

# **Study Regulations of Adam Mickiewicz University, Poznań**

(consolidated text under Resolution 222/2018/2019 of the AMU Senate dated 29 April 2019 and Resolution 296/2018/2019 of the AMU Senate dated 29 June 2019)

## **I. Scope and application of the Regulations**

### **Section 1**

These study regulations, hereinafter referred to as the Regulations determine the organization of the studies and the rights and obligations of the student of Adam Mickiewicz University, Poznań, hereinafter referred to as the University.

### **Section 2**

1. The Regulations apply to a person enjoying the rights of the University student.
2. Student rights are acquired upon taking an oath specified in the University Statute.
3. Student rights are lost upon:
  - 1) passing a diploma examination, except for persons who have completed Bachelor degree studies and who retain their student rights until 31 October of the year in which they completed such studies, excluding the right to the following benefits: need-based benefit, disability benefit, hardship benefit and Rector's scholarship;
  - 2) transfer to another higher education institution;
  - 3) deletion from the student list.

## **II. Organization of studies**

### **1. General rules**

#### **Section 3**

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

#### **Section 4**

By 30 April the Rector of the University determines the start and end dates for conducting classes and examination session in the winter and summer semester of the next academic year. The Rector of the University also determines the planned dates without classes.

#### **Section 5**

The Rector of the University may establish days or hours without classes during the academic year.

#### **Section 6**

The dean can suspend the classes in a given faculty on a specific day or at specific hours. The dean's decision referred to in the preceding sentence applies to all classes, including those conducted outside of the faculty.

#### **Section 7**

The dean determines the class schedule and the rules for the allocation of students to groups in a new academic year, taking into account the University's internal regulations.

### **Section 8**

Studies are conducted in a specific program, cycle and profile based on the study curriculum.

### **Section 9**

A study curriculum may not include more than 8 examinations per academic year, with no more than 5 examinations per semester, excluding the diploma examination.

### **Section 10**

Courses selected by the student become mandatory for the student.

### **Section 11**

1. When justified, at the student's request, the dean may allow the student to continue some portion of the studies at another higher education institution, specifying the learning outcomes and ECTS points to be obtained at another higher education institution and the time limit of their successful completion.
2. The decision referred to in subsection 1 is based on the list of courses which the student submits to the dean, upon prior consultation with the dean's representative responsible for the student exchange.
3. When justified, the dean may exempt the student from obtaining credits for courses covered by a study curriculum during the student's studying at another higher education institution.

### **Section 12**

- 1 The University authorities are required to take action to create proper conditions for students with disabilities enabling them to fully participate in the learning process, as defined in separate regulations issued by the Rector of the University.
- 2 Students with disabilities can take notes during classes for their own needs using technical aids suitable for their disability.

## **2. Individualized study schedule and individualized course of study**

### **Section 13**

1. When especially justified, at the student's request, the dean may allow an individualized study schedule.
2. An individualized study schedule entitles the student to participate in classes and to complete courses on terms and on dates agreed individually with the course instructor within a given academic year, and also, as part of the individualized study schedule the student may opt not to participate in classes, which, however, does not exempt the student from the obligation to obtain course credits required to complete them.
3. The student referred to in subsection 2 should, 14 days before the date of course credit test or the examination determined for the whole group, at the latest, approach the course instructor in order to set the time limit for obtaining course credits.
4. If, as part of the approved individualized study schedule, the student has been granted the right not to participate in classes, he or she should contact the course instructor within 14 days of the decision to determine the details of obtaining course credits.
5. The following cases, specified in subsection 1 are considered to be duly justified:
  - 1) long-term or chronic disease;
  - 2) participation in research projects;

- 3) realization of more than one study curriculum;
- 4) activity in University bodies, including students' union.

#### **Section 14**

The dean allows a pregnant student and a student who is a parent to study full-time according to an individualized study schedule under the rules set out in section 13(2-4).

#### **Section 15**

When especially justified, at the student's request, the dean may allow simultaneous realization of 2 consecutive years of study. The simultaneous realization of 2 consecutive years of study does not constitute an individualized study schedule referred to in section 13(1).

#### **Section 16**

1. At the request of a student who has completed the first year of study with very good results the school council for teaching may allow an individualized course of study by establishing:
  - 1) the content of an individualized course of study which may not lead to a reduction of ECTS points, lowering of the learning outcomes required for a particular program, cycle and profile of studies;
  - 2) a research supervisor, who may be a professor or university professor.
2. A request for an individualized course of study should indicate:
  - 1) the chosen supervisor together with his/her written consent for supervision;
  - 2) a list of courses constituting the individualized course of study;
  - 3) permission from other faculties or higher education institutions to take courses for which the student wishes to obtain credits if the student requests them to be included in his/her individualized course of study.
3. The request referred to in subsection 1 may also be submitted by a student in the first year of Master degree studies who completed Bachelor degree studies with very good results.

#### **Section 17**

Individualized interdisciplinary studies, individualized inter-area studies and studies conducted upon the validation of learning outcomes will be carried out in accordance with the regulations, factoring in separate relevant resolutions of the Senate.

### **3. Obtaining course credits**

#### **Section 18**

1. The dean of the faculty conducting the classes in consultation with the course instructor or examiner specifies no later than 14 days after the beginning of the classes and immediately publishes the following information in USOS and on the faculty's website:
  - 1) conditions and mode of conducting the classes with the option to make the attendance at lectures obligatory for the 1st year students of the Bachelor and Master degree studies;
  - 2) conditions and procedure of obtaining course credits and sitting for an examination.

2. Doctor's note justifies absence during class. Other conditions for excusing absences and making up for the missed classes are determined by the course instructor.
3. The dean of the faculty conducting the classes in consultation with the examiner specifies the date of the examination or course credit test so that there are at least 30 days between the announcement of the date of the examination or course credit test and the date the examination or course credit test are held, but the date for the resit examination cannot be set later than on 20 September.
4. Failure to fulfill the duties specified in subsections 1-3 constitutes breach of employee's duties.

#### **Section 19**

Examinations and course credit tests are held at the location where the classes are held.

#### **Section 20**

The student sits for the examination or course credit test on the date set by the course instructor and, if asked, is obliged to present to the course instructor or examiner a document verifying his/her identity or else the student will not be permitted to sit for the examination or course credit test.

#### **Section 21**

1. During examinations and course credit tests the following grade scale is used:
  - 1) very good (*bdb*; 5.0);
  - 2) good plus (*db plus*; 4.5);
  - 3) good (*db*; 4.0);
  - 4) satisfactory plus (*dst plus*; 3.5);
  - 5) satisfactory (*dst*; 3.0);
  - 6) fail (*ndst*; 2.0).
2. The conversion of a grade obtained at another higher education institution and calculated based on a different grade scale into a grade based on the scale specified in subsection 1 is made by the dean.

#### **Section 22** (*repealed*)

#### **Section 23**

1. If the student does not sit for the examination or course credit test on the specified date without giving an excusable reason, the examiner or course instructor enters a failing grade *per absentiam*. If such an entry is not made by the end of the academic year, the failing grade is entered by the dean.
2. The excuse for the absence should be presented before the examination date. The student may present the excuse electronically.

#### **Section 24**

The student may see his/her graded written assignment within 14 days of the announcement of the results in USOS.

#### **Section 25**

1. If completing an obligatory course is a condition for sitting for an examination, the student is permitted to sit for the examination only after he/she obtained credits for the obligatory course.
2. If the student is not permitted to sit for the examination specified in subsection 1, the

examiner enters a failing grade for the examination. If such an entry is not made by the end of the academic year, the grade referred to in the preceding sentence is entered by the dean.

#### **Section 26**

When justified, at the student's request filed within 21 days before the start of the semester, the dean may allow the student to obtain credits for specific courses included in the study curriculum in subsequent semesters.

#### **Section 27**

1. The dean may, at the student's request, acknowledge a course as completed and grant the ECTS points obtained by the student during studies in another program or at another higher education institution if the learning effects are comparable, following a procedure not specified in an agreement between that higher education institution and the University or the decision specified in section 11.
2. The request referred to in subsection 1 should be filed no later than within 14 days of the start of the semester.

#### **Section 28**

At the student's request, the dean may, upon prior consultation with the course instructor, grant credits for the course based on a research or implementation work performed by the student as part of the course.

#### **Section 29**

If the study curriculum requires submission of a diploma thesis, credits for a diploma seminar in the last semester of the studies are granted upon timely submission of the diploma thesis.

#### **Section 30**

Requirements for the courses, course credits and examinations in a foreign language in a program are the same as for courses, course credits and examinations in Polish.

#### **Section 30a**

1. Grades for examinations and course credits tests are entered in USOS no later than: 31 March (in the winter semester if the credits are settled at the end of the semester), 30 September (in the summer semester if the credits are settled at the end of the semester or at the end of the year of study) of a given academic year, subject to subsections 2-4.
2. The course instructor notifies the student of the grade of an oral examination or course credit test immediately upon its completion. This grade is entered in USOS no later than within 3 business days of the date of the examination or course credit test.
3. Grades for a written examination or course credit test are entered in USOS immediately upon grading written assignments, but no later than within 14 days of the date of the written examination or course credit test.
4. If in order to sit for the examination, the student must obtain credits for other obligatory courses, then the grades for completing those courses are entered in USOS no later than 2 days before the date set for the examination.

#### **4. Course resit test and examination before a faculty commission**

##### **Section 31**

1. If a student receives a failing grade for a course, the dean or a person designated by the dean may, at the student's request allow an examination before a faculty commission.
2. A request for the examination before a faculty commission may be filed within 7 days of the refusal to grant course credits or entry of the failing grade.
3. If the request specified in subsection 2 is granted, the course credit examination is held immediately before a commission comprising:
  - 1) the dean or a person designated by the dean;
  - 2) course instructor;
  - 3) other specialists in the subject (module).
4. At the student's request the course credit test is held in the presence of an academic teacher from the faculty or a representative of the students' union designated by the student who act as observers.
5. If the request specified in subsection 2 is denied, the dean provides the reasons for denying the request.

##### **Section 32**

1. If the student fails an examination, he/she is allowed one resit examination which cannot be held sooner than 7 days of the date the results of the first examination sitting were announced.
2. The right specified in subsection 1 also applies to the course credit test but if the student chooses to exercise this right, he/she may not file the request specified in section 31(1).

##### **Section 33**

1. If the student challenges the manner in which the examination is held, the dean may allow an examination before a faculty commission.
2. The request for an examination before a faculty commission may be filed within 7 days of the date the examination results are announced.
3. The dean decides on the request specified in subsection 2 within 7 days of its receipt.
4. If the request for an examination before a faculty commission is granted, the dean specifies:
  - 1) the place and format of the examination;
  - 2) the date of the examination, which can be set no sooner than 3 days and no later than 14 days of issuing the decision;
  - 3) the composition of the examination commission which comprises the dean or a person designated by the dean, the examiner who conducted the previous examination and another specialist in the subject (module) covered in the examination or specialist in a similar subject.
5. At the student's request the examination is held in the presence of an academic teacher from the faculty or a representative of the students' union designated by the student who act as observers.

6. An examination before a faculty commission may be ordered by the dean. In such a case, the provisions of subsections 4 and 5 are applied accordingly.
7. The grade for the examination before a faculty commission is final.

## **5. Course retakes**

### **Section 34**

1. At the student's request, the dean may allow retaking the course which the student failed due to unsatisfactory results:
  - 1) with simultaneous continuation of the studies by the student in the next year if the number of failed courses is not greater than 3;
  - 2) without continuation of the studies by the student in the next year.
2. In the situation specified in subsection 1(2) the provisions of section 15 are not applied.
3. If the student does not obtain course credits as specified in section 29, the provisions of subsection 1(2) do not apply.

### **Section 35**

- 1 The request for a course retake should be filed 14 days after the end of the academic year or the end of the extended examination session, at the latest.
- 2 A course that has already been retaken cannot be retaken again.
- 3 The student must obtain credits for the retaken course in the next academic year in a manner required by the study curriculum.

### **Section 36**

Program curriculum council may determine to which courses in a given program the procedure specified in section 34(1)(1) cannot be applied. The restriction referred to in the previous sentence cannot cover more than half of all the courses indicated in the study curriculum.

## **6. Obtaining credits for a semester and year of study**

### **Section 37**

The student obtains credits for a semester or year of study within dates determined by the Rector for a given academic year.

### **Section 38**

Obtaining credits for a semester and year of study is confirmed by the dean on the student's semester or end-of-year grade report printed from USOS.

### **Section 39**

1. At the student's request, the dean may allow a one-time extension of the examination session yet for no longer than one month, subject to subsection 2.
2. When especially justified, at the student's request, the dean may allow additional one-time extension of the examination session yet for no longer than one month.

#### **Section 40**

1. When especially justified, at the student's request, the dean may allow obtaining credits for a semester or a year of study based solely on the course credits obtained and examinations passed at a different higher education institution or in a different program or faculty.
2. If there are differences between the study curriculum at a different higher education institution and in a different program, and the study curriculum at the University, the dean indicates additional courses to make up for the differences and the dates of their completion.

### **7. Student work placement**

#### **Section 41**

Program curriculum council determines the rules of the organization, execution, supervision and completion of both obligatory and non-obligatory work placement in a given program, taking into account the binding Rector's resolutions in this respect.

### **8. Student's leaves of absence**

#### **Section 42**

1. When especially justified, but no more than twice during a given cycle of studies, at the student's request, the dean may allow a long-term leave for a period of maximum 12 months.
2. Granting a long-term leave of absence extends the time allocated for graduation.

#### **Section 43**

When especially justified, at the student's request, the dean may allow the student who is currently on a long-term leave of absence to participate in specific courses and sit for specific course credit tests and examinations.

#### **Section 44**

1. The dean grants permission to a pregnant student or a student who is a parent to take a leave of absence and a leave of absence with the option to participate in courses and sit for specific course credit tests and examinations.
2. A student who is a parent files a request for a leave of absence specified in subsection 1 within one year of the baby's birth.
3. The leave, specified in subsection 1, for:
  - 1) a pregnant student is granted for the period until the day of the baby's birth,
  - 2) a student who is a parent is granted for a period of up to 1 year, and if the end of the leave falls during a semester, the leave can be extended until the end of this semester.

#### **Section 45**

1. In the case of planned domestic and international trips organized by the University, students' union or other student organizations the dean may grant a short-term leave of absence for the duration of the trip, but no more than twice during the studies in a given cycle, and for no longer than for 2 months.



2. Granting a short-term leave of absence does not extend the time for obtaining credits for a semester or a year of study.
3. The dean may grant the student a short-term leave of absence also for personal reasons (e.g. death of the student's family member) or for health reasons.

#### **Section 46**

Leaves of absence are not granted retroactively.

### **9 Change of studies**

#### **Section 47**

1. At the request of a student who obtained credits for the first year, the dean may allow the student:
  - 1) to change majors in a given program;
  - 2) to change programs;
  - 3) to transfer to full-time studies or weekend studies, subject to subsection 3.
2. The request referred to in subsection 1 may also be filed by the student in the first year of the Master degree studies.
3. Transfer to full-time studies is possible only for a student with very good grades.

#### **Section 48**

If the program referred to in section 47 is offered at a different faculty, the decision is made by the dean of this faculty.

#### **Section 49**

The student may, upon the dean's approval, transfer to another higher education institution or foreign university; the provisions of section 47 are applied accordingly.

#### **Section 50**

The student may transfer to another higher education institution on condition that he/she has fulfilled all required obligations at the University.

### **10 Deletion from the student list**

#### **Section 51**

A student is deleted from the student list in the following situations:

- 1) the student does not take up the studies;
- 2) the student abandons the studies (drops out);
- 3) the student does not submit a diploma thesis on time;
- 4) the student does not pass a diploma examination on time;
- 5) the student is sanctioned with a disciplinary penalty of expulsion from the University.

#### **Section 52**

A student may be deleted from the student list in the following situations:

- 1) the student does not participate in obligatory courses;
- 2) the student does not show progress in his/her learning process;
- 3) the student does not obtain the required credits for a semester or a year of study within the prescribed time limit;
- 4) the student does not make payments connected with the course of study.

### **Section 53**

1. The circumstances listed in sections 51 and 52 are determined during a separate procedure concerning the deletion of the student from the student list.
2. The procedure referred to in subsection 1 is initiated by the dean who notifies the student that such a procedure has been initiated.
3. The notice specified in subsection 2 should contain:
  - 1) designation of the body initiating the procedure;
  - 2) date of issue;
  - 3) designation of the addressee;
  - 4) factual and legal reasons for initiating the procedure;
  - 5) instructions as regards submission of explanations within 14 days from the receipt of the notice as well as the manner in which the explanations should be submitted.
4. Before issuing the decision, the student is notified of the possibility to present his/her position as regards the collected evidence and materials within at least 7 days of receipt of such notice.

## **11. Resumption of studies**

### **Section 54**

1. The dean may grant a one-time resumption of studies to a student who has been deleted from the student list after obtaining credits for the 1st year of study.
2. In the decision allowing the resumption of studies the dean determines the year of studies to which the student is admitted. The dean may specify other conditions for the resumption of studies. If the studies need to be resumed according to a new study curriculum, the dean may impose an obligation to make up for the differences in study curricula.
3. If the student referred to in subsection 1 is deleted from the student list again, the student may resume the studies:
  - 1) in the form of weekend studies - based on the dean's decision, subject to subsection 4;
  - 2) in the form of full-time studies - based on the Rector's decision.
4. The dean may choose not to allow another resumption of studies in the form of weekend studies specified in subsection 3, if the previous deletion of the student from the student list was due to his/her lack of progress in learning or failure to make payments connected with the course of study.

### **Section 55**

At the student's request, the dean allows resumption of studies in order to hold a diploma examination, if the conditions specified in section 63 have been met.

### **Section 56**

Readmission of a person who had been deleted from the 1st year student list is executed solely under the general rules of admission to the University as determined by the University senate.

### **III. Graduation**

#### **1. Preparation and submission of the diploma thesis**

##### **Section 57**

A diploma thesis means a diploma thesis (*praca licencjacka*) to obtain the degree of *licencjat*, a diploma thesis (*praca inżynierska*) to obtain the degree of *inżynier* or a diploma thesis (*praca magisterska*) to obtain the degree of *magister*.

##### **Section 58**

1. The student prepares a diploma thesis to obtain the degree of *magister* under the supervision of a professor or university professor.
2. The student prepares a diploma thesis to obtain the degree of *licencjat* or the degree of *inżynier* under the supervision of an academic teacher holding at least the degree of a doctor.
3. When especially justified, the program curriculum council may authorize an academic teacher holding at least the degree of a doctor employed as research staff or research and teaching staff in the capacity different than those specified in subsection 1 to supervise a diploma thesis to obtain the degree of *magister*.
4. In the case referred to in subsection 3, the dean designates a professor or university professor as the reviewer.
5. If the student wants to complete a diploma thesis under the supervision of an academic teacher from a different higher education institution or an employee outside of the University, the program curriculum council may authorize such a person to co-supervise the thesis and at the same time appoint a duly authorized academic teacher from a given organizational division to hold such a function on behalf of the University. The external employee grades the thesis and writes the review.

##### **Section 59**

1. The Rector of the University determines the rules of submission and archiving of diploma theses using the Diploma Theses Archive (*Archiwum Prac Dyplomowych - APD*) as well as a template of a declaration on writing the thesis without assistance and declaration on conformity of the printed and electronic copies of diploma thesis.
2. The dean may determine detailed rules of functioning of the Diploma Theses Archive in a given faculty.

##### **Section 60**

The student submits a diploma thesis at the dean's office, no later than on 30 September of the last semester of the studies, and a diploma thesis to obtain the degree of *inżynier* required during studies lasting 7 semester - until 31 March. This date is the final date and is not subject to extension. If the date for submission of the diploma thesis specified in the first sentence falls on a holiday, the submission date is moved to the next business day.

##### **Section 61**

The diploma thesis is graded by the thesis supervisor and a reviewer designated by the dean. The provisions of section 58 are applied accordingly to the reviewers.

#### **2. Diploma examination**

##### **Section 62**

A diploma examination means a diploma examination (*egzamin licencjacki*) to obtain the degree of *licencjat*, a diploma examination (*egzamin inżynierski*) to obtain the degree of *inżynier* or a

diploma examination (*egzamin magisterski*) to obtain the degree of *magister*.

### **Section 63**

1. In order to sit for the diploma examination the student:
  - 1) must meet all the requirements resulting from the study curriculum and rules for the submission and archiving of diploma theses specified in section 59;
  - 2) must receive favorable reviews of the diploma thesis if such a thesis is required by the curriculum.
2. If one of the reviews of the diploma thesis is not favorable, the dean may allow the student to sit for the diploma examination. The dean may consult the second reviewer in this matter.

### **Section 64**

1. At the supervisor's request or on dean's initiative, the dean designates a reviewer, date of the diploma examination and composition of the commission conducting the diploma examination which should be held within 3 months of the date of submission of the diploma thesis.
2. At the student's request, the dean may designate a date for the diploma examination beyond the time limit specified in subsection 1.

### **Section 65**

The program curriculum council determines the scope of the diploma examination as well as examination format and procedure.

### **Section 66**

1. The commission for the diploma examination to obtain the degree of *magister* comprises:
  - 1) the dean or a person designated by the dean
  - 2) diploma thesis supervisor;
  - 3) diploma thesis reviewer, and in the case specified in section 63(2) also an additional reviewer.
2. If the study curriculum requires the submission of a diploma thesis (*praca licencjacka*) to obtain the degree of *licencjat* or a diploma thesis (*praca inżynierska*) to obtain the degree of *inżynier*, the diploma examination commission comprises:
  - 1) the dean or a person designated by the dean
  - 2) diploma thesis supervisor;
  - 3) diploma thesis reviewer, and in the case specified in section 63(2) also an additional reviewer.
3. If the study curriculum does not require the submission of a diploma thesis (*praca licencjacka*) to obtain the degree of *licencjat* or a diploma thesis (*praca inżynierska*) to obtain the degree of *inżynier*, the diploma examination commission comprises:
  - 1) the dean or a person designated by the dean
  - 2) at least 2 specialists representing the scientific discipline(s) assigned to the program, designated by the dean.
4. The dean or a person designated by the dean is the head of the commission specified in subsection 1, 2 and 3.

### **Section 67**

When grading the diploma thesis and the diploma examination the grade scale specified in section 21(1) is applied as well as the rule specified in section 70.

### **Section 68**

1. If the student fails the diploma examination or fails to appear at the diploma examination on the designated date, the dean designates a second and final date for the examination.
2. A resit diploma examination may be held at least 1 month and no later than 3 months of the date of the first examination.

### **3. Final grade for the studies**

#### **Section 69**

The final grade for the studies is computed as follows:

- 1) for studies with obligatory submission of a diploma thesis, as the sum of:
  - a)  $\frac{3}{5}$  of the average of all the grades obtained;
  - b)  $\frac{1}{5}$  of the grade for the diploma thesis which is the average of the grades given by the supervisor and the reviewer; section 21(1) and section 70 are applied accordingly;
  - c)  $\frac{1}{5}$  of the final grade for the diploma examination
- 2) for studies with no obligation to submit a diploma thesis, as the sum of:
  - a)  $\frac{3}{4}$  of the average of all the grades obtained;
  - b)  $\frac{1}{4}$  of the final grade for the diploma examination
- 3) for art programs with obligatory submission of a diploma thesis, as the sum of:
  - a)  $\frac{3}{6}$  of the average of all the grades obtained;
  - b)  $\frac{1}{6}$  of the grade for the diploma thesis which is the average of the grades given by the supervisor and the reviewer; section 21(1) and section 70 are applied accordingly;
  - c)  $\frac{1}{6}$  of the final grade for the diploma examination (theoretical part);
  - d)  $\frac{1}{6}$  of the final grade for the diploma examination (artistic part).
- 4) for art programs with no obligation to submit a diploma thesis, as the sum of:
  - a)  $\frac{4}{6}$  of the average of all the grades obtained;
  - b)  $\frac{1}{6}$  of the final grade for the diploma examination (theoretical part);
  - c)  $\frac{1}{6}$  of the final grade for the diploma examination (artistic part).

#### **Section 70**

On the higher education diploma the final grade for the studies is entered as follows:

- 1) below 3.40 - satisfactory;
- 2) more than 3.40 and below 3.80 - satisfactory plus;
- 3) more than 3.80 and below 4.20 - good;
- 4) more than 4.20 and below 4.60 - good plus;
- 5) more than 4.60 - very good.

## **IV. Decisions regarding students' matters**

### **Section 71**

1. Individual student matters related to the course of study which do not require issuing an administrative decision, are decided, at the student's request, by the dean by way of a decision in writing or via email or in USOS.
2. The decision specified in subsection 1 should contain:
  - 1) designation of the body issuing the decision;
  - 2) date of issue;
  - 3) designation of the addressee;
  - 4) how the matter is decided;
  - 5) instructions on the right to appeal and how to appeal the decision.
3. The decision specified in subsection 1 is delivered to the student with return receipt requested, in person or, upon written request made by the student - via a registered mail. The delivery via a registered mail is executed at the address indicated by the student in the request for the decision.
4. The decision specified in subsection 1 may be appealed within 14 days of its delivery to the Rector. The appeal is filed through the body issuing the decision. This body may attach an opinion on the matter to the appeal.

### **Section 72**

A student or a group of students may appear before the University bodies in matters that concern them and are related to the course of the study through a representative of the students' union duly authorized to do so in writing.

## **V. Temporary provisions**

### **Section 73**

- 1 Decisions issued based on the study regulations specified in section 77 and legal acts issued under those regulations remain binding but no longer than until 30 September 2020.
- 2 If the student filed a request concerning his/her matter during the validity period of the study regulations specified in section 77, such a decision will be issued in accordance with these study regulations.

## **VI. Final provisions**

### **Section 74**

A relevant council adopts obligatory resolutions specified in the study regulations until 30 September, at the latest. These resolutions come into force as of the next academic year.

### **Section 75**

If the Study Regulations refer to a program curriculum council, it also applies to a curriculum council for a group of programs.

### **Section 76**

The provisions of the regulations concerning a faculty or the dean of the faculty also apply to a branch and branch head.

### **Section 77**

The Study Regulation of Adam Mickiewicz University, Poznań (uniform text - Announcement of AMU Senate no. 6/2015 dated 28 September 2015) is no longer binding.

### **Section 78**

These Study Regulations enter into force as of 1 October 2019.