

Attachment no 1
to the Resolution no 105/2017
of the Senate of Warsaw Film School
of 28th April 2017

TERMS AND CONDITIONS OF STUDIES AT WARSAW FILM SCHOOL

I. General provisions

§1

Studies at Warsaw Film School with its registered seat in Warsaw, are conducted based on the regulations in force, in particular:

- 1) Higher Education Act of 27th July 2005 (Journal of Laws 2013, item 572, as amended) hereinafter referred to as the Act;
- 2) Statute of the Warsaw Film School with its registered seat in Warsaw, hereinafter referred to as the Statute;
- 3) These Terms & Conditions regarding the Studies at the Warsaw Film School with its registered seat in Warsaw, hereinafter referred to as the Terms & Conditions.

§2

1. These Terms & Conditions shall be binding for all Students of Warsaw Film School with its registered seat in Warsaw, hereinafter referred to as the School, regarding the organisation and the educational processes at the level of first degree studies.
2. The basis for taking decisions governed by the Terms & Conditions shall be understanding the need, rights and duties of Students.
3. Terms and Conditions shall be binding for all courses of studies and all forms of studies conducted by the School.
4. Provisions of the Terms & Conditions shall be binding for all Students of the School, as well as for all its employees participating in the educational processes.

§ 3

1. The basic lecture language in the School shall be Polish. With permission of the Senate, some courses of studies, classes, exams and other tests as well as the diploma thesis and diploma exam may be conducted in a foreign language.
2. Preparation of the diploma thesis and conducting the diploma exam in a foreign language may also occur upon Students request with the consent from the Rector in agreement with the Promotor. In any other cases, preparation of the diploma thesis as well as the diploma exam shall be conducted in Polish.
3. Should the classes be conducted in a foreign language, exams and tests shall also be conducted in the same language.
4. Classes conducted in the School may be conducted using the remote teaching methods and techniques, within the scope agreed by the Senate.
5. The School does not conduct individual interdisciplinary studies.

§ 4

1. Accepting a Student at the School occurs upon matriculating and taking academic oath of the wording specified in the Statute.
2. After matriculating a Student shall receive a Student identity card.
3. Student identity card is a document which confirms the statute of a Student. The validity of the Student identity card shall be confirmed each term at the Dean's office.
4. Student who has lost the right to own a Student identity card, shall be obliged to return it to the School.
5. Admitting a Student to the School may also happen through a transfer from a different School or resuming studies.

§ 5

1. Students of the School shall establish a Students' Council.
2. The Students' Council shall represent all Students' interests.
3. The Students' Council shall act based on the Act and the Terms and Conditions adopted by the School's executive body, as well as the Statute of the School.
4. The Terms and Conditions of the Students' Council shall come to life upon the Senate's confirmation of its compliance with the Act and the Statute.

§ 6

1. The Rector shall be the supervisor of the School's Students.
2. The direct supervisors of the Students shall be the Prorectors of the School, who, on behalf of the Rector, make decisions regarding issues related to Students, didactical process and the course of studies.
3. Student has the right to appeal against each decision of the Prorector to the Rector to reconsider their case. The written application shall be submitted within 14 days from the delivery of the decision, which it regards.

§ 7

1. Studies at the School shall be subject to tuition payment.
2. The conditions regarding the tuition for the studies at the School, in particular: the kind, amount and manner of making the payments, which bound the School by the Agreement referred to in Section 4, shall be specified by the Chancellor by way of order.
3. Information regarding the conditions of the payments for Studies at the School shall be made public, among others through the internet website of the School.
4. The Terms and Conditions regarding the tuition payment for the studies commenced in a specific academic year, for a specific major and course of studies shall be specified by the Contract concluded in writing between the School, represented by the Prorector for Education and a Student. The Agreement shall include the information regarding the tuition and other fees with the due payment date.
5. The Chancellor may, fully or partially, exempt the Students from fees in the event when the Students distinguish themselves with outstanding artistic achievements, excellent results in learning and those, who are in a particularly difficult financial situation, confirmed with required documents.
6. Upon a written motion submitted by a Student, the Chancellor may:
 - 1) Set other dates of payment;
 - 2) Establish or change the manner of payment into instalments.

II. Organization of the Studies

§ 8

1. The Schools academic year shall last from the 1st October till the 30th September of the following calendar year.
2. The detailed organization of academic year shall be established by the Rector by way of order, ordered for the following academic year before the end of the summer semester.
3. The academic year shall include:
 - 1) winter semester;
 - 2) ordinary and retake examination session for the winter semester;
 - 3) summer semester;
 - 4) ordinary and retake examination session for the summer semester;
 - 5) summer holidays break.
4. Classes for full-time studies shall begin in October.
5. Classes for full-time studies shall finish in May or June.
6. Winter semester for full-time studies shall last about 15 weeks including 2 weeks for Christmas and New Year's break.
7. Examination session in the Winter semester for full time studies shall be planned for January-February and shall include:
 - 1) 2 weeks for ordinary examination session,
 - 2) at least 1 week for retake examination session.
8. Summer semester for full time studies shall last about 15 weeks, including one week for holiday break and 1 week for SCRIPTFIEST festival, organised by the School.
9. Examination session in the summer semester for full time studies shall be planned for: June, July, September and shall include:
 - 1) 2-4 weeks for ordinary examination session,
 - 2) 2-4 weeks for retake examination session.
10. Classes on part-time studies shall begin in October.
11. Classes on part-time studies shall finish in June.
12. Winter semester for part-time Students consists of 7-8 three-day sessions.
13. Examination session in the winter semester for part-time studies shall be planned for January – February and includes:
 - 1) 1 three-day session for ordinary examination,
 - 2) 1 three-day session for retake examination.
14. Summer semester for part-time studies comprises 7-8 three-day sessions.
15. Examination sessions in summer semester for the part-time studies shall be planned for: June, July, September and includes:
 - 1) 1-2 three-day sessions for ordinary examination,
 - 2) 1-2 three-day session for retake examination.
16. Due to some significant organisational or substantial premises, some of the classes, tests or examinations may take place on the dates going beyond the given timeframe.
17. Due to some significant organisation or substantial premises, some classes, test or examinations may take place on the dates statutory free from work.

§ 9

1. The conditions and procedure for recruitment process and forms of studies of particular majors shall be established in accordance with the provisions of the School's statute.
2. Studies shall be conducted by the School according to the studies plans and curricula, in the course specified in the Statute.
3. Plans and curricula shall be made known to Students at least 7 days before the given academic year, by making them available in the Dean's office.
4. The School shall not conduct recruitment processes based on the confirmation of learning results.

§ 10

1. Students' participation in the classes included in the curriculum shall be obligatory.
2. During the classes, the Students' attendance list shall be checked. A Student shall be obliged to ensure that their presence at the classes is confirmed by a relevant entry to the attendance list.
3. A Student's absence at the classes may be justified by the lecturer. A Student shall be obliged to submit relevant documentation, justifying their absence during the classes within 7 days from the absence.
4. A Student's absence exceeding 40% or more course hours expected in the semester for a given educational module, subject to Section 5, may be treated by a lecturer as a sufficient basis for not classifying the Student for the completion of the semester. In such case, the differentiation into justified and unjustified absence shall not apply.
5. A Student's absence during a substantial, from the educational point of view, part of the course expected in the semester for a specific module, may be treated by the lecturer as a sufficient basis for not classifying the Student for the completion of the semester. In such case, the differentiation into justified and unjustified absence shall not apply.
6. A Student's absence comprising a substantial amount of hours of classes expected for the semester for each educational module may be treated by the lecturer as a sufficient reason for giving lower grade at the end of the semester and setting additional requirements for completion of the semester. In such case, the differentiation into justified and unjustified absence shall not apply.
7. A lecturer may specify the tasks which a Student shall perform during the semester as a condition for allowing the Student to take an assessment test or an exam. Failure to perform such tasks or failure to perform them within the deadline set by the lecturer may be treated as sufficient basis for determining the lack of progress in studying.

III. Rights and obligations of a Student

§ 11

In particular, a Student is entitled to:

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

§ 12

1. In particular, a Student is obliged to:
 - 1) act in accordance with the oath and the School's provisions;
 - 2) complete the course of studies, including regular participation in classes as expected in the plan of studies, justify any absence during the classes in accordance with the provisions specified in para. 10, as well as perform tasks provided by a lecturer in a diligent and timely manner as a condition for allowing a Student to take tests or exams;

- 3) take exams and assessment tests in accordance with the timetable and give account of each stage of studies at the Dean's office in timely manner;
 - 4) pay tuition and settle other financial liabilities towards the School in a timely manner;
 - 5) immediately and in writing notify the Dean's office about the change of marital status, last name, given name or address;
 - 6) immediately and in writing notify the Prorektor for Education about resignation from the studies;
 - 7) take care about the School's property;
 - 8) abide by the provisions, safety rules and work hygiene, as well as fire safety regulations;
 - 9) act in accordance with accepted social norms.
2. A Student bears disciplinary liability for acting in a manner which offends the dignity of a Student or for violating the School's binding provisions in accordance with the Act and other executive provisions.
 3. Disciplinary measures shall be the following:
 - 1) caution;
 - 2) reprimand;
 - 3) reprimand with a warning;
 - 4) suspension of certain Student rights for a period of up to one year;
 - 5) expulsion from the School.
 4. Should a Student be suspected of plagiarism, the Rector shall immediately order to carry out explanatory proceedings and suspend the Student's rights until the Disciplinary Board has issued a decision.
 5. If the conducted explanatory proceedings have proven that the act specified in Section 4 above has been committed, the Rector shall report a crime.

§ 13

1. In the case that Student's disability prevents the Student from participating in the classes, the Prorektor for Student Affairs, upon the Student's request, may:
 - 1) allow more absences than accepted,
 - 2) establish individual organization of studies,
 - 3) request the lecturers to prepare additional teaching materials,
 - 4) consent to change the form of knowledge and skills evaluation.
2. Upon a Student's request, the Prorektor for Student Affairs may consent to apply measures consisting of the participation of third party in the classes, in particular an assistant to a disabled person, if the type of disability requires so.
3. In the case that a Student is not able to take notes during the classes for the Student's disability, the Prorektor for Student Affairs may give permission to use additional technical devices which would allow the disabled Student to fully participate in the classes and to use audiovisual equipment for classes recording.
4. In the case that the sound recording or sound and image recording devices are used during the classes, a Student undertakes to submit a written statement that the copyrights to the works created during the classes shall not be violated and the recorded material shall only be used for private purposes.

IV. Tests and exams

§ 14

1. Classes at the School shall end with an assessment test or an exam.
2. Grades for all exams and assessment tests shall be documented by a lecturer in the form of entry to a protocol and a transcript of academic record.
3. Completing the classes without receiving a grade shall be accepted, however such form of completion does not have its graded equivalent, therefore it shall not be included in the grade average.

4. In the event of an illness or an absence of a lecturer at the School, the Prorector for Education may designate a substituting lecturer in order to conduct an assessment test or an exam.
5. A lecturer who conducts an assessment test or an exam may ask a Student to present an identity card with a photograph as a condition for allowing the Student to take an assessment test or an exam.
6. Refusal to allow a Student to take an assessment test or an exam due to circumstances specified in para. 10, section 3 and 4 of the Terms and Conditions shall be marked by a lecturer's entry as "not classified" in the protocol and the Student's transcript of academic record, which is the same as obtaining unsatisfactory grade by the Student.
7. The following grading scale shall be used by the School:
 - very good - 5,0
 - good plus - 4,5
 - good - 4,0
 - sufficient plus - 3,5
 - sufficient - 3,0
 - unsatisfactory - 2,0
8. If a given form of classes is not assessed using grades, the following shall be used:
 - Credit - zal.
 - Fail – nzal., which is correspondent with an unsatisfactory grade.
9. The semester grade average shall be an arithmetic mean (rounded up to two decimal places) of all the grades entered in the Student's academic record for the classes included in the plan of studies and curriculum for a given semester.
10. The information about the Student's exam and tests results from a given year or group shall be provided by the Dean's office (orally or via e-mail) or by a lecturer (orally or via e-mail).
11. The information about the Student's exams and tests results shall be provided at the Dean's office not later than 28 days from the date of the assessment test or exam.

§ 15

1. System of ECTS credit points accumulation is obligatory at the School.
2. The number of points for particular classes shall reflect the amount of Student's work required to pass a given class and the scope of required skills and competences. The amount of work comprises both Student's work during the classes organised at the School as well as the individual work of the Student.
3. A condition for gaining points for particular classes shall be achieving assumed education results confirmed by passing the classes.
4. A Student shall gain minimum 60 ECTS points in each academic year and not less than 30 ECTS points in each semester.

§ 16

1. The exams and assessment tests dates shall be established in agreement with persons responsible for given classes.
2. Student may take exams or assessment tests before the set date, if a person responsible for given classes gives their consent.
3. A Student's failure to take an exam or assessment tests before the set date shall be equivalent to the loss of date and obtaining unsatisfactory grade, whereas the following set date shall be treated as a resit. In the event of the above mentioned circumstances, the entry of unsatisfactory grade shall be performed by a person responsible for given classes or the Prorector for Students Affairs.
4. The provisions of Section 3 above shall not apply in the case that a Student's absence during the exam or test on the basis of proof of hospitalisation on the dates of exams or tests.
5. The Prorector for Student Affairs may justify a Student's absence at the exam or test on a basis of medical report confirming Student's illness on the dates of exams/tests or under other documented material fortuitous events.
6. A Student is obliged to notify the Dean's office about his/her absence at the exam or test not later than on the date of the exam or test, before the set hour of commencing the exam/test

and to provide absence excuse note within 24 hours from the date of the exam or test.

7. In the case of failing the exam or failing to receive credit to pass classes, a Student shall receive an unsatisfactory grade.
8. One resit date shall be scheduled for a given exam/test/ Failure to take the resit text/exam on the scheduled date is equivalent to the loss of date and obtaining unsatisfactory grade.
9. In the case of exams and tests which verify practical skills and are carried out before The Art Board, a Student has the right to take no more than one exam/test as a resit in a given retake examination session. In case of failing two or more exams or tests which verify practical skills, para. 24 Section 2 shall be applied. The Art Board competent for this exam/test shall compose of not less than three members and shall be appointed by the Rector and selected among academic teachers and specialists cooperating with the School.

§ 17

1. In duly justified cases, in which a Student reports justified and proven reservations regarding the impartiality, form, mode or course of the test or exam for passing the classes, a Student has the right to submit a request for final resit exam to the Prorector for Education within 7 days from the date of announcing the results. The decision on final resit exam shall be made by Prorector for Education.
2. Final resit exam shall take place before the board appointed by the Prorector for Education and it shall consist of: the Prorector for Education or his/her representative as a Chairman of the board, a lecturer of given classes and a specialist in the field of classes which are subject to examination.
3. Student taking the final resit exam may file with the Prorector for Education a request for including a representative of the Student council in the board. Such request shall be submitted not later than 7 days before the scheduled date of final resit exam.
4. The date and mode of the final resit exam shall be established by the chairman of the board in agreement with the lecturer of the classes.

§ 18

1. Assessment of the Students' progress in studying shall be conducted on a daily basis. The settlement period of the following stages of studies shall be a semester.
2. Crediting the semester shall be made by the Prorector for Education by an entry to Student's academic transcript of record.
3. The semester shall be passed after fulfilling all requirements specified in the plan of studies and curriculum, in particular obtaining all credits and passing all exams provided for in the plan of studies, as well as obtaining the required number of ECTS points.
4. The curriculum may specify other conditions requisite for registering a Student for a following year of studies, including in particular obtaining a positive grade from practical annual exam which is to verify the professional competences of the Student.
5. Annual exam, if any, shall be in a form of a presentation of practical work prepared in accordance with the specification determined in the curriculum and shall be conducted at the end of the summer semester.
6. Evaluation of the annual exam shall be made by an examination board of not less than three members, appointed by the Rector among the academic teachers and specialists cooperating with the School. The examination board shall use the grade scale specified in para. 14 section 7 and, in the case of the unsatisfactory grade, the board shall make autonomous decision on granting or refusal to grant the right for a resit examination.
7. Obtaining unsatisfactory grade from the annual exam without the right to a resit exam shall be treated as a failure to pass the academic year as scheduled.
8. The deadline to submit the Student's transcript of academic record shall lapse with the end of retake examination session. The failure to fulfil such obligation is equivalent to a failure to pass the semester of an academic year by the Student as scheduled, which may result in the removal from the Students register.
9. Student who during the examination session has not obtained the credit or has not passed an exam and has not obtained ECTS points as required and specified in the plan of studies and curriculum in a given semester, may be given a consent to a conditional continuation of

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

§ 19

1. A Student undertakes to complete a three-month internship and present proof of its completion before the end of the sixth semester of education at the School, in accordance with the curriculum for a given course of specialty.
2. Internship shall be based on individual participation of the Student in the activities of an institution, organisation or a company which run such internship and activities of such profile, which comply with the course and specialty of Student's education.
3. The internship may be completed during the summer holidays or an academic year, on the condition that they do not collide with the curriculum and classes schedule.
4. Organisation of the internship has been regulated in details in the Terms and Conditions of Internship completed by the Students of Warsaw Film School.
5. Crediting the internship on the basis of the internship documentation which confirms obtaining educational results shall be made by the School Internship Supervisor. Completing the internship as prescribed in the internship programme is the condition of taking the diploma exam.

§ 20

1. Student of full time studies shall be obliged to obtain credit for the subject "Physical Education".
2. Crediting this subject may be possible based on participating in Physical Education classes in the Warsaw Film School and after receiving an entry to the academic record from the academic teacher who is responsible for the Physical Education classes or from the Prorector for Education.
3. Academic teacher responsible for the Physical Education classes or the Prorector for Education may give credit to a Student for Physical Education subject if the Student actively participated in organised and documented forms of physical culture classes. The number of hours of such activities shall be equal with the number provided in the curriculum.
4. Student may be excused from participating in the Physical Education classes and may receive credit for the subject based on a medical certification which confirms their inability of the Student to participate in such classes. The decision about excusing a Student from participation in such classes shall be made by the academic teacher responsible for the classes or the Prorector for Education.

V. Individual plan of studies and curriculum

§ 21

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

§ 22

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

§ 23

1. Upon the consent of the Prorector for Education, an eminent high school Student may participate in the classes conducted at Warsaw Film School as per the Student's interests.
2. The condition for applying to participate in the classes by a high school Student shall be submitting a written request with positive opinion of the high school's principal, a tutor and of Student's parent if the Student is under 18 years of age, to the Dean's office.
3. The request for Student's participation in the classes conducted at Warsaw Film School may also be submitted by institutions which take care about particularly talented youth, while maintaining the process described in the Section 2.
4. The request shall be submitted not later than 7 days before commencing the classes.
5. After the consent of the Prorector for Education has been granted, the Student shall participate in the classes in accordance with the provisions accepted at Warsaw Film School. The Prorector for Education may establish an individual manner for crediting the subjects by the Students.
6. The high school Students shall be obliged to abide by the Terms and Conditions adopted by the Warsaw Film School.
7. High school Students, who received permission to participate in the classes have the right to use the didactic rooms and devices of the School as well as the assistance of the School's employees and organs.
8. High school Students may participate in Students' group projects.
9. After completing the classes in accordance with these Terms and Conditions, a high school Student may receive a document confirming their participation in the classes and receiving the credit for a given subject on the Student's Achievements Record.
10. High school Students accepted to study at the Warsaw Film School, for a course, which they participated in before commencing the studies and succeeded in completing the subjects, may be excused from the obligation to pass these subjects, unless there have been changes in the education results obtain after completing the subject. The decision shall be made by the lecturer responsible for the subject.
11. High school Students accepted for studies at Warsaw Film School for a different course may be excused from the obligation to pass the subject, which they completed before commencing the studies, if the classes included in the curriculum and the lecturer agrees that educational results achieved by the high school Students are sufficient.

VI. Removal from the Students Register

§ 24

1. The Prorector for Education shall remove a Student from the Students Register in the following cases:
 - 1) failure to commence the studies;
 - 2) written resignation from the studies;
 - 3) failure to submit thesis or take final diploma exam;
 - 4) punishment of disciplinary measures consisting in expulsion from the School.
2. The Prorector for Education shall remove a Student from the Students Register in the following cases:
 - 1) stating the lack of progress in studying;
 - 2) failure to obtain credit for a semester or a year as scheduled;
 - 3) failure to pay fees related to the studies as scheduled in the agreement on education.
3. Failure to commence the studies shall be understood as a failure to provide all the documents required by the school, as well as failure to sign an agreement on education or to take an oath.
4. Resignation from the studies shall be understood as submitting a resignation in writing. The resignation shall be effective upon submission to the School.
5. The basis for stating the lack of progress in studying shall be:
 - 1) failure to meet the obligations specified in the Terms and Conditions, in

- particular the requirements specified in para 12 Section 1 point 2 and point 3;
- 2) failure to obtain credit or obtaining unsatisfactory grade from one or more courses in the semester;
 - 3) not classifying a Student from one or more courses in the semester;
 - 4) occurrence of other circumstance confirming the lack of possibility to complete the studies in accordance with the given curriculum binding at Warsaw Film School or poor prognosis for Student's progress in studies.
6. Stating the lack of progress in studying shall occur on the basis of School's regular assessment of Student's achievements and shall be made by the Prorector for Education.
7. Rector may authorise also the Prorector for Students Affairs to pass decisions regarding the removal from the Students' register.

VII. Leave

§ 25

1. During the whole studies a Student is entitled to one long-term leave for the period not longer than one year of:
 - 1) Dean's absence leave;
 - 2) Health leave;
 - 3) Special leave.
2. The long-term Dean's absence leave shall last two full semesters of study.
3. The health leave shall be granted on the basis of the medical report.
4. The special long-term leave shall be granted in particularly justified fortuitous events.
5. A Student is entitled to a short-term leave. The short-term leave shall last no longer than 1 month and may be granted during the studies on condition that it does not disturb the course of study and does not prevent from the achievement of set educational results by the Student.
6. A request for the long-term/ short-term leave shall be submitted in writing at the Dean's office.
7. The decision on granting any leave shall be made by the Prorector for Education.
8. Upon granting the long-term leave, annex to education agreement between the School and a Student shall be signed.
9. During the long-term leaves, upon the consent of the Prorector for Education and a lecturer, a Student may participate in some classes, obtain credits or take exams.
10. During the leave, Student shall retain the Student's rights subject to Section 11.
11. After returning from the long-term leave, a Student is obliged to make up for the curriculum discrepancies as scheduled by the Prorector for Education.
12. During the long-term leave, a Student shall not be entitled to any financial support, specified in Terms and Conditions adopted by the School.
13. Short-term leave does not prevent the Student from being entitled to and receiving financial aid.
14. Provisions of Section 11 shall be applied in the case of a Student waiting to repeat a semester.

VIII. Transfers. Resumption of studies

§ 26

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

§ 27

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

§ 28

1. A Student of the School, who interrupted the studies after completion of the first semester, has the right to resume the studies at the same major.
2. A person, who has been removed from the Students register, as a result of the decision of the disciplinary board for Students' affairs, may apply for the resumption of studies only if the punishment has been expunged.
3. A decision on the resumption of studies shall be made by the Prorector for Education.
4. The conditions for the resumption of studies shall be specified by the Prorector for Education.
5. A Student shall be permitted to resume studies only once.

IX. Thesis

§ 29

1. A Student shall prepare thesis under the supervision of a professor, PhD or PhD with habilitation.
2. A thesis may be prepared by two Students, however each of them should be the author of a separate part of the thesis subject to the assessment by a thesis promoter and a thesis reviewer.
3. A thesis shall be written under the supervision of a thesis promoter or a thesis promoter and artistic mentor (one or more). A thesis must be admitted by all supervisors: both the promoter and artistic mentor (one or more), which is the condition to hand in the thesis. Promotor or promoter and artistic mentor (one or more) is (are) chosen by the Student and accepted by the Prorector for Education.
4. A Student shall be obliged to submit the thesis not later than by 30th September of the last year of studies.
5. A Student, who fails to submit the thesis within the deadline will be removed from the Students register.
6. A Student removed from the Students register on the grounds referred to in Section 5 above, may apply for the resumption of studies.
7. Decision regarding the resumption of studies shall be taken by the Prorector for Education.
8. The conditions of resuming studies shall be set by the Prorector for Education.
9. A Student who has been removed from the Students register on the grounds referred to in

Section 5 above, may apply for the resumption of studies just once in the period no longer than two years from the removal from the registry.

X. Exam

§ 30

1. Taking a diploma exam shall be allowed under the following conditions:
 - 1) obtaining credits and taking exams as prescribed in the plan of studies and curriculum; completing the internship as prescribed in the internship programme as well as obtaining relevant number of ECTS points as specified in education standards;
 - 2) signing the statement on the authorship of the diploma thesis;
 - 3) obtaining positive grades from the diploma thesis;
 - 4) submitting clearance slip at the Dean's office.
2. The diploma exam may take the form of a presentation of an artistic piece of work.
3. The diploma exam may contain answers to the questions regarding the specific area of knowledge.
4. The diploma exam may be divided into separate parts and be planned for more than one day.
5. The diploma exam shall be taken before a board appointed by the Rector composed of at least three persons.
6. The diploma tests take place in the same period as ordinary and retake examination session on the dates appointed and described in the Rectors order regarding the organisation of a given academic year.
7. In order to be admitted to the diploma exam, a Student must submit the required documents at the Dean's office not later than 6 weeks before the planned date of the exam.
8. The results of the diploma exam shall be given using the grade scale referred to in para. 14 Section 7.
9. The Rector may give consent to conduct an open diploma exam upon a justifies written request of a Student or a promoter. The exam shall be conducted in the same mode and under the same principles as in the case of exams closed to public. The participation as an observer in the public part of the open diploma exam shall be made possible to third parties designated and shall be submitted in writing by the Students' council at the Dean's office within 14 days prior to the diploma exam.
10. Information about an open diploma exam shall be published on the notice board at least a week prior to the date of exam.
11. The observers of an open diploma exam shall not have the right to ask questions to a candidate for a degree.
12. In the case of obtaining unsatisfactory grade from a diploma exam or unjustified failure to take the exam as scheduled, the Rector shall set a new final date of the exam.
13. In the case of failing the exam on the second date, the Rector shall issue a decision on the Student's removal from the Students register.
14. Detailed instructions in terms of the thesis and the organisation and course of a diploma exam shall be specified by the Regulation for BA thesis defence.

XI. Graduation

§ 31

1. The graduation shall be effective after taking a diploma exam and obtaining at least satisfactory grade. The graduation date is the date of taking a diploma exam.
2. A final grade from the studies shall be established by the diploma examination board specified in para 30 Section 5.
3. Should the diploma exam be divided into separate parts, the final result of the studies shall be established by the board, taking into account the last, chronologically, part of diploma exam.
4. The basis for the final studies grades shall be the following:

- 1) arithmetic grade average of the grades from courses prescribed in curriculum in a given major (10%),
 - 2) grade from the diploma exam (90%).
5. Should the exam consists of a presentation of a work and answering questions from given areas the basis for the final grade shall be:
 - 1) arithmetic grade mean of the grades from courses in curriculum in a given major (10%);
 - 2) grade from the presentation (60%);
 - 3) grade for answering the questions (30%)
6. The final studies grade shall be provided using the following scale of grades:
 - very good – 4.61-5.00
 - good plus – 4.31-4.60
 - good– 3.81-4.30
 - satisfactory plus – 3.46-3.80
 - satisfactory – 2.81-3.45
 - unsatisfactory – 0.0-2.80

§ 32

1. The alumni of the studies shall receive the School's diploma of graduation from the undergraduate studies which confirms obtaining BA degree.
2. The School upon a Student's request for additional fee may prepare the copy of the diploma translated into English. The application shall be submitted not later than on the day of diploma exam.
3. Rector's diploma of distinction awarded at the request of Senate shall be obtained by the alumni who fulfilled the following conditions:
 - 1) achieved grade average not lower than 4.5 for the whole period of studies;
 - 2) obtained very good grades from thesis and diploma exam;
 - 3) acted in accordance with the Terms and Conditions as well as the Schools binding provisions.

XI. Final provisions

§ 33

1. To the matters not governed by these Rules and Regulations the provisions of Act shall apply.
2. The Rules and Regulations shall enter into force on 1st October 2017.