



DIDACTIC REGULATION POLIS UNIVERSITY

Revised by Decision No. 7/2, dated 04/07/2022, of the Academic Senate
of POLIS University

Revised by Decision No. 7/2, dated 05/02/2024, of the Academic Senate
of POLIS University

Revised by Decision No. 2, dated 03/11/2025, of the Academic Senate
of POLIS University



CHAPTER I STUDY PROGRAMMES

Article 1 Forms of Study at POLIS University

1. The application and implementation of forms of study shall be carried out upon the proposal of POLIS University and with the approval of the ministry responsible for education, in accordance with Law No. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania" and other subordinate legal acts.
2. At POLIS University, in compliance with the aforementioned legal provisions, as well as with the order approving the opening of the programmes, full-time and extended-duration forms of study are applied.

Article 2 Study Programmes

3. POLIS University offers study programmes corresponding to levels 5 to 8 of the European Qualifications Framework, as well as continuing education courses.
4. Study programmes are organised as professional study programmes, first-cycle programmes, second-cycle programmes, integrated second-cycle study programmes, and third-cycle programmes.
5. POLIS University offers university study programmes organised into modules and assessed in credits, in accordance with the European Credit Transfer and Accumulation System (ECTS). The average number of credits accumulated during one academic year by a full-time student is 60 credits.
6. Study programmes are designed by the Departments in accordance with the requirements of Law No. 80/2015 "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", according to the specific features of each programme, and are approved by the Academic Senate. A Curriculum Review Committee shall be established within the University in relation to the need for, and improvement of, curricula, with membership comprising alumni, businesses, civil society, professional associations, chambers, and various private entities.
7. POLIS University shall publicly announce the study programmes it offers prior to the commencement of admission applications.



Article 3 Credits

1. One credit of university education corresponds to 25 teaching hours of student workload. One teaching hour is calculated as 50 minutes. The average workload carried out by a student during one year of full-time university studies is 1,500 teaching hours, equivalent to 60 credits, including classroom hours and hours of independent work.
2. The hours allocated to the student's independent work shall constitute no less than half of the total allocation of 1,500 hours. The average weekly classroom workload for lectures, exercises, seminars, laboratories, forms of continuous assessment, and practice sessions conducted in the classroom is 20–25 teaching hours per week.
3. The student earns the corresponding credits for each educational activity, including courses, practical training, diploma work, and other activities, only in the event of a positive assessment in the final verification of the knowledge acquired by the student.
4. POLIS University also offers micro-credits for the following categories:
 - a) Students
 - b) Academic Staff
 - c) Administrative Staff
 - d) Third Parties (Regional Stakeholders)

Micro-credits are "a recognised certification of learning outcomes upon completion of a short-term learning experience, in accordance with transparent requirements and standards and in line with the assessment received. The certification is contained in a document listing the holder's name, the achieved learning outcomes, the assessment method, the issuing body and, where applicable, the level of the qualifications framework and the credits earned. Micro-credits are owned by the learner, may be shared, may be transferred, and may be combined into larger credits or qualifications."

Article 4 Opening, Closure and Reorganisation of Study Programmes

1. The opening, closure and reorganisation of study programmes shall take place when the structural and organisational criteria, as well as the criteria related to the academic staff to be engaged in the delivery of disciplines or other educational activities, are fulfilled, based on labour market needs and the development objectives of the institution.
2. The opening of new study programmes of all cycles, as well as their closure and reorganisation, shall be carried out by order of the ministry responsible for education,

based on the request of the University.

3. POLIS University shall propose to the Ministry of Education and Sport the opening, closure and reorganisation of study programmes after the programme has passed through all stages of drafting, review, evaluation and approval at the relevant University levels, in accordance with the procedure for drafting, reviewing and approving new study programmes as set out in this Regulation.

Article 5

Educational Activities of the Study Programme

1. At POLIS University, educational activities are carried out through classroom teaching, including lectures, seminars, studio work, exercises, laboratories, forms of continuous assessment, and professional practice sessions conducted in the classroom, as well as through individual study, including studying, preparation of reports, assignments or projects, preparation for examinations, preparation of the diploma thesis, and professional practice.
2. Within study programmes, educational activities are grouped as follows:
 - a) Basic courses of the study programme, which define general education, methodological preparation, and general culture;
 - b) Core/characterising courses, which relate to the specific features of the study programme and provide specialised education in accordance with its characteristics;
 - c) Interdisciplinary and/or integrative courses in one or more similar disciplines, or courses integrating with the core/characterising disciplines, programme profiles, and groups of elective courses;
 - d) Complementary courses, focused on acquiring foreign language skills, information technology and telematics skills, communication and presentation skills, skills that facilitate entry into the labour market, and professional practices carried out with public and private entities, pursuant to joint agreements signed for this purpose;
 - e) Final requirements, related to the preparation of the diploma thesis or to the final examination, depending on the study programme, as specified in the regulation of the respective programme.
3. Educational activities may be:
 - a) Compulsory;
 - b) Selected by the students themselves from among those offered by the institution and consistent with the study programme, carried out during the



academic years of the study programme;

- c) Selected by the students themselves from among those offered by other partner higher education institutions, the credits of which shall be subject to recognition after they have been obtained.

The distribution of credits according to educational activities within a discipline shall be determined by the Department depending on its nature and shall be reflected in the curricula and in the academic regulation of each study programme, in accordance with the Instruction of the ministry responsible for education on the organisation of studies in Higher Education Institutions.

4. In the study programmes offered by POLIS University, the number of examinations or other forms of final assessment of the knowledge acquired in a discipline or other educational activity shall be carried out in accordance with the Instruction of the Ministry of Education and Sport on the organisation of studies in Higher Education Institutions.

Article 6 Organisation of Professional Practices

1. Where professional practice is provided for as part of the curricula and of the required number of credits, students are obliged to complete it. Professional practices shall be carried out in an institution selected by the student.
2. Upon completion of the professional practice, the student shall submit to the Academic Secretariat the approved form for the completion of the professional practice.



CHAPTER II FUNDAMENTAL DOCUMENTATION OF STUDY PROGRAMMES

Article 7 Fundamental Documentation of Study Programmes

1. The organisation of a study programme is based on the preparation of its fundamental documentation, which includes:
 - a) The Academic Regulation of the Study Programme;
 - b) Graduation Regulation;
 - c) Curriculum;
 - d) The syllabus of each course.

Article 8 Curriculum

1. The entirety of educational activities is set out in the Curriculum, which constitutes the fundamental document of the study programme. The Curriculum is the main document of a broadly informative nature, in which the following are presented in a synthesised manner:
 - a) The courses of the study programme, divided according to the categories of educational activities, as well as by academic years and semesters;
 - b) The corresponding credits;
2. At the beginning of each academic year, based on the respective study programme, the basic units prepare the annual curriculum, which defines the category and corresponding credits for each educational activity/course, as well as the distribution of classroom teaching hours, including lectures, seminars, exercises, laboratories, practice, coursework, and other activities. The Curriculum shall be subject to periodic review and evaluation. The Academic Senate shall be responsible for the evaluation and final approval of the Curriculum.

Article 9 Course Programme (Syllabus)

1. For each educational activity, a course programme (syllabus) shall be prepared in



accordance with the legal acts in force. The programme for each course shall be prepared for every course included in the curriculum. It shall contain, in summary form, the following:

- a) Course title;
 - b) Course holder/lecturer, including name, academic title, scientific degree, and signature;
 - c) Workload, including the number of credits and the number of classroom teaching hours, lectures, seminars, and practical sessions;
 - d) Course typology;
 - e) Academic year/semester;
 - f) Type of course, study programme, course code, and the course holder's email address;
 - g) Summary and learning outcomes;
 - h) Fundamental concepts, namely the concepts on which the course is built;
 - i) Course topics, forms of knowledge assessment, attendance, and continuous assessment;
 - j) Literature and final remarks by the course lecturer.
2. The course programme shall be prepared by the course holder or course holders of the educational activity, consulted within the Department, and approved by the Head of Department.

Article 10

Academic Regulation of the Study Programme

1. Each study programme shall have its own academic regulation. The academic regulation of the study programme shall be drafted by the department/faculty responsible for the study programme, evaluated and approved by the Academic Senate together with the respective study programme, in accordance with the procedure for drafting, reviewing, and approving new study programmes, as set out in this Regulation.
2. The academic regulation of the study programme, as an accompanying document thereto, shall be subject to periodic review prior to the beginning of the new academic year, in accordance with the relevant procedure.
3. The academic regulation of the study programme shall contain:
 - a) The list of teaching disciplines, divided into modules, as well as other educational activities;
 - b) The specific educational objectives of each discipline or other educational activity;
 - c) The credits and prerequisite requirements for each teaching discipline or other educational activity;
 - d) The curricula offered to students, namely the abbreviated course programmes;

- e) The forms of study, examinations, and other verifications of the knowledge acquired by the student;
 - f) Any requirements related to attendance;
 - g) Special conditions and procedures for student transfer.
4. The academic regulation of the study programme shall define the criteria for the recognition of credits, certified professional knowledge and skills in accordance with the legal acts in force, as well as knowledge acquired through post-secondary educational activities that are consistent with the specific objectives of the respective study programme.

Article 11

Periodic Review of the Study Programme

1. The study programme may be organised into profiles, which provide specialisations in specific areas of the field of the study programme, or in related integrative or interdisciplinary fields.
2. The title of the study programme profile shall be indicated on the diploma issued upon completion of the programme.
3. The opening, closure, or adaptation of study programme profiles shall be carried out by decision of the Academic Senate of U_POLIS.
4. At the end of each academic year, the Faculty shall organise a periodic evaluation of the study programme and its academic regulation, with the aim of improving and updating their various components, based on the experience accumulated during the teaching process.
5. The Dean of the Faculty shall activate the review group, which shall be responsible for this process.
6. During this review, attention shall be paid to:
 - a) The distribution of credits for the respective disciplines or groups of disciplines;
 - b) The course programmes of individual courses;
 - c) The constituent elements of the disciplines and the allocation of credits among them, including lectures, studio work, seminars, assignments, projects, laboratories, and other activities;
 - d) The regulation of the study programme;
 - e) The necessary didactic resources for the implementation of the study programme, the identification of deficiencies, and the adoption of measures for the following year;



- f) The literature used, the deficiencies identified, and the measures for improving the situation;
 - g) The implementation of the study programme in the respective academic year;
 - h) The procedures for knowledge assessment/examinations and the analysis of assessment results;
 - i) The feedback received from the Advisory Board for programme review, students, alumni, partner institutions, external evaluation experts, and labour market partners.
7. The successful implementation of the review process requires the collection of the necessary data throughout the academic year. The Internal Quality Assurance Unit shall organise the process of gathering students' opinions regarding the conduct of the teaching process in all disciplines.

Article 12
Registration, Data Retention, Reporting
(revoked)



CHAPTER III TRANSPARENCY

Article 13 Informing Students

1. POLIS University has established an organised information system to communicate to students all necessary information regarding study programmes, the teaching process, the Statute and regulations of the institution, procedures related to various activities of the teaching process, and other relevant matters.
2. The necessary information shall be published in several forms:
 - a) In written format, in the form of guides, regulations, leaflets, procedures, and other documents, which are accessible through the electronic data management portal of U_POLIS – PITAGORA;
 - b) In electronic format, on the institution's website and on the University's social media pages;
 - c) In written format, displayed in the designated premises of the University, such as the teaching timetable, various announcements, important sections of the regulations, results, and other notices.
3. Important decisions taken by the Board of Founders, the Academic Senate, the Administrative Board, the Rectorate, and the Dean's Office concerning various activities of the teaching process, students, the results of analyses conducted, and other matters, shall be communicated to students in various forms, including direct meetings with students, announcements in the designated premises of the University, notices on the website, and other appropriate means.



CHAPTER IV ADMISSION OF STUDENTS TO POLIS UNIVERSITY

Article 14 General Provisions

1. Based on the Statute and this Regulation, the admission of new candidates shall be carried out in accordance with the criteria provided for in the regulation of the respective study programme.
2. Admissions to first-cycle programmes and integrated second-cycle programmes, in addition to the grade point average, shall also be based on an admission test.
3. Successful candidates, upon registration within the announced deadlines and completion of the required documentation, shall acquire student status and shall be entitled to pursue studies in the academic year in which they are registered. In order to register, students must submit to the Academic Secretariat the documentation provided for in Article 16 and must have paid the tuition fee for the programme they will attend. Registration shall take place at the beginning of each academic year, within the deadlines announced by the relevant Instructions of the Ministry of Education and Sport.
4. Admission of students to POLIS University shall go through several stages provided for in Articles 15, 16, 17, and 18 of this Regulation.

Article 15 Application

1. Immediately after the announcement of the registration start date at U_POLIS, in accordance with the provisions of the annual Instructions of the Ministry of Education and Sport, interested candidates may appear for application.
2. The list of application documents shall be defined in the regulation of the study programme and published on the official website of U_POLIS.

Article 16 Application for Registration

1. At POLIS University, the application for registration in all national study programmes shall be carried out in accordance with the annual provisions of the Instructions of the Ministry of Education and Sport.
2. For professional diplomas, Bachelor programmes, and integrated five-year



programmes, all interested candidates must complete the Application Form on the State Matura Portal of the Albanian Academic Network, UAlbania.

3. For second-cycle and third-cycle programmes, as well as Executive Master programmes, interested candidates shall apply to POLIS University by submitting the relevant file as defined by the responsible department, within the deadlines announced by the Ministry of Education and Sport.
4. Application for the doctoral programme shall be carried out according to the relevant call for each academic year, mainly during the June–July period.

Article 17

Admission Test

1. Admission of candidates to pursue studies at POLIS University in first-cycle programmes (three-year programmes) and integrated second-cycle programmes (five-year programmes) shall be carried out on the basis of a selection process consisting of the minimum grade point average, as defined by Decision of the Council of Ministers, which constitutes an exclusionary criterion, as well as a logical reasoning test based on the knowledge acquired by applicants in secondary school in the social and scientific fields, as well as on current affairs.
2. Taking the test is not mandatory for students and serves as a ranking criterion, not as a disqualifying criterion.
3. The logical reasoning test shall be held at the time and date determined by the Admissions Office.
4. For second-cycle Master of Science and Professional Master programmes, admission shall be based on personal application files containing the documents provided for in the annual Instructions of the Ministry of Education and Sport.
5. For third-cycle study programmes, which are offered as joint or double programmes with foreign higher education institutions, admission shall be based on the regulations of the study programmes and the cooperation agreements with the partner institution.
6. For professional study programmes, admission shall be carried out in accordance with the annual Instructions of the Ministry of Education and Sport.

Article 18

Announcement of Results and Registration

1. In accordance with the provisions of the annual Instructions on new admissions, upon completion of applications for each round, U_POLIS shall rank applicants according to the admission criteria.



2. The Department shall select the successful students for the study programme it offers, and such selection shall be approved by the Dean.
3. The lists shall be made public on the premises of U_POLIS, on the official website, and on the official website of RASH – UAlbania. Official registration shall mean registration on the UAlbania portal, completion of the necessary documentation with the Academic Secretariat, and shall be finalised by obtaining the matriculation number from the Educational Services Centre through the SMIAL system.
4. In the event that the student has not settled the financial obligation or has not completed any of the documents required for registration within the prescribed deadline, the student may not attend the teaching process.
5. The Finance Office shall update the status of settlement of student obligations as frequently as necessary and shall submit to the Academic Secretariat the list of students who have not settled their obligations.

Article 19

Transfers

1. Registration of candidates for transfer shall be carried out in accordance with the annual Instructions of the Ministry of Education and Sport, while respecting the admission criteria, documentation requirements, and registration deadlines.
2. For candidates transferring from other universities, the assessment of academic credits shall be carried out by a special committee of POLIS University in accordance with the procedure provided for in Article 51 of this Regulation.
3. In addition to the documentation provided for in Article 16, official documents shall also be attached, containing the list of courses and a brief description of their syllabi completed up to the time of the transfer request, certified with the seal and signature of the respective university.
4. The student must also submit a certificate of deregistration from the previous University.



CHAPTER V ORGANISATION OF UNIVERSITY STUDIES

Article 20 Forms of Teaching

1. Teaching work with students includes a variety of forms of instruction and knowledge assessment. These forms are harmonised with one another through specific ratios provided for in the curricula, course syllabi, and the academic regulation of the study programme.
2. At POLIS University, the main forms of teaching work are:
 - a) Forms of theoretical and practical instruction: lectures, seminars, exercises, laboratory work and studio work, consultations, presentations, professional practices, course assignments, course projects, essays, papers, and experimental scientific research in the relevant fields, among others;
 - b) Forms of knowledge assessment: written or oral course examinations, or examinations in the form of open discussions, defence of course assignments and projects, defence of professional practices, examinations, defence of theses and diploma works, among others.
3. Departments, with the approval of the Dean's Office, may also determine other forms of teaching work, particularly forms of assessment of acquired knowledge. The determination of new forms shall take place before the beginning of the new academic year and shall be communicated to the student at the beginning of the teaching process.
4. The forms of teaching are concretised through the preparation by the Dean's Office of the following documents, which shall be announced 5–10 days before the beginning of the new academic year/semester:
 - a) The academic structure for the study programme, which defines the elements comprising this structure, including teaching, examination and diploma examination sessions, workshops, holidays, and other components;
 - b) The teaching timetable, which shall be prepared in accordance with the curriculum, teaching groups, and the number and capacity of classrooms, with the aim of ensuring a balanced distribution of the student's daily classroom workload.
 - c)



Article 21

Organisation of the Teaching Process

1. The Head of Department shall be responsible for organising the work necessary for the proper commencement of the teaching process, providing students with textbooks and other didactic teaching materials, and ensuring the availability of academic staff.
2. The coordinators of the academic programme shall bear responsibility in accordance with the provisions set out in the relevant Rector's Order.
3. The Deans shall be responsible for the distribution of the teaching workload among members of the academic staff, while respecting the teaching workload standards approved pursuant to this Regulation and the relevant procedures, the level of qualification and experience of the academic staff, as well as the number of groups for the respective disciplines. The head of the basic unit, in cooperation with the Dean of the respective Faculty, shall invite guest and contract-based academic staff to discuss the workload they will undertake and the timeframe for its completion.
4. Internal, guest, or contract-based academic staff, prior to the beginning of the semester, must submit to the Department the detailed course programme (syllabus), the literature for students or bibliographic references, as well as all other documentation required by the Rectorate at the beginning of each academic year.

Article 22

Courses and Teaching Groups

1. Teaching work shall be conducted on the basis of groups and courses. The group constitutes the basic formation through which all forms of teaching work are carried out. As a rule, it shall consist of 15–30 students, and seminars, studio work, practical work, laboratories, exercises, and other teaching activities shall be conducted on this basis. In specific courses, for the conduct of studio work, laboratory work, language classes, and practical teaching, depending on the nature of assignments, projects, the type of group work, cooperation among specialisations, lecturers and assistants, as well as the available premises and infrastructure, the teaching group may be divided into smaller or larger units. Approval shall be granted by the Dean of the Faculty, based on the proposal of the Department, at the beginning of the academic year, together with the study programme documentation as part of the curriculum.
2. The Dean's Office shall apply the above provisions in accordance with actual possibilities.
3. The division of students into groups shall be reflected in the electronic management system, PITAGORA, where the conduct of teaching hours by the lecturer and student attendance are also recorded.
4. At the beginning of each new academic year, the Academic Secretariat shall register



students in subsequent years, provided that they have earned at least the minimum number of credits defined in this Regulation and have paid the tuition fee.

Article 23

Conduct of Teaching

1. The time and classroom in which teaching takes place shall be determined in the timetable announced by the Academic Secretariat, which must be observed by all lecturers and students. The timetable shall be prepared on the basis of methodological and pedagogical criteria, taking into account the harmonisation of various forms of teaching, including lectures, seminars/exercises, studio work, laboratories, and others, across different disciplines, as well as the rational distribution of the student workload. Changes to the timetable shall be made only by the Academic Secretariat.
2. At POLIS University, the delivery of scheduled teaching sessions is mandatory, except in special cases, for verified or objectively verifiable reasons. Teaching sessions that are not delivered must be rescheduled on another day determined by the Secretariat. The Academic Secretariat shall monitor and record the progress of the teaching process on a daily basis.
3. The duration of teaching sessions shall be 50 minutes, with a 10-minute break between them.
4. The University provides in-person teaching and, in certain cases, by decision of the Department, offers online, hybrid, or blended teaching sessions.

Article 24

Attendance

1. The student must attend all forms of the teaching process. Attendance is mandatory at a rate of no less than 75% of the number of sessions conducted.
2. Where a student, with or without justification, does not attend more than 25% of the number of sessions conducted, the student shall be declared unclassified and shall not be permitted to fulfil the requirements of that course. In such cases, the student is obliged to attend the course in the following academic year, provided that the maximum number of credits that may be taken for attendance, namely 80 ECTS, is not exceeded.
3. Student attendance shall be regularly recorded in the electronic management system, PITAGORA, in accordance with the relevant manuals. After the attendance of the student is uploaded by the lecturer responsible for the course, the system shall automatically notify students regarding the attendance limit.



CHAPTER VI

RULES ON THE TEACHING PROCESS AND THE PREPARATION OF INFORMATION MATERIALS

Article 25

Teaching Material

1. In order to carry out the teaching process at POLIS University, lecturers must prepare the following material:
 - a) The detailed course programme or syllabus (Annex 1 – course programme format);
 - b) Course study materials.

Article 26

Detailed Course Programme (Syllabus)

1. The syllabus is the detailed course programme and must contain the following elements:
 - a) Course title;
 - b) Course holder, including academic title/scientific degree, name and surname, and signature;
 - c) Workload, including the number of credits, number of classroom teaching hours, lectures, seminars, practical sessions, or other components;
 - d) Academic year;
 - e) Semester;
 - f) Course typology, namely basic, core/characterising, interdisciplinary/integrative, complementary, or final;
 - g) Type of course, namely compulsory or elective;
 - h) Study programme;
 - i) Email address of the course holder;
 - j) Code of Ethics, with the relevant reference;
 - k) Summary and learning outcomes, including the main subject matter; learning outcomes: knowledge, skills, responsibility and autonomy to apply the knowledge acquired;
 - l) Fundamental concepts, namely the concepts on which the course is built;
 - m) Course topics, detailed and with references to the literature;
 - n) Attendance;
 - o) Forms of knowledge assessment, including continuous assessment and final assessment;
 - p) Literature, including compulsory core literature and recommended literature;



- q) Final remarks by the course lecturer.
2. The syllabus shall be completed in Albanian and English.
 3. The syllabus shall be prepared in accordance with the education components defined by Decision of the Council of Ministers.
 4. The lecturer must submit the detailed course programme/syllabus before the beginning of the semester.
 5. The process of preparing syllabi/detailed programmes shall begin in the preceding academic year. The course programme/syllabus shall be drafted by the course holder and approved by the Head of Department. The approved syllabus shall be uploaded to the PITAGORA electronic management portal. A physical copy of the syllabus shall be signed and submitted to the Head of Department and shall be kept in the archive of the Dean's Office.
 6. The lecturer shall explain all elements of the syllabus in class on the first day of teaching at the beginning of each semester.

Article 27
Terms of Reference
(revoked)

Article 28
Study Materials

1. Students shall be informed of the bibliography in Albanian and English, as well as the sources where it may be accessed.
2. In the absence of written literature, the lecturer responsible for the course must prepare the study materials in the form of a course reader for internal use, one copy of which shall be submitted to the University library and shall also be uploaded electronically to Google Classroom for the respective course.
3. The standard for preparing and submitting lectures must be unified. Course reader materials must have the standard POLIS University cover, unless they have a cover specifically designed for them. The cover must contain: the Course Title, Course Code, Name of the Lecturer/Lecturers, the initials of POLIS University, the academic year, as well as the note "course reader for internal use only", until such time as the course reader may be approved for publication after being revised and prepared in accordance with publication rules.
4. In addition to lectures in the form of course readers, students may be recommended supplementary literature in Albanian or in a foreign language.

Article 29

Organisation of the Teaching Process by the Lecturer

1. The lecturer shall be responsible for the teaching process, from the preparation of the detailed course programme/syllabus and its announcement to students, to the organisation of this process in accordance with the announced elements, and up to the archiving of teaching materials, including assignments, projects, attendance sheets, and other documents, in accordance with the rules on document archiving. More detailed rules concerning the submission of course study materials shall be determined by order of the Administrator.
2. The lecturer shall be present at the University no less than 15 minutes before the beginning of the teaching session, in accordance with the employment contract concluded between POLIS University and the employee.
3. Each lecturer must comply with the teaching timetable, ensuring the commencement and completion of the teaching process on time.
4. Each lecturer shall be provided with the teaching timetable by the Academic Secretariat of the University.
5. In cases of absence or delay due to force majeure, the lecturer must inform the Department in accordance with the relevant procedure. In cases where a teaching session is to be replaced, the lecturer, in cooperation with the Academic Secretariat and the students, must agree on the date and time for holding the replacement session, in accordance with the relevant procedure.
6. The lecturer must record student attendance at the beginning of each teaching session, in accordance with the list of students in the PITAGORA system.
7. In the event that students with disabilities are present in the classroom, the Academic Secretariat shall inform the course lecturer in advance and shall guarantee the necessary conditions and infrastructure, within the possibilities and availability of equipment at POLIS University and in accordance with the POLIS University Policy for Students with Disabilities.
8. Student attendance in the classroom shall be recorded by the course holder in the PITAGORA electronic management system.
9. At the end of the semester, the lecturer shall submit to the Academic Secretariat:
 - a. To the Academic Secretariat:
 - i. The assessment record, downloaded from the PITAGORA electronic management system, duly signed, which contains all assessment components presented in the syllabus, accompanied by the attendance



- list signed by the students who participated in the examination;
 - ii. The examination paper together with the answer key.
- b. To the POLIS University Archive:
- i. Assignments completed by students, both in hard copy and/or electronic format;
 - ii. Examination papers completed by students;
 - iii. Teaching materials used during instruction, including lectures, course readers, literature, and other materials.

The archiving of assignments, examination papers, or other materials submitted by students shall be carried out in accordance with the provisions of the U_POLIS Archives Regulation.

Article 30 **Completion of the Multifactorial Assessment Table** *(revoked)*

Article 31 **Prerequisite/Blocking Criteria**

1. A prerequisite or blocking criterion shall apply in cases where, although the student earns points above the passing threshold, the student has failed to fulfil even one of the criteria previously announced by the lecturers.
2. Where there are blocking criteria for obtaining the final assessment, meaning that the course cannot be considered passed even though the total number of points exceeds the passing threshold, these criteria shall be clearly set out by the lecturer in the syllabus at the beginning, together with the other assessment criteria. Such criteria may include:
 - a) Failure to submit the assignment/project;
 - b) Failure to obtain sufficient points in the assignment/project;
 - c) Failure to complete the minimum number of consultations for an assignment/project;
 - d) Failure to obtain sufficient points in theoretical tests/examinations, and similar assessment components.
3. In such cases, the points earned shall remain "blocked" until the student fulfils the "blocking" element in the nearest available examination session, in accordance with the provisions of the syllabus.
4. For a student who has not attended the course at the required rate of 75%, the Assessment Table shall indicate **NOT CLASSIFIED (NC)**. This student shall attend the



course in the sessions offered by the University.

Article 32 Assessment Record

1. The assessment record constitutes the final act of officialising the grade. The lecturer shall complete it in the electronic management system and submit it, duly signed, to the Academic Secretariat.
2. The assessment record shall contain the student's final assessment for the course, namely the grade, placed opposite the student's name, the date of the examination, and the lecturer's signature.
3. The assessment record shall be signed by the course lecturer(s), the Head of Department, the Dean, and finally by the Chief Secretary, who shall also carry out verifications in the event of any irregularity. The assessment record shall include the names of all students of the respective group.

Article 33 Announcement of Results and Documentation

1. The announcement of the final assessment shall be made by the lecturer of the respective course and shall be accompanied by the lecturer's signature. The final assessment shall be announced in detail, in accordance with the components provided for in the syllabus approved at the beginning of the academic year by the Head of Department, in the PITAGORA system. The system enables the student to view the assessment for each announced component.
2. The deadline for the announcement of results shall be three days after the examination has taken place. In the event of delay in issuing the assessment result, the matter shall be followed up by the Head of the respective Department, who shall draw the attention of the staff member concerned, considering such non-fulfilment of duty as a breach of the Didactic Regulation.
3. Lecturers may, in cases of uncertainty, provide clarifications to students in dedicated sessions.
4. The student shall have the right to contest the assessment received, in accordance with the relevant procedure, provided in greater detail in Article 42.



Article 34
Carried-Over Examination

1. Students shall have the right to sit for carried-over examinations in any examination session announced by the Academic Secretariat. The examination may be taken after payment of the applicable additional fee.
- 2.

Article 35
Method of Taking Pending Examinations
(revoked)



CHAPTER VII KNOWLEDGE ASSESSMENT

Article 36 Assessment System

1. Assessment of knowledge at POLIS University shall be carried out through a 10-point grading system, from 1 to 10, where 10 is the highest grade. This system shall be used for assessment in all forms of evaluation applied. Grades from 5 (five) and above shall be passing grades, and grades shall be expressed as whole numbers. Where the final grade, resulting from all forms of knowledge assessment or its constituent components, is not a whole number, it shall be rounded to the nearest whole number. If the first digit after the decimal point is lower than 5, the grade shall be rounded down to the whole number before the decimal point; if it is 5 or higher, the preceding whole number shall be rounded up.
2. Assessment shall be carried out in accordance with the provisions of Articles 31 and 32 of this Regulation.
3. The procedure for documenting student assessment shall be carried out through the Assessment Table and the Assessment Record for each course.

Article 37 Forms of Knowledge Assessment

1. Knowledge assessment for a course shall be carried out according to the system declared in the syllabus, in the PITAGORA system, and according to the system announced during the academic year.
2. The manner of organising the assessment components shall depend on the nature of the course. It shall be determined by the course lecturer, based on the course programme, and approved by the Head of Department.
3. Examination papers shall be prepared by the course holder. In courses where it is deemed appropriate, the examination paper shall contain on its cover page a section enabling the anonymisation of the paper. Students shall complete the information relating to their personal details and respective matriculation number, after which the anonymisation section shall be folded and fastened with staples or adhesive. After the examinations have been graded, the anonymised section shall be opened in order to enable the grades to be entered into the system.
4. The main purpose is for the lecturer to assess only the knowledge demonstrated in writing, without being influenced by the student's name, personal preferences, or prejudices regarding the student.



Article 38

Prerequisites for Assessment

1. The student shall acquire the right to receive an assessment for a course when, within the deadline provided for in the schedule of obligations, the student has:
 - a) Fulfilled the mandatory criteria established for that course;
 - b) Settled the tuition fees.

Article 39

Knowledge Assessment Sessions

1. Student knowledge assessment processes shall be conducted within the periods defined in the academic structure of the academic year.
2. Knowledge assessment shall be conducted in three sessions:
 - a) Winter knowledge assessment session;
 - b) Summer knowledge assessment session;
 - c) Autumn knowledge assessment session.
3. The winter knowledge assessment session shall take place after the completion of the first semester. The summer knowledge assessment session shall take place after the completion of the second semester. The autumn knowledge assessment session shall take place before the beginning of the following academic year.
4. The student shall not be permitted to retake the assessment of the same course for a second time within the same session.
5. For non-university professional study programmes and extended-duration programmes, knowledge assessment shall be conducted upon completion of the module/course during the academic year, as well as during the autumn session.

Article 40

Conditions for Progression to the Following Year

1. The academic year shall close upon completion of the autumn session.
2. For all study programmes, a first-year student shall progress to the second year if the student has earned no less than 50% of the first-year credits, namely 30 credits. Students who fail to accumulate at least 30 credits by the end of all first-year sessions shall lose the right to continue their studies in that study programme.



3. A student who, in subsequent academic years, from the second year onwards, does not accumulate 60 credits per year shall be assisted by the academic advisor according to the list of courses announced in the PITAGORA system, in accordance with the curriculum of POLIS University.
4. The student shall register in the electronic system, PITAGORA, for the courses according to the personal academic plan prepared with the assistance of the academic advisor.
5. Students who do not qualify in specific courses and are required to attend them may, in the following academic year, attend up to 20 credits from previous years.

Article 41

Grade Improvement

1. The student shall have the right to request grade improvement. Such improvement shall relate only to the assessment obtained in the form of the knowledge assessment examination, which is added to the assessment obtained in the other components of the course during the academic year.
2. The student shall have the right to improve only one grade for each academic year before that academic year is closed.
3. The request for grade improvement shall be submitted to the Academic Secretariat using the relevant form, after which the Secretariat shall carry out the relevant actions.
4. For grade improvement, the student may be assessed only once, and the improvement shall take place in the autumn session. The grade with which the student is assessed at the end shall remain in force.

Article 42

Right to Appeal

1. The student shall have the right to appeal if procedural rules have been violated during the examination, or during other formats for fulfilling the final knowledge requirements of the course, and if the student does not agree with the assessment carried out by the lecturer or the group of course lecturers.
2. The appeal must be submitted by completing the Grade Appeal Request Form at the Academic Secretariat within three working days after the announcement of the examination grades/final results.
3. The Academic Secretariat shall forward the student's assessment appeal to the Head of the respective Department within 24 hours of its receipt.
4. The Head of Department, after carrying out the necessary verifications and if unable



to resolve the appeal, shall immediately inform the Head of the Main Unit, namely the Dean of the Faculty. The appeal shall be reviewed by the Dean, who may, if deemed appropriate, call for clarification to the head of the respective basic unit, namely the Head of Department, the examination committee, the lecturer and/or group of responsible lecturers, and the student. After assessing the matter, the Dean shall issue the relevant final decision within three working days from the submission of the request for grade review.

5. Where the appeal is found to be justified, the Dean shall declare invalid the assessment result against which the student has appealed and shall decide that the student be reassessed in all or part of the forms of knowledge assessment, namely the assessment components, by a committee established specifically for this purpose and different from the initial body that carried out the assessment.
6. The assessment committee shall consist of three members, lecturers in the relevant field of study, tasked with carrying out the assessment of the student who submitted the appeal.
7. The assessment by the Assessment Committee shall be conducted openly and may not be contested.
8. The initiation of the procedure for resolving the appeal, the declaration of invalidity of the initial assessment, the establishment of the assessment committee, and the decision taken by the assessment committee shall be documented and archived at the Academic Secretariat in the student's respective file.
9. The student must be aware that, following the appeal, the grade may increase, decrease, or remain the same, and the decision of the Dean or of the committee shall be final.

Article 43 Grade Moderation

1. Internal grade moderation at POLIS shall be initiated by the Head of Department and may be carried out in two forms.
 - a) After the course lecturer has completed the grading process, a colleague appointed by the Department shall review a number of examination papers, usually 10–20% of them.
 - If, as a result of the moderation process, the reviewer does not identify significant discrepancies in the assessment, up to ± 1 grade, the assessments awarded by the lecturer shall remain in force.

- If, as a result of the moderation process, the reviewer identifies discrepancies of up to ± 2 grades, the course lecturer shall be requested to review the assessments awarded, together with the relevant explanations.
 - If, as a result of the moderation process, the reviewer identifies significant discrepancies in the assessment, up to ± 3 grades, a second reviewer shall be appointed to analyse the results. The second reviewer, with the approval of the Dean and the programme coordinator, shall carry out the assessment of all participating students.
- b) In specific cases, such as dissertations, the assessment of works shall be carried out by a committee, and all members shall agree on the final grade.
2. Grade moderation shall be carried out only for theoretical courses whose assessment is conducted through a written examination and where the number of staff members involved is fewer than two. For studio courses, diploma works, examinations, and similar activities, the moderation process is embedded in the course assessment due to the nature of the delivery of these courses by a group of lecturers who ensure assessment before examinations, submissions, and similar activities take place.
 3. The grade moderation process shall be documented internally through the Grade Moderation Form.



CHAPTER VIII

GRADUATION

Article 44 Graduation Modalities

1. Upon full completion of the study programme, students shall have the right to graduate in order to obtain the respective title defined in the Statute and in the graduation regulations of the respective programmes.
2. From the moment of enrolment in a study programme until the graduation session, no more than 10 academic years may elapse for an integrated second-cycle programme, 6 academic years for a first-cycle Bachelor study programme, and 4 academic years for a second-cycle Master of Science programme or a second-cycle Professional Master study programme. Upon expiry of these deadlines for the respective study programmes, the student shall no longer enjoy the right to graduate.
3. The period referred to in point 2 of this Article shall not include the period during which the student has suspended the pursuit of studies.
4. For Master of Science programmes, integrated second-cycle programmes, and third-cycle programmes, graduation shall be carried out through the preparation and defence of a diploma thesis.
5. The basic requirements for a student to qualify for the diploma process are as follows:
 - a) To submit a request/proposal at the beginning of the final academic year, which shall be approved by the Dean;
 - b) To prepare the diploma work and to have completed the consultations organised with the supervisor according to the consultation schedule of the respective academic year;
 - c) To have successfully completed the checks carried out during the diploma process, through which the volume of work completed and the quality of its completion are verified;
 - d) To have obtained a written assessment from the opponent after completion of the final project.
6. The student may not defend the diploma thesis without having first fulfilled all obligations and earned the number of credits provided for in the curricula and course programmes of each study programme.

7. Prior to defending the diploma work, the student must have settled all financial and material obligations that the student may have towards the University.
8. The respective Faculties shall inform final-year students of the diploma preparation programme.

Article 45

Diploma Work

1. The diploma work is an independent and creative work of the student, in the form of a project or study in the relevant fields according to the study programmes offered by POLIS University. The diploma work contains a series of tasks and requirements, the manner of formulation of which enables the student, through the knowledge acquired during the period of studies and through concrete study and design work, to demonstrate professional abilities and competence to carry out studies and designs in the relevant fields.
2. Diploma topics and the appointment of lecturers who will supervise diploma works shall be determined by the respective Department and approved by the Dean of the Faculty. In determining diploma topics, the student shall be guided by the institutional pillars of scientific research.
3. The student shall have the right to express their preference regarding the diploma topic they wish to develop, in accordance with the objectives and priority scientific research topics of the Department. The Department shall review all specific requests submitted by students and shall approve them by allocating the respective supervisor or group of supervisors.
4. The modalities and specific requirements for the preparation of the diploma work shall be defined in the Graduation Regulation, according to the study programmes.

Article 46

Organisation of the Diploma Defence

1. POLIS University shall organise three sessions for the defence of diploma works: summer, autumn, and winter. The dates for holding the defence in the respective sessions shall be determined by the Dean.
2. The preparation and submission of the diploma work shall be carried out in accordance with the standards defined by this Regulation and other rules established by the Faculty, and shall follow the procedures approved by the Dean before it is defended before the respective committee.
3. The diploma work shall be defended before a special committee approved by the Dean. The chairperson and membership of the committee shall be appointed by the Dean. In every case, the committee shall observe the relevant procedure and rules for each



graduating student. The Graduation Committee shall function when no fewer than two-thirds of its members are present. The diploma defence shall be public.

4. Other rules concerning the diploma defence shall be defined in the Graduation Regulation.

Article 47

Assessment of the Diploma Work

1. Within three days from the date of the diploma defence, the Graduation Committee shall sign the final record of the diploma grade. The grade shall be the average of the assessment given by each member of the committee, as well as the assessment of the supervisor/group of supervisors and the opponent. The final assessment shall consist of:
 - a) The assessment of the committee, weighted at 60%;
 - b) The assessment of the supervisor/group of supervisors, weighted at 40%.
2. The assessments of the Graduation Committee, the supervisor/group of supervisors, and the opponent shall be documented and attached to the record of the diploma defence, in which the final grade shall be registered.
3. In the event that the student receives a failing grade in the defence of the diploma work, the student may defend a new diploma work within the maximum duration of studies, in accordance with the legal and subordinate legal acts in force.

Article 48

Issuance of the Diploma

1. A student who has fulfilled all requirements of the curriculum and has defended the diploma, whether through a diploma thesis or a formation examination, shall be issued the respective diploma, accompanied by the Diploma Supplement.
2. The diploma shall be signed by the Dean of the respective Faculty and the Rector of the University. For each of them, the name, surname, scientific degree, and academic title shall be indicated. Their signatures shall be certified with the seal of the University.
3. Students who lose the right to graduate after the expiry of the maximum duration of studies shall be issued a certificate indicating all courses completed, the credits earned, and the respective grades.
4. Diplomas shall be awarded in a public ceremony attended by University authorities and other recognised authorities in the field in which POLIS University carries out its activity.



5. The diploma shall be collected personally by the graduate, against signature, and shall be recorded in the relevant register. Where the presence of the graduate is objectively impossible, the diploma may be collected by an authorised person holding a special power of attorney and presenting their identification document. If the diploma has not been properly completed, the interested party must not collect it and must request the issuance of a properly completed diploma.

Article 49

Graduation Documentation

1. Upon completion of studies at U_POLIS, the student shall be provided with the following documentation:
 - a) Diploma;
 - b) Diploma Supplement. All diplomas issued by the University shall be accompanied by the Diploma Supplement, which shall contain the following information, as well as any other information provided for in the relevant subordinate legal acts:
 - Information on the graduate;
 - Information on the diploma;
 - Information on the cycle/level of the study programme;
 - Information on the content of the programme and the results;
 - Information on the purpose of the programme.
 - c) Transcript of Records;
 - d) Course Catalogue. In cases where the above documentation is lost by the student, no duplicate of the Diploma or Diploma Supplement shall be issued. However, duplicates shall be issued for the Course Catalogue and the Transcript of Records.



CHAPTER IX TRANSFERS, RECOGNITION OF CREDITS AND EQUIVALENCE OF COURSES

Article 50 Transfer of Studies and Documentation

1. POLIS University accepts student transfers into intermediate years from other universities, within or outside the country, and allows its students to transfer to other universities, in accordance with the procedures provided for in this Regulation.

Article 51 Establishment of the Credit Recognition and Equivalence Committee and Its Decision-Making

1. The Dean of the Faculty shall establish the Committee for the Recognition and Equivalence of Credits, which shall include representatives of the group of courses to be recognised as equivalent.
2. The Committee shall carry out the equivalence of the courses completed by the student in the programme from which the student is transferring with the respective courses of the programme into which the student is transferring, taking into account the credits and the course programme/syllabus of each course.
3. The relevant Credit Equivalence Committee shall be responsible for verifying the existence and credibility of the higher education institution from which the student is transferring, the level of the study programme followed by the student, and the authenticity of the submitted documents. The decision on the transfer of studies shall be taken by the Dean, after consultation with the Department.
4. Depending on the number of recognised credits, the programme coordinator shall define the curriculum to be followed by the student, in accordance with the articles of this Regulation and the study programme to which the student has been admitted.

Article 52 Recognition of Certified Professional Skills

1. POLIS University may recognise, as university education credits in its study programmes, certified professional knowledge and skills acquired in accordance with the legal acts in force, provided that they are consistent with the specific objectives of the respective study programme.
2. For the recognition of these credits, the Dean shall establish the Equivalence

Committee pursuant to Article 55 of this Regulation, which shall compare the programme of the educational activity completed with the programmes of the respective disciplines. In such cases, the number of hours completed, the educational objectives of the courses attended, the level of certificates obtained, the similarity of the programmes completed with the respective study programmes, and other relevant elements shall be verified.

Article 53

Automatic Recognition of Credits

1. All students who attend and prove by certificate the acquisition of credits (ECTS) from accredited domestic or foreign institutions, in various formats, including in-person, online, blended, BIPs, summer schools, and micro-credentials, shall have the right to request recognition of the credits obtained.
2. Recognition of credits acquired through attendance and certification at one of the partner institutions of the BAUHAUS4EU European Alliance shall be automatic.
3. The credits obtained may be recognised as equivalent to another course with the same number of credits from the group of courses of educational activity category (C) of the programme in which the student is enrolled.
4. The credit recognition process shall begin with the student's request, continue with the assessment and recognition proposal of the Department, and conclude with the Decision of the Dean.

Article 54

Interruption of Studies and Withdrawal

1. The maximum duration of studies in a study programme may not exceed twice the normal duration of studies provided for by the programme, excluding the period during which the student has suspended their studies.
2. The student may interrupt studies for a specified period of time by submitting a request addressed to the Dean through the Academic Secretariat. Based on the request, the Dean shall issue a decision on the interruption of studies. The Administrator, based on the Dean's decision and the student's contract, shall issue a decision on the interruption of financial relations with POLIS University.
3. Interruption of studies for temporary periods may occur:
 - a) At the request of the student, addressed to the Dean of the Faculty and submitted to the Academic Secretariat;

- b) By decision of POLIS University in one of the following cases:
- The student has been disqualified due to attendance in the courses of that semester;
 - The student has not fulfilled financial and administrative obligations.
4. The types of interruption may be: temporary; continued for up to 5 years; deregistration upon request.
 5. The resumption or readmission of the student shall be carried out on the basis of a request submitted by the student to the Academic Secretariat of POLIS University.
 6. The student may be subject to retaking examinations depending on the duration of the interruption, in accordance with the relevant legislation in force.
 7. Upon resumption of studies, the student must fulfil any new obligations arising as a result of changes to the curriculum and course programmes.
 8. The student may permanently withdraw from the University by requesting deregistration through the completion of a written request submitted to the Academic Secretariat, which shall be forwarded to the Dean of the Faculty for decision-making. Upon issuance of the decision, the Academic Secretariat shall deregister the student, recording this in the respective basic register.
 9. The student may withdraw their original documents after submitting the completed withdrawal form, signed by all relevant units. A copy of the student's registration file shall be kept at the Academic Secretariat.
 10. Deregistration of the student shall be carried out by the student's free will, except in cases of expulsion from the University.
 11. At the time of deregistration, the student shall be provided with the following documentation:
 - a) Certificate of deregistration;
 - b) Transcript of Records;
 - c) The syllabi of the courses for which the student has received an assessment;
 - d) The original documentation submitted at the time of registration.



CHAPTER X RULES ON THE MAINTENANCE OF REGISTERS

Article 55 Types of Registers

1. POLIS University shall maintain six types of registers:
 - a) Fundamental Register (Matriculation Register);
 - b) Register of Academic Achievements (Grade Register);
 - c) Register of Issuance of Diplomas and Certificates (Diploma Register);
 - d) Register for the academic title "Docent";
 - e) Register for "Professor Emeritus";
 - f) Register for "Doctor Honoris Causa".

Article 56 Fundamental Register

1. The Fundamental Register of POLIS University shall include all successful students pursuing studies at POLIS University, who are registered according to the date of registration with the Academic Secretariat.
2. The fundamental register number for each student shall be immutable and continuous, without interruption from one year to the next.
3. After completion of the registration of students of each course, a line shall be drawn and a note shall be entered indicating the sequential number of registered students, for example: "this page ends with No. X".
4. The Academic Secretariat shall also maintain this register in electronic format. The Fundamental Register shall be preserved permanently.

Article 57 Register of Academic Achievements Grade Register

1. All successful students shall be registered in alphabetical order in the Grade Register of POLIS University.
2. The entry of grades in this register, based on the assessment records, shall be carried out by the Academic Secretariat.
3. The grade register number for each student shall be immutable and shall follow an



ascending order, without interruption from one year to the next.

4. The register shall include detailed information on the student's grade results during the years of study.
5. The grade of each course completed by the student during the cycle of studies shall have its own dedicated field.
6. Grades shall be entered according to the following colour code:
 - a) Red — grade 4 (four);
 - b) Blue — ordinary passing grade;
 - c) Green — improved grade.
7. Under no circumstances shall the Grade Register contain corrections. Any change or correction shall be initialled by three signatures: the responsible person, the Chief Secretary, and the Dean of the Faculty, accompanied by a record describing the details and reasons for the correction.

Article 58

Matriculation of Students at POLIS University

1. At the moment of registration with documentation at the higher education institution, the student shall also be registered in the Fundamental Register of Students and shall be provided with a matriculation number, assigned by the Educational Services Centre, which shall accompany the student until obtaining the diploma for the respective study programme. This matriculation number shall be reflected in the Fundamental Register of Students.
2. Students shall receive a matriculation number (NIM) consisting of three letters and nine digits.
3. In cases where the student is deregistered from a study programme, the student's NIM shall be closed and shall not be used for another student. Where the student suspends studies, the student's NIM shall not be closed and shall remain the same when the student resumes studies. When the student transfers to a study programme at another Higher Education Institution, the student's NIM shall be closed and shall not be used for another student.
 - a) **Previous Matriculation Rule:** Matriculation shall be coded as follows:
 - The student's sequential number in the Grade Register;
 - A hyphen in the middle (-);
 - The capitalised first letter of the field of study, such as (A), (P);
 - A slash (/);
 - The page number of the Grade Register.



b) Current Matriculation Rule:

- The Matriculation Number shall consist of three letters and nine digits, and this number shall be issued by the Educational Services Centre through the SMIAL system, in accordance with the relevant instruction.

Article 59
Rules on the Archiving and Safekeeping of Registers

1. *Grade Register.* The Grade Register shall be kept at the Academic Secretariat. A back-up of the Grade Register shall be made whenever entries are completed, during assessment sessions. The rules on the safekeeping and archiving of the original and the number of copies shall be the same as those applicable to the register of the teaching process. This register shall be preserved permanently.
2. *Fundamental Register.* The Fundamental Register shall be kept at the Academic Secretariat. A back-up of this register shall be made whenever entries are completed. The rules on the safekeeping and archiving of the original and the number of copies shall be the same as those applicable to the register of the teaching process. This register shall be preserved permanently.
3. *Register of Issuance of Diplomas and Certificates.* The Register of Graduates shall be kept at the Academic Secretariat. It shall contain the list of graduates of the study programmes of POLIS University and their personal data. This register shall be preserved permanently.
4. *Register for the academic title "Docent".* The Register for the academic title "Docent" shall be kept at the Academic Secretariat. It shall contain the list of persons who are awarded the academic title "Docent" at POLIS University and their personal data, in accordance with the legal and subordinate legal acts in force. This register shall be preserved permanently.
5. Student materials archived at POLIS University shall be the property of the University and shall be preserved by it.



CHAPTER XI LIBRARY

Article 60 University Library

1. The Library of POLIS University shall be responsible for the preservation, development, and management of assets in the form of books, research works, electronic materials or other formats, as well as for determining the forms of consultation.
2. The Head of the Library shall be responsible for the book collection, periodicals, CD and DVD materials, lecture course readers, as well as works and studies that have not been published.
3. The Library of POLIS University shall be responsible for managing access for the U_POLIS community, as well as access to the digital library in which POLIS University is a member: JSTOR.

Article 61 Right of Consultation and Borrowing

1. The following persons shall have the right to consult and borrow library materials:
 - a) Members of the academic staff, including external lecturers;
 - b) Students registered at the University.
2. Researchers from outside POLIS University shall have the right to consult books within the premises of the library, without the right to borrow them.
3. In order to use library services, any person equipped with an identification document or student card must first register as a library member by completing the library borrowing card.
4. The personal card shall record the books issued for consultation outside the library, for a period ranging from 2 to 10 days. Failure to comply with this deadline may result in the loss of the right to consult and borrow other books.
5. In the event of non-compliance with the deadline provided for in point 4 of this Article, the library employee must follow the procedure below:
 - a) Five days after the expiry of the deadline, the academic staff member or student shall be sent an email requesting the immediate return of the borrowed book or books;

- b) Five days after the email has been sent, if the book or books have not been returned, the person shall be contacted by telephone with a request for the immediate return of the book or books;
 - c) Ten days after the telephone communication, if the book or books have still not been returned, measures shall be taken against the academic staff member or student, in cooperation with the University Administrator, for the purpose of ensuring the return of the book or books.
6. In the event of damage to or loss of the materials, payment of an obligation of up to five times the value of the book shall be required.
 7. The collection of books that may be borrowed shall be determined by the Head of the Library.
 8. Reference materials, such as dictionaries, encyclopaedias, periodicals, album-format books, and unpublished works, may not be borrowed and may be consulted only in the library reading room.
 9. None of the library materials may be made available for consultation or borrowing unless they have first been registered and catalogued.

Article 62

Duties Performed by the Head/Employee of the Library

1. The Head/Employee of the Library shall be responsible for taking delivery of every new material entering the library, which shall be subject to the registration and cataloguing process.
2. For each group of books received by the library, where the books are accompanied by an invoice, the Head of the Library shall prepare and sign an entry act, recording also their source. The original copy of the invoice for purchased books shall be kept at the Chancellor's Office, while a photocopy shall remain in the library.
3. Books and any other materials shall be stamped with the library stamp on the title page of the book and on any other page determined by the Head of the Library.
4. All materials entering the library shall be registered in the library inventory book, which includes the list of all library books, by assigning an inventory number that increases progressively. This number, which serves as a control element and as a barcode in the database, shall be placed on the title page and on a page determined by the Head of the Library, next to the library stamp.
5. After completion of the procedure provided for in points 2, 3, and 4 of this Article, books shall be classified according to the standard Universal Decimal Classification (UDC) tables, while also respecting the divisions established by specialists in the



respective fields.

6. The Head/Employee of the Library must assist students in finding the materials they need.
7. In order to facilitate the search for books, which may cover different subject matters, they shall also be registered in the library's electronic database. In this programme, several mandatory standard fields must be completed for each book title, relating to its bibliographic description, as well as the inclusion of keywords as search elements.



CHAPTER XII STUDENTS

Article 63 Rights and Duties of Students

1. The duties of students are as follows:
 - a) To strictly comply with the General Regulation and other acts of POLIS University;
 - b) To pay the prescribed tuition fee regularly and within the required deadlines, and to submit the payment receipts issued by the banks where the payment has been made, according to the deadlines provided for in the contract concluded with the University for the academic year;
 - c) To carry out the periodic evaluation of academic and support staff through the electronic system made available by the University;
 - d) To have passed the foreign language certification examination in accordance with the provisions of the Instructions of the Ministry of Education and Sport.
2. The rights and duties of students are provided for in Article 62 of the Statute of POLIS University, in accordance with the provisions of the legislation in force.
3. Students must also comply with the ethical rules provided for in Chapter XIV of the Code of Ethics of POLIS University.

Article 64 General Rules

1. When entering the University premises, students must be equipped with the University student card. They must contact Reception if they wish to invite family members, relatives, or friends onto the University premises.
2. Students must take care of the maintenance of University property. If damage caused by students is identified, especially where such damage is intentional, measures shall be taken ranging from compensation for damages in the amount deemed appropriate by the Ethics Council, up to expulsion from the University.
3. POLIS University is an environment supervised by staff and electronic equipment 24 hours a day.



Article 65 Smoking

1. Smoking is strictly prohibited inside the premises of the University, pursuant to Article 15 of Law No. 76/2014 "On the Protection of Health from Tobacco Products".
2. The Ethics Council shall take measures if smoking is found to have occurred on University premises.
3. Smoking may be permitted only in the designated outdoor areas of the University, in accordance with the posted signs.

Article 66 Conduct in Classrooms

1. Students must be present in the classroom before the beginning of the teaching process. Their conduct during the process must be respectful towards other students and the lecturer. The use of mobile phones during teaching hours is strictly prohibited.

Article 67 Late-Hour Study

1. Students may study on the University premises after 20:00 only after having been registered by the Night Security Service. They may use classrooms and computers only after having communicated with the Administrator of the Higher Education Institution.
2. If actions are identified that are contrary to the Regulations of the University, the Night Security Service shall immediately notify the Administrator of the Higher Education Institution, who shall promptly inform the student's family and, where necessary, the public order authorities.
3. The entry of "visitors" into the University premises after 20:00 is prohibited, even if they are family members of the student. If family members come for a short period of time, they may remain near Reception in the areas designated for them.

Article 68 Maintenance of Premises and Rules on Lost Property

1. Students must take care of the maintenance and cleanliness of the premises they use. When working on tables for the preparation of assignments of various types, they must take measures to protect them from damage and stains that may be caused by the use of sharp tools or various substances.



2. Before leaving, students must ensure that the lights in the premises used by them are switched off.
3. When using toilets, students are required to keep them clean. The removal of door keys and the disposal of solid materials in toilets are prohibited.
4. If University personnel identify that tobacco, prohibited substances, or alcohol have been consumed in toilets, such conduct shall be punishable up to expulsion from the University.
5. Students may address the Academic Advisor to communicate practical problems or shortcomings related to the maintenance and cleanliness of the premises used.

For lost property, the University shall designate a specific place near Reception where such items shall be stored and disposed of in accordance with the relevant procedure.

Article 69 Computers and Audio Systems

1. Students may work on University computers, taking due care in their use. The consumption of food products and beverages while using them is strictly prohibited. Downloading files from the Internet and using infected USB devices are also not permitted.
2. Where damage to computers is identified as a result of careless use or virus infection, reimbursement for the damage shall be required. If intentional damage is identified, the responsible student may be expelled.
3. The audio system may be used only by the Administrator of the Higher Education Institution, who shall determine the volume level and the hours during which it may be left in operation.
4. Any other type of music may be listened to on University premises only through personal headphones.

Article 70 Library Service

1. Students may use the Library premises and the entire book collection according to the established schedules and rules.
2. Students must take care of the maintenance of the literature. In the event of damage to books, compensation shall be made in the amount deemed appropriate by the Administrator of the Higher Education Institution, up to five times the price of the book.



3. Students must strictly observe the deadlines for returning books. In any case of breach of deadlines, penalties may apply, such as the prohibition of borrowing other books for a specified period, among others.
4. Quiet must be maintained in the Library premises, and conversation is strictly prohibited. Students must not obstruct others who are studying in the Library premises.
5. The Library welcomes book donations from students, lecturers, and visitors.



CHAPTER XIII FINAL PROVISIONS

Article 71 Repeals

1. Upon the entry into force of this Regulation, any other act of equal legal force at POLIS University with the same subject matter and concerning the same field of activity, as well as any provision of regulations or other acts that is contrary to it, shall be repealed.
2. The inalienable right to interpret and amend this Regulation shall rest with the Academic Senate.

Article 72 Entry into Force

1. The Didactic Regulation shall enter into force upon approval by the Academic Senate of POLIS University by majority vote.
2. The Didactic Regulation of POLIS University may be amended by the Academic Senate by majority vote.