



THE FRYDERYK CHOPIN UNIVERSITY OF MUSIC

RULES OF STUDIES

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I. GENERAL PROVISIONS

§ 1.

1. Studies at the Fryderyk Chopin University of Music are carried out on the basis of:
 - a) Act of 27 July 2005 – Law on Higher Education (uniform text, Journal of Laws of 2016 item 1842 with further amendments), hereinafter referred to as the Act,
 - b) FCUM Statute, hereinafter referred to as the Statute,
 - c) FCUM Rules of Studies, hereinafter referred to as the Rules,
 - d) tradition and good practices of the University.
2. The Rules specify the organisation and course of studies and student rights and responsibilities connected with it.
3. The Rules apply to intramural and extramural studies of the first and second cycle.
4. Rights and responsibilities which in these Rules are attributed to the Chair of Head of Chair are applied as relevant by the Unit and Head of Unit.

§2.

Explanation of terms used in the Rules:

- 1) Completion of studies without defending the degree – meeting the requirements of the curriculum, without having BA/MA thesis accepted and without passing a diploma exam,
- 2) ECTS – European Credit Transfer and Accumulation System, described as a measure of average workload of a student used for assessing a student's development in knowledge acquisition and for confirming the completion of each stage of education,
- 3) Plan of studies – list of subjects with hourly basis, rules of completion and number of ECTS points assigned to each subject,
- 4) BA thesis – thesis submitted to complete first cycle studies,
- 5) MA thesis – written thesis submitted to complete second cycle studies,
- 6) Curriculum – description of coherent learning outcomes determined by a university for qualification levels 6 and 7 of the Polish Qualification Framework and description of the process of education leading to obtaining these outcomes together with ECTS points assigned to separate modules of this process,
- 7) Studies – implementation of the curriculum and plan of studies determined for a specific major, leading to obtaining a diploma of completion of studies,
- 8) Extramural studies – form of studies other than intramural, determined by the University Senate,
- 9) Intramural studies – form of university-level studies whose curriculum is implemented by means of classes requiring direct participation of academic teachers and students,
- 10) Enrolment resolution – resolution passed by the University Senate on the basis of Article 169 Paragraphs 2 and 4 of the Act,
- 11) Department – organisational unit of the University entitled to provide degree programmes.

§3.

1. Documents connected with enrolment for studies must be submitted in a form and within the time limits specified by the FCUM Senate resolution on the enrolment for studies. Failure to comply with the time limits excludes the possibility of being admitted to studies.

2. Candidates are admitted to major of studies offered by a given Department.
3. Studies are carried out on the basis of curricula and plans of studies. A curriculum covers in particular the rules and mode of undergoing professional training.
4. A plan of studies specifies the duration of studies and covers a list of subjects, order in which they should be completed, with the number of hours, form and conditions of completion of each semester and year, and a number of ECTS points assigned to subjects.
5. Curricula and plans of studies shall be uploaded to the University website, and the plan of studies is also displayed on Department noticeboards before the beginning of an academic year.
6. Course of studies shall be documented in:
 - a) in reports of completion of classes drawn up in a paper form or in a form of an electronic data printout
 - b) in student's academic progress report drawn up in a paper form or in a form of an electronic data printout,
 - c) in student record books.

§ 4.

1. As students' supervisor, Rector issues decisions as appeal body from the decisions issued by Dean on individual student affairs connected with the course of studies.
2. Rector may entrust the performance of duties described in Paragraph 1 to Vice-Rector.
3. The person responsible for the organisation of the process of education at a given Department is Dean.
4. As body of first instance, Dean issues all decisions on individual student affairs connected with the course of studies.
5. Dean's competencies include settlement of issues in matters connected with the course of studies which are not covered by these Rules.
6. The matters mentioned in Paragraph 4 in particular include the decisions referring to:
 - a) completion or refusal of completion of a semester or year of studies,
 - b) a pass for another semester or year of studies,
 - c) Change of tutor,
 - d) moving a student to a different class,
 - e) change of major or form of studies,
 - f) admission to studies of a student from a different higher education institution or from other major,
 - g) allowing for an individual curriculum, including plan of studies, or an individual plan of studies,
 - h) allowing or refusing to allow for an examination in front of a special committee,
 - i) allowing for or refusing to allow for a conditional entry,
 - j) crossing off the list of students,
 - k) resuming studies,
 - l) allowing for or denying a leave of absence.
7. A positive decision can be issued on the documents confirming the course of education, on electronic registers or on other documents held at the University after the completion of studies.

§5.

1. A student shall be admitted to the University upon matriculating, which consists in wording of the oath and signing the deed of oath.
2. Festive matriculation ceremony is held during the academic year inauguration ceremony.

3. In case of unforeseeable circumstances making an admitted candidate's participation in the academic year inauguration ceremony impossible, he/she is matriculated by Dean on a different date.
4. A student admitted as part of being moved from another higher education institution shall take his/her oath on a day determined by Dean.
5. After matriculation, students receive a student ID and student record book, in which course and results of studies are documented.
6. According to the regulations in force, the University shall charge a fee for issuing the documents described in Paragraph 5.
7. A student record book is the property of a student.
8. Subject to Paragraphs 3 and 4, failing to appear at a relevant Dean's Office before 15 October in order to sign the deed of oath or failing to notify Dean's Office about an obstacle mentioned in Paragraph 3 equals not taking up studies and constitutes grounds for being crossed off the list of students.
9. In other cases, effective submission of resignation from studies requires a written declaration and its submission to a relevant Department.

II. ORGANISATION OF STUDIES

§ 6.

1. Academic year lasts from 1 October to 30 September of the following calendar year.
2. Classes in each academic year start on 1 October at the earliest and finish on 15 June at the latest.
3. Before 30 June of the year preceding an academic year, Rector, having consulted the Student Government, announces to the public a detailed schedule of the academic year which includes: the duration of classes divided into semesters, period of exam session and resit session, duration of inter-semester break no shorter than 7 days and other breaks in classes, duration of holidays. The schedule may be shaped differently for Departments or majors of studies.
4. Rector may change the accepted organisation of an academic year due to significant causes.
5. In justified cases, with the consent of the Student Government, Dean of a Department may set the date of an exam or test outside of the period of exam session provided that all resit exams end within the deadline of 25 September.

§ 7.

1. In order to obtain a diploma of completion of studies, a student must obtain the number of ECTS points determined in the plan of studies – no less than 180 for first cycle studies and no less than 120 for second cycle studies.
2. Plan of studies must assume obtaining at least 30 ECTS points per semester.
3. A student may move his/her obtained ECTS points for the following semester, i.e., the number of ECTS by which the number determined by the plan of studies is exceeded.
4. In special cases, there is an option to have a substitute subject instead of a given subject provided that the skills and competencies required by the curriculum and the right number of ECTS points are obtained.
5. Resolution of the Department Council specifies the list of substitute subjects offered alternatively with the subjects required in the plan of studies.

§ 8.

1. Classes at the University are offered as: collective, group (for which the number of people is determined in the plan of studies) and individual classes.
2. The main subject, group of major subjects and group of supplementary subjects for each major and specialty are determined by a Department Council.
3. Detailed schedule of classes is determined by Dean.
4. Schedule of group and collective classes is announced on the University website and on Department noticeboards five days before the beginning of semester or academic year.
5. The list of subjects required in a given semester and the names of subject teachers should be filled by a student into the student record book and submitted to Dean's Office until 14 October and within 7 days from the date of start of the summer semester.
6. Dean confirms the performance of the activity mentioned in Paragraph 5.
7. In justified cases Rector may prolong the deadline mentioned in Paragraph 5.
8. The schedule of exams in winter and summer sessions is determined by Dean 7 days before the session.
9. Classes are taught in Polish, unless the enrolment was for studies with a foreign language of tuition.
10. In case of studies with a foreign language of tuition, classes, knowledge and skills tests and class-completion tests (passes) are held in a foreign language. A diploma thesis (BA/MA thesis) may be written in a foreign language and a diploma exam may be held in a foreign language.

§ 9.

1. Class attendance is obligatory. Three unjustified absences on classes entitle a teacher to fail a subject. Disputes concerning the justification of absences are settled by Dean.
2. In order to obtain admission to next semester or academic year, a student is obliged to submit his/her record book within the maximum deadline of 5 days after the end of resit session.
3. Failing to submit a student record book within the set deadlines may result in not completing a semester or year of studies.

§ 10.

1. A student may apply for being assigned to a chosen class within a given main subject.
2. Students are assigned to relevant classes or groups by Dean in consultation with Head of Chair.
3. In justified cases a student may apply for a change of teacher.
4. A student may submit a written request regarding this matter only successfully completed a semester and having submitted an opinion of Head of Chair.
5. A change made in a procedure distinct from the procedure described in Paragraph 4 requires Rector's approval.
6. A teacher may submit a request to Dean regarding moving a student to a different class.
7. The decision regarding this matter is taken by Dean in consultation with Head of Chair and teachers. Such a change can only be made after the completion of a semester.

§ 11.

1. Temporary suspension of classes, covering the teaching process at the whole of the Fryderyk Chopin University of Music, shall be ordered by Rector.

2. Temporary suspension of classes, covering the teaching process at a Department shall be ordered by Dean informing Rector about it.

III. STUDENT RIGHTS AND RESPONSIBILITIES

§ 12.

1. Students have a right to:
 - a) develop their artistic and academic interests and use the University's equipment and means for that purpose; details referring to the use of instruments, library collections and rooms are specified in separate regulations,
 - b) study according to an individual curriculum including a plan of studies or an individual plan of studies according to the principles specified in these Rules,
 - c) assembly in artistic and academic circles and participate in the work of Chairs,
 - d) obtain awards and distinctions for very good study results, artistic achievements or active participation in the University's life,
 - e) jointly participate in decision making by collegial bodies of the University via their representatives,
 - f) submit claims and requests regarding the functioning of the University to the University authorities,
 - g) receive financial support according to the principles specified in separate regulations,
 - h) undertake gainful employment if it does not collide with student responsibilities,
 - i) health care and medical care, according to the regulations in force,
 - j) assembly in political and social organisations operating at the University and specified in the Act and the FCUM Statute,
 - k) express, in a form of a survey, opinions regarding academic teachers' evaluation referring to the fulfilment of their teaching duties,
 - l) inform Dean about the awards received for artistic achievements or about academic achievements in order to have them included in the diploma supplement,
 - m) apply for being moved to a different Department or a different higher education institution.

§ 13.

1. Students are obliged to conduct themselves in accordance with the oath taken.
2. Students are particularly obliged to:
 - a) preserve the reputation of the University,
 - b) fulfil the obligations resulting from the Statute, Rules and other orders of university authorities,
 - c) systematically acquire knowledge and skills,
 - d) participate in classes and organisational activities,
 - e) complete classes on time and complete studies on time,
 - f) fulfil the tasks assigned to them by a Chair relevant for a given specialty,
 - g) undertake artistic, academic and organisational activities for the benefit of the University,
 - h) inform Head of Chair or Unit about received awards for artistic achievements or about academic achievements,
 - i) inform Department Secretary's Office about changes of personal data or losing university documents (including student record book),
 - j) immediately justify all absences during classes, artistic or academic activity at the Secretary's Office. Justification of absences at classes should be submitted to the tutor who teaches the subject.

- k) inform teachers or Department Secretary's Office about any occurrences which cause or may cause his/her absence,
 - l) take care of the possessions of the University.
3. Students can be exempt from the obligation to fulfil the tasks assigned to them by a Chair by Head of that Chair.
 4. Students can be assigned tasks fulfilled by a Chair different than the basic one on the basis of an agreement between Deans and Heads of relevant Chairs.
 5. Failing to fulfil the obligations imposed by a Chair may constitute grounds for a request for the initiation of disciplinary proceedings.
 6. Student rights and responsibilities expire on the day of completion of studies or being crossed off the list of students, subject to a situation in which generally applicable laws provide for a different date of losing the rights.

IV. INDIVIDUAL COURSE OF STUDIES

§ 14.

1. Subject to the provisions of § 7 Paragraphs 1–3 of the Rules, the University allows an option to study according to an individual curriculum, including plan of studies, or an individual plan of studies, in accordance with the issued decision.
2. Department Council determines the principles of studying according to an individual curriculum, including plan of studies.
3. An individual curriculum offers an option to take up classes in a different order than scheduled for a given academic year and the following years, or no need to take up such classes, and offers an option to participate in classes and complete them according to the rules agreed on with an examiner;
4. An individual curriculum, including plan of studies, offers an option to widen the curriculum with classes offered for other majors and specialties or with optional classes, or to change of obligatory classes required by the plan of studies, in accordance with the teaching offer available at the University.
5. An individual plan of studies or an individual curriculum may be admitted to: exceptionally gifted students, students with disabilities or in other situations justified by the particularly important interest of a student.
6. Studying according to an individual curriculum means that a student is assigned an individual plan of studies.
7. Students beginning their studies on the basis of the confirmation of their learning outcomes, follow them according to an individual plan of studies.
8. The provision of Paragraph 7 does not exclude the possibility to apply for an individual curriculum, including plan of studies.
9. The decisions mentioned in Paragraph 1 are taken by Dean following a request from a student endorsed by Head of Chair (Unit), in consultation with the main subject teacher.
10. The decisions mentioned in Paragraph 1 include a detailed schedule of carrying out classes and other rights admitted to a student in accordance with Paragraph 3, and indicate an academic supervisor whose task is to monitor the course of studies and a student's academic progress.
11. The decision on admitting an individual curriculum, including plan of studies, also contains a detailed justification of introduced changes and indicates a student's academic progress exempting him/her from carrying out separate subjects with assigned specific grades/ passes (completion) and ECTS points or indicated subjects which should be carried out alternatively.

V. PRINCIPLES AND MODE OF COMPLETION

§ 15.

1. The completion period is a semester and an academic year.
2. The condition for completing a semester or year of studies is meeting all requirements specified in the plan of studies, i.e.:
 - a) completing the subjects provided for in the plan of studies confirmed by the signature in a student record book, academic progress report and exam report (the requirements for obtaining a completion [pass] are defined by a subject teacher),
 - b) passing exams and tests with positive results confirmed by the signature in a student record book, academic progress report and exam report,
 - c) submitting to Dean's Office a student record book with academic progress report within the time limits specified in § 9 Paragraph 2 or determined by Dean.

§ 16.

1. A condition for being allowed to take an exam or test in a given subject is completing this subject beforehand.
2. Dean may conditionally allow a student who has not earned a pass (completion) to take an exam or test. Passing the exam or test equals obtaining a pass (completion).

§ 17.

1. At the beginning of classes, students are given a schedule of a subject and subject range of the exam/test or other form of completion. Students may take an exam or test or pass a subject on a date preceding the exam session agreed on individually with an examiner and Dean.
2. Student participation in artistic work and competitions may constitute grounds for exempting him/her from some classes and their completion provided that the programme of the performed work corresponds to the requirements specified in the plan of studies.
3. The results of tests and exams are provided in a manner which ensures the confidentiality of student personal data by being displayed on noticeboards or uploaded on the website, or presented orally by a relevant Dean's Office.
4. In case of subjects completed before an exam committee, students are given information about the component grades they obtained.
5. The following scheme is used while grading tests and exams:

A+ – celujący /exceptional/ 24-25 points

A – bardzo dobry /very good/ 21-23 points

B – dobry plus /good plus/ 19-20 points

C – dobry /good/ 16-18 points

D – dostateczny plus /satisfactory plus/13-15 points

E – dostateczny /satisfactory/ 10-12 points

F – niedostateczny /failed/ 0- 9 points.

§ 18.

1. Exams, tests and completions may be transitional and final. Depending on a subject, students take them in a practical, oral or written form.
2. Students take exams and tests and complete subjects before a teacher or an exam committee appointed for that purpose. The subject range of an exam or test is determined by this subject teacher.
3. Department Council determines the subjects which require the completion before an exam committee.
4. A subject teacher writes grades and passes (completion) in a student record book, academic progress report and exam report. Its can also be done by Dean, Vice-Dean or Head of Chair (Unit, Course).
5. Special achievements of students obtained at national or international competitions may each time constitute grounds for exempting them from the obligation to take an exam or test in one of their major subjects and awarding them a positive grade. A request regarding this issue should be made by the teacher of this subject and the decision shall be made by Head of Chair (Unit, Course) or Dean.

§ 19.

1. In case of failing an exam or failing to obtain subject completion, students have the right to retake the exam or test or complete a subject during the resit session.
2. In justified cases, Dean, at a student's request, having consulted Head of Chair and tutor, may allow for moving the exam for the resit session at the latest.
3. In an instance described in Paragraph 2, a student does not lose the right to resit exam which should be held within 15 days from the date of taking the failed exam but no later than until 25 September.
4. Failing to show up on the set day of exam or test (also days set during se-sit session) without justification equals failing to obtain the completion of the subject.
5. The justification should be submitted to Dean within 7 days after the date of exam at the latest.
6. In case of obtaining a justification, Dean sets a different date for the exam.
7. In case when a student fails a resit exam or resit test, he/she has the right to take an exam conducted before an examination board provided that he/she submits a justified request regarding that issue to Dean within 7 days from the date of obtaining a failed grade.
8. In case a student's request for an exam conducted before an examination board is considered justifiable, Dean appoints a committee consisting of Dean or Vice-Dean as Head, previous examiner and one or two teachers of a given or a similar subject, within 14 days from the date the request was submitted.
9. If requested by a student, a Student Government representative can participate in the exam as observer.
10. Grade for an exam conducted before an examination board is determined by an exam committee, and the entry in the student record book is made by its Head.

§ 20.

1. If a student has not completed a year of studies or semester, Dean decides whether to:
 - a) conditionally allow him/her to resume studies in the following semester or year,
 - b) allow him/her to repeat the semester or year of studies,
 - c) cross him/her off the list of students.
2. Dean adds a conditional entry in a student record book and sets a deadline for catching up on the backlog. After the deadline mentioned in the previous sentence, the conditional

entry expires, and Dean may set a new deadline or decide as described in Paragraph 1 letter b or c.

3. A student who repeats a year may have the subjects for which he/she earned positive grades regarded as completed.
4. Repeating a year, semester or subject shall result in an obligation to pay a fee according to the rules specified by a resolution of the Senate, losing the right to Rector's scholarship for the best students and may result in discontinuance of financial aid specified in separate regulations.

§ 21.

1. Grounds for being crossed off the list of students are the causes specified in the Act.
2. Crossing a student off the list of students due to no learning progress may occur in the following situations:
 - a) unjustified absences on classes covered included in the plan of studies,
 - b) failing to complete the same semester more than once,
 - c) obtaining a negative opinion of the main subject teacher.
3. Decisions on crossing students off the list shall be taken by Dean in consultation with Head of Unit (Chair, Unit, Course), and in cases mentioned in Paragraph 2 letters a and b, also in consultation with the main subject teacher.

§ 22.

1. Readmission of a person who was crossed off the list during his/her studies may occur within the Department's admission limit and on the basis of the qualification exam the scope of which shall be determined by Dean.
2. Readmission for studies shall be made for the semester following the semester which had been completed before the student was crossed off.
3. A person applying for readmission for studies shall pay the fee for the qualification exam and the fees specified in the price list adopted by the Senate.
4. A person who has completed all required subjects but did not take or pass a diploma exam and was crossed off the list of students may apply for being re-allowed to take the diploma exam.
5. The decision regarding that issue shall be taken by Dean. The above mentioned right expires after two years from the date of being crossed off the list.
6. Being allowed to take the diploma exam after two years from the date of being crossed off the list of students shall occur on a fee-paying basis outside of the admission limit, after the passing the qualification exam and levelling up curriculum differences.
7. The scope of qualification exam as well as the scope and form of necessary level-ups.

VI. CHANGE OF MAJOR OR FORM OF STUDIES

§ 23.

1. Admission of a student as a result of moving from a different music university or other major at a parent university may take place after the successful completion of the first year of studies, on the basis of the qualification exam and within the Department's admission limit.
2. The decision described in Paragraph 1 shall be taken by Dean.
3. A student moving from a different university should:
 - a) have completed at least one year of studies at a different university,

- b) submit a written request with a justification regarding that issue to Dean,
 - c) submit complete set of documents with a student record book from a different university,
 - d) take a qualification exam.
4. A consent for moving may depend upon the necessity to level up any differences between the curricula with the necessity to obtain a pass (completion) for missing subjects.
 5. The scope of the qualification exam and the members of the Exam Committee shall be determined by Dean independently or following a request of Head of Chair.
 6. The condition for transferring the classes completed at another organisational unit of the parent university or outside of the parent university, including foreign universities, in place of the points assigned to classes and practical training, which are specified in the plan of studies and the curriculum, is the confirmation of similarities between the obtained learning outcomes, in accordance with the procedure specified in Paragraph 7.
 7. The decision on the transfer of classes, following a student's request, shall be taken by Dean who has examined the documents on the course of studies completed at another organisational unit of the parent university or outside of the parent university submitted by the student, and while confirming the similarities between the obtained learning outcomes Dean shall especially consider the similarities in names of subjects and ECTS points assigned to classes.
 8. While transferring classes, completion of a given subject without a grade shall be treated as a satisfactory grade (E 12 points), unless the form of completion of the subject is identical. Obtaining a higher grade requires passing an exam.
 9. If a grade obtained at another university is expressed as a percentage or other scale differing from the one used at the FCUM, it shall be proportionally converted to the scale mentioned in § 17 Paragraph 5. A detailed way of converting grading schemes shall be regulated by a separate Rector's order.
 10. A change of form of studies is possible in a situation when there is an unassigned or released place at intramural studies. A change of mode required Dean's decision. In case when the number of requests for change of mode is greater than the number of free places, the priority shall be given to the person with a higher average grade.

VII. LEAVES OF ABSENCE

§24.

1. Students may request for a leave of absence during their studies and the request should include a justification for a break in classes at university.
2. The decisions with regards to granting a leave of absence shall be taken by Dean in consultation with the main subject teacher and confirmed by an entry in the student record book.
3. A leave of absence may be short-term or year-long:
 - a) a short-term leave of absence is understood as a leave of absence granted within one semester, and granting such a leave of absence does not exempt the student from the obligation to complete the semester after his/her return,
 - b) a year-long leave of absence can be granted only once during the whole period of studies, except a long-lasting illness requiring a hospital or sanatorium therapy,
4. Students are obliged to include a report from a health care professional together with a request for a health leave of absence.
5. A year-long leave of absence cannot be granted to a first year student for a non-health-related reason, except Dean's leave of absence after having a child.

6. While on a year-long Dean's or health leave of absence, students shall not pay fees for studies for the period of the leave of absence.
7. Dean may make granting the leave of absence dependent on the completion of semester or year of studies.
8. After returning from the leave of absence, students carry out the plan of studies which was in force for their specialty on the day the leave of absence began. In justified cases Dean may decide that a student may complete subjects in an individual form.
9. During the leave of absence, students maintain student rights except the right to receive financial support, which is determined by separate regulations.
10. In particularly justified cases, Dean in consultation with the Student Government may allow for using the right to receive financial support during the leave of absence.
11. With Dean's consent, students may participate in chosen collective classes and take tests and exams and complete (pass) subjects.
12. Within 15 from the end of the leave of absence, students are obliged to confirm the continuation of studies with an entry in the student record book. student Failing to comply with this time limit results in being crossed off the list of students.
13. The principle specified in Paragraph 8 shall not be applied in a situation when the return from the leave of absence took place after an uninterrupted period of twenty-four months.

VIII. AWARDS AND DISTINCTIONS

§ 25.

1. Students distinguishing themselves among their peers in terms of learning outcomes, artistic or academic achievements, discipline and intense social activity, may be awarded and distinguished in a form of:
 - a) Scholarship of the Minister of Culture and National Heritage,
 - b) Rector's awards and diplomas of recognition,
 - c) other awards funded by national institutions, academic societies, social organisations and private individuals, if they were made available to the University authorities.
2. Detailed rules and procedure of granting awards and distinctions are determined by separate regulations.

IX. END OF STUDIES

§26.

1. The end of classes at the FCUM takes place when a student completes all subjects provided for in the plan of studies.
2. After completing all subjects and passing all exams provided for in the plan of studies (completion of the last semester) a student completes studies without defending the degree.
3. After completing studies without defending the degree for first cycle studies, submitting a BA thesis and passing a BA exam, a student obtains the professional title of *licencjat*.
4. After completing studies without defending the degree for second cycle studies, submitting an MA thesis and passing an MA exam, a student obtains the professional title of *magister sztuki*.
5. The completion of studies takes place on the day of passing a diploma exam.
6. A graduate has the right to receive a certification of completion of studies.

X. BA AND MA EXAMS

§27.

1. Exam requirements not specified in these Rules shall be determined by the relevant Department Council for all cycles, majors of studies and specialties.
2. The scope of exam shall be determined by teachers and approved by Dean.
3. A BA/MA candidate shall prepare for the exam under the supervision of a *profesor* or *doktor habilitowany* who shall approve the programme for the artistic part of diploma exam.
4. In exceptional cases, in consultation with Head of Chair, Dean may entitle assistant professors or lecturers to prepare respective elements of diploma exam.
5. Outstanding achievements of a BA/MA candidate may be counted by the exam committee as a part of diploma exam.
6. If requested by Dean, supervisor or student, a diploma exam can have the form of an open exam the procedure of which shall be announced on a Department noticeboard.

§ 28.

Admission to diploma (BA or MA) exam

1. A student (BA/Ma candidate) should pass his/her diploma exam before the end of June of the last year of studies. In particularly justified cases, Dean may prolong the deadline for passing the diploma exam but to no later than 30 September of the same calendar year.
2. A student (BA/Ma candidate) majoring in Dance or Sound Engineering should pass his/her diploma exam before the end of the last year of studies, i.e., 30 September. In justified cases, Dean may prolong the deadline for passing the diploma exam but to no later than 31 October of the same calendar year.
3. The conditions necessary for being admitted to a diploma exam are:
 - a) completing studies without defending the degree
 - b) submitting a conformed artistic programme,
 - c) submitting written BA/MA thesis within the deadline specified by Dean, two weeks before the date of the last stage of diploma exam at the latest.
4. It is allowed to perform the artistic part of diploma exam before the completion of studies without defending the degree.
5. BA/MA thesis must be prepared unassistedly.
6. The date of exam is determined by Dean and announced in the manner customarily adopted at the university.
7. The result of a diploma exam is expressed in grades specified in § 17 Paragraph 5.

§ 29.

1. The course of BA exam, especially the time frames of the recital, is determined by the relevant Department Council.
2. BA exam covers:
 - 1) **at the Department of Composition, Conducting and Theory of Music (Department 1):**

Major: Conducting and Theory of Music

- a) Specialty: Composition
 - submitting a score of a composition
 - written BA thesis

- examination

b) Specialty: Theory of Music

- written BA thesis
- examination

Major: Conducting

Specialty: Symphony and Opera Conducting

- artistic performance
- written BA thesis
- examination

2) at the Department of Piano, Harpsichord and Organ (Department 2):

Major: Instrumental Studies

Specialties: Piano, Harpsichord, Organ

- recital
- written BA thesis
- examination

3) at the Department of Instrumental Studies (Department 3):

Major: Instrumental Studies

Specialties: Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Saxophone, Trumpet, Horn, Trombone, Tuba, Percussion, Accordion, Harp, Guitar

- recital
- written BA thesis
- examination

Major: Jazz and Stage Music

Specialty: Jazz and World Music

- artistic project – artistic project to complete first cycle studies, presenting acquired skills and competencies, using acquired knowledge. Artistic presentation and unassisted production, organisation and promotion of an event
- written BA thesis
- examination

4) at the Department of Vocal and Acting Studies (Department 4):

Major: Vocal Studies

a) Specialty: Solo Singing and Acting

- stage part or role
- recital
- written BA thesis
- examination

b) Specialty: Solo Singing

- recital
- written BA thesis
- examination

5) at the Department of Choir Conducting, Music Education, Church Music, Rhythmics and Dance (Department 5):

Major: Music Artistic Education

- a) Specialty: Conducting Music Ensembles
 - artistic performance
 - written BA thesis
 - examination
- b) Specialty: Rhythmics
 - artistic performance
 - written BA thesis
 - examination
 - conducting a lesson

Major: Church Music

- Specialty: Church Music
 - musical setting of a liturgy
 - organ recital
 - written BA thesis
 - examination

Major: Dance

- a) Specialty: Ballet Pedagogy
 - conducting a lesson
 - presentation of a choreographic routine
 - written BA thesis
 - examination
- b) Specialty: Contemporary Dance
 - stage presentation of a choreographic etude /performance
 - written BA thesis
 - examination
- c) Specialty: National and Regional Polish Dances
 - presentation of national dance composition or regional dances suite prepared for an ensemble in which a student underwent his/her professional training
 - written BA thesis
 - examination

6) at the Department of Sound Engineering (Department 6):

Major: Sound Engineering

Unitary studies, without determined specialty

- BA thesis covering a recital of artistic works (presentation plus description) and exams in:
 - realisation of music recordings
 - sound operating in film

7) at the Department of Instrumental and Educational Studies in Bialystok (Department 7):

Major: Music Artistic Education

- a) Specialties: Conducting Music Ensembles, Church Music
 - artistic performance
 - written BA thesis
 - examination
- b) Specialty: Music at School
 - conducting a lesson
 - artistic performance
 - written BA thesis
 - examination

Major: Instrumental Studies

- Specialty: Instrumental Pedagogy
- artistic performance (recital)
 - written BA thesis
 - examination
 - demonstrative lesson with a primary music school student

Major: Vocal Studies

- Specialty: Solo Singing
- recital
 - written BA thesis
 - examination.

§ 30.

1. The course of the MA exam, especially the time limits of the recital, shall be determined by the Department Council. In case of widening the curriculum with the multimedia subjects, an additional element of the MA exam, regardless of the selected specialisation, is a multimedia work (individual or group work).
2. In case of specialties widened with multimedia subjects, the committee may grade a student's participation in the performance of the multimedia work:
 - a) performed as part of classes at Inter-University Multimedia Specialty at the FCUM,
 - b) performed during a concert or exhibition outside of the University – on the basis of the presented DVD recording.
3. The multimedia work shall be completed during MA studies.
4. MA exam covers:

1) at the Department of Composition, Conducting and Theory of Music (Department 1):

Major: Composition and Theory of Music

- a) Specialty: Composition
 - submitting a score of a composition
 - written MA thesis
 - examination
- b) Specialty: Composition Widened with Multimedia Subjects
 - submitting a score of a composition
 - written MA thesis

- examination
- graded completion of individual or group multimedia work
- c) Specialty: Theory of Music
 - written MA thesis
 - examination
- d) Specialty: Theory of Music Widened with Multimedia Subjects
 - written MA thesis
 - examination
 - graded completion of multimedia work

Major: Conducting

- Specialty: Symphony and Opera Conducting
- artistic performance
 - written MA thesis
 - examination

2) at the Department of Piano, Harpsichord and Organ (Department 2):

Major: Instrumental Studies

- a) Specialty: Piano
 - recital
 - performing a piece in a form of a piano concerto
 - written MA thesis
 - examination
- b) Specialty: Piano Widened with Multimedia Subjects
 - recital
 - performing a piece in a form of a piano concerto
 - written MA thesis
 - examination
 - graded completion of multimedia work
- c) Specialty: Piano Chamber Music
 - recital
 - written MA thesis
 - examination
- d) Specialties: Harpsichord/Organ
 - two recitals
 - written MA thesis
 - examination

3) at the Department of Instrumental Studies (Department 3):

Major: Instrumental Studies

- a) Specialties: Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Saxophone, Trumpet, Horn, Trombone, Tuba, Percussion, Accordion, Harp, Guitar
 - recital
 - written MA thesis
 - examination
- b) Specialties: Violin, Viola, Cello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Saxophone, Trumpet, Horn, Trombone, Tuba, Percussion, Accordion, Harp, Guitar Widened with Multimedia Subjects
 - recital
 - written MA thesis
 - examination
 - graded completion of multimedia work

4) at the Department of Vocal and Acting Studies (Department 4):

Major: Vocal Studies

- a) Specialty: Solo Singing
 - Opera Specialisation
 - stage part (opera, operetta or musical) or recital
 - recital
 - written MA thesis
 - examination
 - Specialisation Chamber Music
 - chamber concert or recital
 - recital
 - written MA thesis
 - examination
 - Specialisation Early Music
 - stage part or oratorio-and-cantata part or recital
 - recital
 - written MA thesis
 - examination
- b) Specialty: Solo Singing widened with multimedia subjects.

5) at the Department of Choir Conducting, Music Education, Church Music, Rhythmics and Dance (Department 5):

Major: Music Artistic Education

a) Specialty: Choir Conducting

- artistic performance
- written MA thesis
- examination

b) Specialty: Choir Vocal Studies

- diploma project – artistic performance: singing with accompanist, in ensembles and choir
- written MA thesis
- examination

b) Specialty: Rhythmics

- conducting a lesson
- artistic performance
- written MA thesis
- examination

Major: Church Music

a) Specialty: Organist

- musical setting of a liturgy
- organ recital
- written MA thesis
- examination

b) Specialty: Cantor and Conductor

- musical setting of a liturgy
- organ recital
- written MA thesis
- examination

c) Specialty: Liturgical Monody

- musical setting of a liturgy
- written MA thesis
- examination

Major: Dance

a) Specialty: Ballet Pedagogy

- conducting a lesson
- presentation of a choreographic routine
- written MA thesis
- examination

b) Specialty: Choreography and Theory of Dance

- presentation of choreographic etude
- oral exam on the synopsis of choreographic etude

- written MA thesis
- examination

6) at the Department of Sound Engineering (Department 6):

Major: Sound Engineering

a) Specialty: Music Production

- presentation of music recordings
- written MA thesis
- MA thesis defence

b) Specialty: Music Production Widened with Multimedia Subjects

- presentation of music recordings
- written MA thesis
- MA thesis defence
- graded completion of multimedia work

c) Specialty: Film and TV Sound Engineering

- presentation of films
- written MA thesis
- MA thesis defence

d) Specialty: Film and TV Sound Engineering widened with multimedia subjects

- presentation of films
- written MA thesis
- MA thesis defence
- graded completion of multimedia work

e) Specialty: Sound Engineering in Multimedia

- presentation of multimedia works
- written MA thesis
- MA thesis defence

7) at the Department of Instrumental and Educational Studies in Bialystok (Department 7)

Major: Instrumental Studies

Specialty: Instrumental Pedagogy

- demonstrative lesson with a secondary music school student
- recital
- unassisted preparation of pieces from the last two years of secondary music school
- written MA thesis
- examination

Major: Music Artistic Education

a) Specialty: Conducting Music Ensembles

- artistic performance
- written MA thesis
- examination

b) Specialty: Artistic Education at School

- conducting a lesson
- artistic performance
- written MA thesis
- examination

c) Specialty: Church Music

- musical setting of a liturgy
- organ recital
- written MA thesis
- examination

Major: Vocal Studies

Specialty: Vocal Pedagogy – Solo Singing

- conducting a lesson with a secondary music school student,
- recital,
- written MA thesis,
- examination.

§ 31.

1. The title of BA/MA thesis shall be approved by Head of Chair (Unit, Course) until 31 October of the diploma year of studies if the studies end in the summer semester, or 31 March, if the studies end in the winter semester.
2. The title of MA thesis at the Department of Sound Engineering shall be approved by the Department Council.
3. In justified instances, Head of Chair may approve change of title of the written thesis, having consulted the thesis supervisor.

§ 32.

1. Each part of the diploma exam (except for the written MA/MA thesis which is evaluated by the supervisor and reviewer) shall be evaluated by a committee of at least three people, according to the grading scheme specified in § 17 Paragraph 5.
2. The committee shall be appointed by Dean.
3. The committee should be headed by Dean or Vice-Dean, or Head of Chair/Unit.
4. While determining the grade for a BA/MA exam, the following shall be taken into consideration:
 - a) grade (or grades) for the artistic performance/recital (performances)/presentation of recordings, films, multimedia works,
 - b) grade for conducting a lesson (if it is an element of the exam),

- c) grade for a written thesis, (arithmetic mean is drawn from two different positive grades),
 - d) at the Department of Sound Engineering, during a BA exam – two grades for two partial exams which include a grade for presentation of a recording with a description,
 - e) at the Department of Sound Engineering, MA thesis is graded by the committee together with the defence, considering grades given by a supervisor and reviewer,
 - f) arithmetic mean of all final grades earned during studies,
 - g) grade for examination (if it is an element of the exam),
 - h) grade for the presentation of choreographic etude (if it is an element of the exam),
 - i) grade for oral exam on the synopsis of choreographic etude (if it is an element of the exam),
 - j) for the major of Vocal Studies, specialty *Solo Singing and Acting* for BA studies – grade for a stage part or role or grade for final exam for the subject “Acting”.
5. If one of the grades mentioned in Paragraph 4 Point a, b, d is failed, Head of the committee shall terminate the exam. Dean shall decide whether to resume the exam on the newly arranged date. Once the exam is resumed, the part which was completed with a positive result shall not be repeated.
 6. In case of moving the first date of the diploma exam due to its termination, the diploma must be obtained by the end of September. Otherwise, a student shall be crossed off the list.
 7. A person crossed off the list may apply for regaining the right to take the diploma exam according to procedure in § 22 Paragraphs 4 and 5.
 8. Overall result is determined by the examination committee, taking into account the grades for separate elements of the exam. Six grades are used: A+ - celujący [exceptional] (24-25 Points), A - bardzo dobry [very good] (21-23 Points), B - dobry plus [good plus] (19-20 Points), C – dobry [good] (16-18 Points), D - dostateczny plus [satisfactory plus] (13-15 Points), E - dostateczny [satisfactory] (10-12 Points).
 9. A report from the diploma exam shall be drawn up and it shall include component grades and overall result.

§ 33.

1. In case of failing a diploma exam or in case when a student does not take the exam on the set date, Dean shall set a second date as the deadline no later than 30 November if the studies end in the summer semester, or 31 May if the studies end in the winter semester.
2. Failing the exam again, not taking the exam on the postponed date or failing that exam results in being crossed off the list of students.

XI. DIPLOMA

§ 34.

1. A graduate shall be awarded with a diploma of completion of higher education studies: the title of *licencjat* in arts or *magister sztuki* with determined major, specialty, field and profile of education and grade, as well as a diploma supplement in accordance with the regulations in force.
2. A diploma with an exceptional grade can be obtained by graduates who had:
 - a) an exceptional grade (25-24 points)

- for written thesis for the specialty of Theory of Music, Department 1,
 - for at least one element of artistic work – Majors at Departments 1, 2, 3, 4,
 - for at least one element of artistic work or for written thesis – Majors at Departments 5, 6, 7,
 - for conducting a lesson for the specialties of Rhythmics and Ballet Pedagogy at Department 5, Music at School, Artistic Education at School and Instrumental Pedagogy at Department 7,
- b) very good grades for the remaining elements of BA/MA exam
 - c) arithmetic mean of final grades for all subjects included in the completed plan of studies no lower than B (dobry plus - 19 points).
3. A special form of honouring a BA/MA candidate is the ‘Magna cum Laude’ medal. It shall be awarded to a BA/MA candidate by a committee comprised of previous Rectors headed by the present Rector, at a request of a relevant Department Council and on the basis of relevant rules.
 4. Passing an MA exam equals the expiration of student rights on that day.

XII. TRANSITIONAL AND FINAL PROVISIONS

§ 35.

These Rules – resolved by the FCUM Senate on 28 April 2017 come into force on 1 October 2017 and it applies to all students, regardless of the date when they started their studies. At the same time, this is the date when the Rules of studies of 18 April 2016 shall be repealed.

§ 36.

1. Dean’s decisions taken on individual student affairs remain in force as a whole even if the provisions of the Rules do not require issuing a decision by Dean or they provide for a different scope of resolution.
2. For matters mentioned in Paragraph 1, a decision taking account of the provisions of these Rules can be issued at a student’s request.