on October 1, 2019.