

Rules of Postgraduate Studies and Postgraduate Artistic Training at the Fryderyk Chopin University of Music

General provisions

§ 1

The legal basis for passing the Rules are:

- Art. 8 Paragraph 1 and Art. 62 Paragraph 1 Point 2 of Act of 27th July 2005 - *Law on Higher Education* (Journal of Laws No. 164, Item 1365 as amended),
- regulations of the Minister of National Education and Sport of 7th September 2004 on the teachers' education standards (Journal of Laws No. 207, Item 2110),
- § 38 Paragraph 2 p. 3a) § 75 Paragraph 2 and § 76 of the Statute of the Fryderyk Chopin University of Music,
- Regulation of the Minister of National Education and Sport of 12th October 2006 on undertaking and undergoing studies by foreigners and their participation in research and development work (Journal of Laws No. 190 Item 1460).

§ 2

1. Postgraduate Studies are for persons who hold a BA (Bachelor of Arts) or MA (Master of Arts) diploma.
2. The degree (diploma) mentioned in Point 1 is not required for participation in the Postgraduate Artistic Training, the required document is the matriculation certificate (*matura* certificate).
3. Postgraduate Studies are run in Polish only.
4. Postgraduate Artistic Training may be run in a language agreed on between the artistic supervisor and the trainee.
5. In case of foreigners the required document is a graduation diploma from a Polish higher education institution or a graduation diploma from a foreign higher education institution accepted or nostrified according to Art. 192 Paragraph 2,3,4 of Act of 27th July 2005 - *Law on Higher Education* and Regulation of the Minister of National Education and Sport of 10th August 2004 on the nostrification of diplomas of graduation from higher education studies obtained abroad (Journal of Laws No. 184, Item 1897) – the text taking into account the Announcement of the President of the Council of Ministers of 1st September 2004 on the correction of errors (Journal of Laws No. 194, Item 2003), as well as meeting the requirements of knowledge of the Polish language according to the FCUM Senate resolution of 1st December 2008. In case specified in Paragraph 4 the certificate of knowledge of the Polish language is not required.

§ 3

Rules of Postgraduate Studies and Postgraduate Artistic Training at the FCUM:

1. determine the principles of creating and liquidation of Postgraduate Studies and Postgraduate Artistic Training,
2. set the economical rules of functioning of Postgraduate Studies and Postgraduate Artistic Training at the university,
3. determine the ways of enrolment for Postgraduate Studies and Postgraduate Artistic Training,
4. determine rights and responsibilities of students of Postgraduate Studies and Postgraduate Artistic Training,
5. determine rights and responsibilities of managers of studies at Postgraduate Studies and Postgraduate Artistic Training.

§ 4

1. The Departments entitled to run Postgraduate Studies and Postgraduate Artistic Training are the Departments entitled to run MA Studies or, in exceptional cases, other organizational units of the FCUM.
2. Postgraduate Studies and Postgraduate Artistic Training may be created by the organizational units mentioned in Paragraph 1, cooperating with other universities, institutions and organizations, also foreign ones. The tasks of the separate organizational units and the way of financing of Postgraduate Studies and Postgraduate Artistic Training are determined by the agreements concluded between these units, which on behalf of the FCUM are concluded by Rector or Vice-Rector entitled by him.
3. Postgraduate Studies may only be run in an extramural form, or in a distance-learning form.
4. Postgraduate Artistic Training may only be run in an extramural form,
5. An organizational unit intending to run Postgraduate Studies/Postgraduate Artistic Training is obliged to:
 - a. work out a project of the programme of Postgraduate Studies or report the intention to run Postgraduate Artistic Training,
 - b. provide teaching staff,
 - c. provide classrooms and equipment necessary to properly carry out the programme of Postgraduate Studies/Postgraduate Artistic Training,
 - d. indicate the teaching materials,
 - e. provide administrative and technical service for Postgraduate Studies/Postgraduate Artistic Training.

§ 5

1. Postgraduate Studies and Postgraduate Artistic Training are payable and their costs are covered from the income gained from payments for these forms of education.
2. Payments for Postgraduate Studies and Postgraduate Artistic Training are made per semester according to the commitment specified in Annex 13 to these Rules, on a one-off basis or in instalments, only by a bank transfer to the given bank account.
3. The FCUM issues an invoice for Postgraduate Studies and Postgraduate Artistic Training as an educational service.
4. Postgraduate Studies and Postgraduate Artistic Training may be financed or subsidized by external institutions to the FCUM.
5. The FCUM does not subsidize Postgraduate Studies or Postgraduate Artistic Training from its own funds or the income gained from payments for other type of Postgraduate Studies and Artistic Training or other forms of payable education.

§ 6

An organizational unit running Postgraduate Studies and Postgraduate Artistic Training is obliged to run documentation concerning the course of Postgraduate Studies and Postgraduate Artistic Training in a way specified in these Rules and in separate regulations.

Creating and liquidation of Postgraduate Studies and Postgraduate Artistic Training

§ 7

Postgraduate Studies and Postgraduate Artistic Training are created and liquidated by the Senate upon the motion of the council of the organizational unit.

§ 8

1. Manager of Postgraduate Studies is appointed by Rector upon the motion of the manager of the relevant organizational unit according to the pattern specified in Annex 18.
2. There are no managers of Postgraduate Artistic Training appointed.

§ 9

1. Postgraduate Studies and Postgraduate Artistic Training are run in a semester or a year cycle.
2. Postgraduate Studies cannot last shorter than two semesters unless the Senate, upon the motion of the council of the organizational unit running Postgraduate Studies, decides otherwise.
3. Postgraduate Studies consist of at least 150 didactic hours and last at least two semesters – except the studies mentioned in Paragraph 4.
4. Postgraduate Studies in a teaching speciality consist of:
 - a. factual preparation to teaching the subject – at least 350 hours and at least three semesters,
 - b. pedagogical preparation – at least 330 hours and at least three semesters, including at least 150 hours of pedagogical training,
 - c. preparation to work in special schools and special centres – at least 350 hours.
5. Postgraduate Artistic Training lasts from 2 to 4 semesters and consist of at least 30 hours of classes per year.

§ 10

1. The motion to the Senate to create Postgraduate Studies/Postgraduate Artistic Training according to the pattern specified in Annex 1 is put forward by the manager of the relevant organizational unit of the FCUM no later than in April in case of the intention to start Postgraduate Studies/Postgraduate Artistic Training at the beginning of the academic year, and no later than in October in case of the intention to start Postgraduate Studies/Postgraduate Artistic Training at the beginning of the second semester of the academic year.
2. The motion to create Postgraduate Studies should be enclosed with:
 - a. resolution of the organizational unit to create Postgraduate Studies/Postgraduate Artistic Training,
 - b. indicating the candidate for a manager of Postgraduate Studies,
 - c. information containing the name of Postgraduate Studies/Postgraduate Artistic Training, aim, mode, topic range, duration, way of assessing the effects of education, and criteria of giving the final grade,
 - d. detailed enrolment conditions for Postgraduate Studies/Postgraduate Artistic Training,
 - e. requirements for candidates for Postgraduate Studies/Postgraduate Artistic Training,
 - f. programme of studies (curriculum), taking into account the subjects taught during each semester, number of hours and timetable, conditions of completion of these subjects and conditions to obtain the certificate of completion of Postgraduate Studies/Postgraduate Artistic Training,
 - g. planned date of starting classes,
 - h. list of names of employees selected to carry out the programme together with names of subjects they are going to teach,
 - i. cost estimate of studies drawn up according to the pattern specified in Annex 3 to these Rules for a minimal number of students (or trainees) being a condition for self-financing of Postgraduate Studies and Postgraduate Artistic Training,
 - j. estimated number of students or trainees,
 - k. admission limit,
 - l. list of classrooms and equipment for carrying out Postgraduate Studies and Postgraduate Artistic Training.
3. The motion to create Postgraduate Artistic Training should be enclosed with:
 - a. resolution of the organizational unit to create Postgraduate Artistic Training
 - b. information containing the aim, mode, topic range, duration, way of assessing the effects of education, and criteria of giving the final grade
 - c. detailed enrolment conditions for Postgraduate Artistic Training

- d. requirements for candidates for Postgraduate Artistic Training
 - e. conditions of completion and conditions to obtain the certificate of completion of Postgraduate Artistic Training
 - f. cost estimate of studies drawn up according to the pattern specified in Annex 3 to these Rules specifying the fee amount for Postgraduate Artistic Training in its basic form,
 - g. admission limit in a given academic year taking into account the organizational and space capacities the Department has (this limit must be updated yearly at the beginning of a new academic year),
 - h. list of classrooms and equipment for carrying out Postgraduate Artistic Training.
4. The manager of Postgraduate Studies is also obliged to draw up the cost estimate of Postgraduate Studies, as described in Paragraph 2 Letter i., for next editions of studies in case there was a change in costs of Postgraduate Studies, change of the amount of tuition fee, change in the number of students or in case when for any reason the lack of income threatens the rule of self-financing of these studies. The manager of Postgraduate Studies puts forward the new cost estimate to Rector immediately, clearly indicating the change as compared to the previous cost estimate.
 5. The fee amount for Postgraduate Artistic Training in its basic form which is 30 hours at a given Major is specified in the price list. The basis to set the fee amount is the cost estimate put forward by the manager of the basic organizational unit (Paragraph 3 Letter h.).
 6. In case of extending Postgraduate Artistic Training with additional classes the manager of the basic organizational unit draws up an individual cost estimate, which becomes a basis to set the fee amount.
 7. Every cost estimate, before being put forward to Rector, requires a countersignature of the Bursar, and the Bursar is obliged to draw up the economical analysis of this cost estimate and to order the proposer of the motion to make changes essential for the relevant financial result.
 8. 15 % of income from Postgraduate Studies/Postgraduate Artistic Training is mandatorily deducted to cover the general university costs, and the rest of income from running Postgraduate Studies constitutes the university's own income.

§ 11

1. In case of the lack of a minimal number of students (or trainees) being a condition for self-financing of given Postgraduate Studies and Postgraduate Artistic Training, as well as for other reasons, Rector does not give consent for starting them, and the already lasting Studies/Training are suspended.
2. The decision not to start or to suspend Studies/Training or not does not require consent of the manager of studies and may be taken by Rector on his own initiative as well as upon the motion of the Bursar of the Chancellor.
3. In case of taking the decision, as described in Paragraph 1, Rector orders the manager of the organizational unit running Postgraduate Studies/Postgraduate Artistic Training to immediately implement his decision.
4.
 - a. In case when Postgraduate Studies or Postgraduate Artistic Training are suspended by the University the student (or trainee) has a right to continue their Studies (Training) after they are reopened, or to have their overpaid fee returned.
 - b. . In case when Postgraduate Studies or Postgraduate Artistic Training are suspended by the student/trainee, their gap in studying not shorter than one semester results in the necessity to take the qualifying examination according to the rules specified herein.
5. Changes in name of Postgraduate Studies and Postgraduate Artistic Training, their duration or curriculum covering more than 25 % of didactic hours are endorsed by Vice-Rector responsible for teaching affairs, having consulted the Department Council.
6. The changes, as mentioned in Point 5, covering up to 25 % of didactic hours, are endorsed by the council of the University's organizational unit running these studies.

7. The changes, as mentioned in Points 5 and 6, causing any financial results require submitting a cost estimate correction and a countersignature of the Bursar.

§ 12

1. The motion to liquidate Postgraduate Studies and Postgraduate Artistic Training according to the pattern specified in Annex 2 is put forward to the Senate by the manager of the organizational unit running Postgraduate Studies/Postgraduate Artistic Training, and it should be enclosed with:
 - a) justification for liquidation of Postgraduate Studies/Postgraduate Artistic Training;
 - b) resolution of the organizational unit concerning the liquidation of Postgraduate Studies/Postgraduate Artistic Training.
 - c) position on the matter of the liquidation of Postgraduate Studies/Postgraduate Artistic Training expressed in writing by the councils of organizational units participating in running them – in case of Postgraduate Studies or Postgraduate Artistic Training as described in § 4 Paragraph 2,
 - d) projects of termination of contracts and agreements as mentioned in § 4 Paragraph 2.
 - e) projects of termination of contracts connected with running Postgraduate Studies/Postgraduate Artistic Training, if they cause legal results not mentioned in the cost estimate.
2. In case when three subsequent editions of Postgraduate Studies are not started, the manager of studies or the manager of the organizational unit running Postgraduate Studies is obliged to put forward a motion to liquidate them.

Enrolment for Postgraduate Studies/Postgraduate Artistic Training

§ 13

1. Persons who want to apply for Postgraduate Studies/Postgraduate Artistic Training must meet the requirements specified in § 2 Points 1 and 2.
2. Enrolment for Postgraduate Studies or Postgraduate Artistic Training is held according to the detailed enrolment conditions, as described in § 10 Paragraph 2 Letter d.
3. The manager of Postgraduate Studies or the manager of the organizational unit in case of Postgraduate Artistic Training, announces: enrolment rules for Studies or Training, admission limit, date and place for submitting the documents, at least two months before the date of starting classes.
4. A candidate applying for Postgraduate Studies/Postgraduate Artistic Training submits the following documents to the relevant organizational unit of the FCUM:
 - a) application form for Postgraduate Studies/Postgraduate Artistic Training according to the pattern specified in Annex 13
 - b) personal questionnaire according to the pattern specified in Annex 14
 - c) CV;
 - d) 4 photographs;
 - e) Commitment to incur costs of payments for Postgraduate Studies/Postgraduate Artistic Training,
 - f) other documents, if such were specified in the decision concerning the enrolment conditions for Postgraduate Studies/Postgraduate Artistic Training,
 - g) document certifying the knowledge of Polish (§ 2 point 5 of the Rules) as a foreign language in case of persons who are not Polish citizens according to the principles specified in § 2 point 5 of the Rules,
 - h) a request concerning a language for Communications in case of applying for Postgraduate Artistic Training (according to § 2 of the Rules).
 - i) Address, telephone, e-mail for correspondence,
5. Persons applying for Postgraduate Studies are additionally obliged to submit a duplicate of a diploma of graduation from a secondary school in Poland or a certified copy of the original diploma, and in case of a diploma of completion of a higher education institution obtained abroad, also a document recognizing or nostrifying this diploma in Poland.

6. Persons applying for Postgraduate Artistic Training are obliged to submit a matriculation certificate, unless they present a diploma of completion of higher education studies.
7. Being admitted to sit the qualifying examination depends on paying the examination fee specified in the announcement about enrolment for Postgraduate Studies/Postgraduate Artistic Training.

§ 14

1. The result of the enrolment procedure conducted by the manager of Postgraduate Studies, as specified in the enrolment conditions (§ 10 Paragraph .2 Letter d.), decides whether a candidate is accepted for Postgraduate Studies.
2. The result of the enrolment procedure conducted by the manager of the organizational unit, as specified in the enrolment conditions (§ 10 Paragraph .2 Letter d.), decides whether a candidate is accepted for Postgraduate Artistic Training.
3. The enrolment procedure has a competition form.
4. Results of the enrolment procedure are made public in a form of a decision of the manager of the organizational unit running Postgraduate Studies/Postgraduate Artistic Training, according to the pattern specified in Annex 4.
5. Candidates are entitled to an appeal to Rector against the decision described in Paragraph 1 within 14 days from the date of learning about it. A decision taken by Rector as a result of having examined the appeal is final.
6. Entering classes depends on concluding an agreement on the conditions of payment for Postgraduate Studies or Postgraduate Artistic Training according to the pattern specified in Annex 5. On behalf of the university the agreement is signed by the manager of the organizational unit. The fact of concluding an agreement is registered and next it is shown in the reporting.
7. A student accepted for Postgraduate Studies is given a student record book and a student card on the day he/she starts them, having paid the relevant costs; a sample student record book is in Appendix 6, a sample student card is in Appendix 7.
8. A trainee at Postgraduate Artistic Training is given a student card, a sample student card is in Appendix 7. Record books are not given to trainees.
9. A student of Postgraduate Studies/ trainee at Postgraduate Artistic Training also incurs necessary administrative costs according to the rules specified in the Senate resolutions.

Course of studies

§ 15

1. The detailed Schedule of Postgraduate Studies is determined by the manager of Postgraduate Studies.
2. The detailed Schedule of Postgraduate Artistic Training is determined by the artistic supervisor of a trainee.

§ 16

1. A student of Postgraduate Studies or a trainee is entitled to use the library and sound library collection of the FCUM according to general principles specified in the library rules. These rules can be different than the ones students of other types of studies are subject to or entitled to.
2. Students of Postgraduate Studies/trainees at Postgraduate Artistic Training use practice rooms equipped with instruments assigned to a given room according to general principles. A Department Dean may periodically limit access to the practice rooms at his disposal due to important artistic or teaching projects carried out at the Department.
3. Students of Postgraduate Studies/trainees at Postgraduate Artistic Training are entitled to borrow instruments being the property of the University for purposes and during the time of their Postgraduate Studies/trainees at Postgraduate Artistic Training (classes, practicing) for a fee. The fee for borrowing instruments may be different than in case of students of other types

of studies. Using the instruments for purposes other than the ones connected with Postgraduate Studies/ Postgraduate Artistic Training in progress is not permitted.

4. A student of Postgraduate Studies/trainee at Postgraduate Artistic Training may be given a certificate about undergoing Studies/Training. The certificate is issued by the manager of Postgraduate Studies or the manager of the organizational unit according to the pattern specified in Annex 9.

§ 17

1. A student of Postgraduate Studies/trainee at Postgraduate Artistic Training is obliged to participate in didactic classes included in the curriculum, complete the required subjects and he/she is obliged to sit colloquiums and examinations.
2. A student of Postgraduate Studies should be informed by the manager of Studies, and a trainee should be informed by his/her artistic supervisor about the conditions to complete the Studies/Training.
3. A student of Postgraduate Studies/trainee is obliged to pay the fee for Postgraduate Studies/ Training in accordance with the commitment submitted in the application form drawn up according to the pattern specified in Annex 13, within the time limits specified in the Agreement on the conditions of payment for Postgraduate Studies/Postgraduate Artistic Training drawn up according to the pattern specified in Annex 5.
4.
 - a. In case of resignation or being crossed off the list of participants for reasons resulting from fortuitous events not depending on a student/ trainee he/she is obliged to make the full payment for the completed classes.
 - b. In case of resignation or being crossed off the list of participants for reasons not resulting from fortuitous events not depending on a student/ trainee he/she is obliged to pay compensation equal to the costs incurred by the University for preparing his/her didactic process and to make the full payment for the completed classes.

§ 18

1. A student of Postgraduate Studies or a trainee is obliged to obey the order regulations being in force at the FCUM while staying within the FCUM area.
2. For violating the order regulations mentioned in Point 1 or for despicable deeds a student/trainee may be punished with a reprimand or with being crossed off the list of students/trainees.
 - a. Despicable deeds as especially such deeds as:
 - violating the university's good name
 - ascribing deeds or intentions, etc., which are unlawful or violate the principles of community life, to members of the academic community in a hurtful and unjustified way
 - formulating unjustified accusations against members of the academic community
 - rude or offensive behaviour towards pedagogues, superiors or fellow students/trainees
3. Punishment may be awarded by the manager of the organizational unit running Postgraduate Studies/Postgraduate Artistic Training.
4. Students/trainees are entitled to an appeal against the awarded punishment within 7 days from the date of punishment.

§ 19

1. While grading tests and examinations and giving a final grade for Postgraduate Studies/Postgraduate Artistic Training the following grading scheme is used :

<i>A+</i>	<i>celujący</i>	<i>exceptional</i>	<i>24-25 points</i>
<i>A</i>	<i>bardzo dobry</i>	<i>very good</i>	<i>21-23 points</i>
<i>B</i>	<i>dobry plus</i>	<i>good plus</i>	<i>19-20 points</i>
<i>C</i>	<i>dobry</i>	<i>good</i>	<i>16-18 points</i>
<i>D</i>	<i>dostateczny plus</i>	<i>satisfactory plus</i>	<i>13-15 points</i>
<i>E</i>	<i>dostateczny</i>	<i>satisfactory</i>	<i>10-12 points</i>
<i>F</i>	<i>niedostateczny</i>	<i>failed</i>	<i>0-9 points</i>

2. Council of the relevant organizational unit may do away the duty to give grades according to the above scheme for trainees at Postgraduate Artistic Training and replace them with descriptive assessment.
3. Obtaining an F (failed) grade means not completing a given subject.
4. Grades obtained by a student of Postgraduate Studies are written down in the student record book and in the examination card by the person running classes or by the chairman of the examination committee, a sample examination card is in Annex 8.
5. Descriptive assessment obtained by a trainee is written down in the examination card by the supervising pedagogue or by the chairman of the examination committee, a sample examination card is in Annex 8, on the stipulation of Paragraph 2.
6. After the completion of the Training the manager of the organizational unit running the Training issues a certificate with the obtained grades at the request of the trainee.

§ 20

1. A student of Postgraduate Studies Or a trainee at Postgraduate Artistic Training is crossed off the list of students/trainees in case of:
 - a. a written resignation from the Studies or Training,
 - b. not completing the classes included in the curriculum
 - c. not paying the tuition fee within the set time limit,
 - d. unjustified absence during classes on 4 subsequent days of classes according to the schedule.
 - e. not completing a semester or academic year.
2. Crossing off the list is done by the manager of the organizational unit running Postgraduate Studies/Postgraduate Artistic Training upon the motion of the manager of Postgraduate Studies or of the artistic supervisor, notifying the Bursar about this fact according to the pattern specified in Annex 15.
3. A student or a trainee crossed off the list is entitled to an appeal against this decision to Rector within 14 days from the date of receiving it. A Rector's decision taken as a result of having examined the appeal is final.
4. A student or a trainee crossed off the list is not entitled to have a fee return.

§ 21

1. In case of resignation from Postgraduate Studies or Postgraduate Artistic Training before the set date of the first class, a student of Postgraduate Studies or a trainee may apply for return of 80% of costs of the tuition fee.
2. The examination fee is non-returnable in case of a negative result of the enrolment procedure.
3. A decision to return part of the tuition fee costs as written in Point 1 is taken by the manager of the unit running Postgraduate Studies or Training, notifying the university Bursar about his decision.

§ 22

1. A person who gave up or was crossed off the list of Postgraduate Studies/Postgraduate Artistic Training may apply for resuming them under the condition that the organizational unit runs such studies/training and that it has places within the admission limit. The decision on this matter is taken by the manager of Postgraduate Studies or by the manager of the organizational unit, having checked the factual legitimacy of resuming them.
2. Conditions for resuming Postgraduate Studies/Postgraduate Artistic Training are determined by the manager of Postgraduate Studies or the manager of the unit running the Training.
3. In case of not being able to resume the Studies/Training the participant is not entitled to have returned the tuition fee for the Studies/Training previously completed and given up by him/her.

Completing the Studies or Training

§ 23

1. The condition necessary to complete Postgraduate Studies is meeting all the requirements specified in the curriculum.
2. After completing Postgraduate Studies a student obtains a certificate of their completion According to the pattern from Annex 11 to these Rules. The certificate should include the general grade of completion of Postgraduate Studies.
3. Completion of Postgraduate Artistic Training is certified by the manager of the unit running the Training upon the motion of the artistic supervisor according to the pattern specified in Annex 12. The certificate should include the general grade of completion of the Training according to the rules accepted by the council of the organizational unit.
4. The condition for issuing a certificate of completion of Postgraduate Studies or Postgraduate Artistic Training is that a student/trainee presents a clearance slip filled in according to the pattern specified in Annex 10.
5. In case of the loss of the original certificate of completion of Postgraduate Studies or Postgraduate Artistic Training the FCUM can issue a copy of it, according to regulations and payment rates for diplomas of graduation from higher education studies.

Rights and responsibilities of a manager of Postgraduate Studies and an artistic supervisor of a trainee

§ 24

1. A manager of Postgraduate Studies or an artistic supervisor of a trainee can only be a university teacher employed at the FCUM as a Basic place of employment.
2. A manager of Postgraduate Studies is entitled and obliged to:
 - a. organize the studies and supervise their course,
 - b. control the quality of education,
 - c. supervise the administrative service of the Studies,
 - d. organize and carry out the enrolment for Studies,
 - e. submit the lists of persons accepted for studies to the manager of the organizational unit running Postgraduate Studies within 14 days from the end of the enrolment;
 - f. submit the organization of the didactic year to the course of studies, (by 30th October)
 - g. issue certificates of participation in Postgraduate Studies;
 - h. put forward a motion to cross off the list of students, return part of tuition fee costs or resume studies to the manager of the organizational unit running Postgraduate Studies/Postgraduate Artistic Training,
 - i. run documentation, (in special cases it is possible to run part of or the whole documentation by an administrative worker assigned by Rector to perform these duties).

- j. keep records and manage pre-numbered forms;
 - k. present a factual report on the course of each edition of Postgraduate Studies to the council of the organizational unit;
 - l. present a cost estimate of each edition of Studies to Rector within 14 days from the end of enrolment for a given edition of Studies or in cases described in § 10 Point 3 of the Rules.
 - m. present a financial report on each edition of Studies to Rector within 1 month from the end of didactic classes according to the pattern specified in Annex 16, and partial reports within time limits set for financial reports,
3. An artistic supervisor of a trainee is entitled and obliged to:
 - a. determine and present a trainee with a programme of the Training, and carry out this programme
 - b. present a report on the course of the Training to the manager of the university's organizational unit and assess a trainee,
 - c. put forward a motion to cross off the list of trainees.
 4. While running Postgraduate Studies a manager of Postgraduate Studies receives remuneration for preparing and running them, calculated in the cost estimate, in the amount not exceeding the functional allowance of the Head of Chair received in the same period.
 5. Remuneration for administrative work connected with running Postgraduate Studies may be granted by Dean to the worker indicated by the manager of Postgraduate Studies. The remuneration amount, which cannot exceed the remuneration amount set for the manager of Postgraduate Studies, is determined by the manager of Postgraduate Studies in agreement with the university Bursar, and the cost of this remuneration is charged from costs of a given type of Postgraduate Studies.

Organizing and supervising Postgraduate Studies/Postgraduate Artistic Training

§ 25

1. Organization of Postgraduate Studies is carried out by the manager of Postgraduate Studies.
2. Organization of Postgraduate Artistic Training is carried out by the manager of the unit running the Training.
3. Factual supervision of Postgraduate Studies and Postgraduate Artistic Training is carried out by the manager and the council of the university's organizational unit running such studies.
4. General supervision of Postgraduate Studies and Postgraduate Artistic Training at the FCUM is carried out by Vice-Rector responsible for teaching affairs, acting with Rector's authorization.
 - a. Administrative supervision of Postgraduate Studies at the FCUM is carried out by a worker assigned by Rector to perform these duties, as well as by the Chancellor and the Bursar (this applies to organizational and financial issues).
 - b. Administrative duties (as shown in Annex 17 in the part concerning Postgraduate Artistic Training) and the supervision over preparing motions to create or liquidate Postgraduate Artistic Training as well as annexes concerning these matters, are carried out by head of the Office of Teaching Management.
5.
 - a. Tasks of the worker assigned to perform administrative supervision of Postgraduate Studies are specified in Annex 17 to these Rules. The tasks specified in the Annex are part of duties of this worker.
 - b. Administrative duties (as shown in Annex 17 in the part concerning Postgraduate Artistic Training) and the supervision over preparing motions to create or liquidate Postgraduate Artistic Training as well as annexes concerning these matters, are carried out by head of the Office of Teaching Management.

Final provisions

§ 26

1. The detailed principles of organizing and running Postgraduate Studies/Postgraduate Artistic Training by individual organizational units of the University are determined by councils of these units according to the resolutions of these Rules.
2. Sample documents required to start and run Postgraduate Studies/Postgraduate Artistic Training are Annexes to these Rules, which are its integral part.
3. To all matters not settled herein regulations of the Order of the Minister of National Education of 2.11.2006 (Journal of Laws No. 224 Item 1634) on the documentation of the course of studies shall also apply.
4. These Rules come into force on the day of being passed by the Senate; and Postgraduate Studies and Postgraduate Artistic Training initiated in previous years, in terms of their plans, programmes and fees, are run according to the previously applied principles until they finish.

Annexes:

- Annex 1 *motion to create Postgraduate Studies or Postgraduate Artistic Training*
- Annex 2 *motion to liquidate Postgraduate Studies or Postgraduate Artistic Training*
- Annex 3 *cost estimate of Postgraduate Studies or Postgraduate Artistic Training*
- Annex 4 *decision to accept/not accept an applicant for Postgraduate Studies or Postgraduate Artistic Training*
- Annex 5 *agreement on the conditions of payment for Postgraduate Studies or Postgraduate Artistic Training*
- Annex 6 *a sample student record book for a student of Postgraduate Studies*
- Annex 7 *a sample student card for a student or a trainee*
- Annex 8 *examination card for Postgraduate Studies*
- Annex 9 *certificate about undergoing Studies/Training*
- Annex 10 *a clearance slip sample*
- Annex 11 *certificate of completion of Postgraduate Studies*
- Annex 12 *certificate of completion of Postgraduate Artistic Training*
- Annex 13 *application form for Postgraduate Studies / Postgraduate Artistic Training*
- Annex 14 *personal questionnaire of a candidate*
- Annex 15 *decision to cross a student/trainee of the list of postgraduate students of Postgraduate Studies/ trainees at Postgraduate Artistic Training*
- Annex 16 *financial report on carrying out Studies/Training*
- Annex 17 *tasks of the university coordinator – administrative worker*
- Annex 18 *appointing for the manager of Postgraduate Studies*