

**REGULATIONS**  
**OF THE 1ST- AND 2ND-CYCLE DEGREE STUDY PROGRAMMES**  
**AT THE FELIKS NOWOWIEJSKI ACADEMY OF MUSIC IN BYDGOSZCZ**

The legal basis for these Regulations is Article 62 Paragraph 1 Point 2 pursuant to Article 160 Paragraph 1 of the Act of 27<sup>th</sup> July 2005, the Higher Education Law (*Journal of Laws* No. 164, item 1365 with further amendments), hereinafter referred to as the Act, and the Statutes of the Feliks Nowowiejski Academy of Music in Bydgoszcz.

These Regulations are annexed to Resolution No. 6 of the Senate of the Feliks Nowowiejski Academy of Music in Bydgoszcz, dated 31st March 2015, on adopting a consolidated text of the Regulations of the 1st- and 2nd-Cycle Degree Study Programmes at the Feliks Nowowiejski Academy of Music in Bydgoszcz.

**I. General provisions**

§ 1

1. A person shall become a student of the Feliks Nowowiejski Academy of Music, hereinafter referred to as ‘the Academy’, upon the matriculation and swearing an oath as specified in the Statutes. After the matriculation, the student shall receive a student identity card and record book that will constitute his or her personal property. The record book shall be the document in which the course names and assessment of study shall be recorded.
2. The student community of the Academy shall be represented by the Student Government.
3. The Rector shall be the head of the student community of the Academy.

**II. Study organization**

§ 2

1. The academic year shall begin on 1<sup>st</sup> October and finish on 30<sup>th</sup> September of the following calendar year and shall be divided into two semesters: a winter semester and a summer semester.
2. The general organization of the academic year shall receive a positive opinion of the Senate and be approved by the Rector no later than on 27<sup>th</sup> September.
3. Programme specifications and course curricula shall be publicized on the Academy’s website, the bulletin boards that belong to the Academy’s Faculty units as well as in the Department of Student/Teaching Matters by 1st June of the previous academic year.

§ 3

1. A study programme shall be conducted in line with the programme specifications and course curricula defined by the Academy in a manner stipulated in the Act.
2. At his or her discretion, the relevant Dean shall approve a student's motion to complete extracurricular/ optional courses of his or her choice in the number described in the programme specifications in compliance with the extracurricular/ optional courses run by a given Faculty.
3. Detailed study programme specifications shall be announced to the student community one week prior to the beginning of the academic year/ semester.
4. Students shall be obliged to participate in all the courses prescribed in the study programme specifications.
5. A student may not be granted a passing grade in a given course if he or she fails to excuse three absences in a semester.
6. Students shall be obliged to notify the Academy of their absence in an examination or end-of-semester evaluation test not later than on the day of the examination or end-of-semester evaluation test. Absence in an examination or end-of semester evaluation test shall be deemed excused solely upon a doctor's written note or in other justified events of which a student must notify the Academy not later than within the period of seven days following the emergence of such an occurrence.
7. A short-term absence of a student may be excused by the relevant Dean upon a consultation with the Head of the Department to which the student belongs on the grounds of the student performing duties or being involved in activities organized by the Academy.
8. Classes, evaluation tests of knowledge or skills and diploma examinations as well as students' diploma papers/ theses shall not be conducted or administered in foreign languages except dedicated 2nd-cycle instrumental studies in English.
9. Student teaching practice shall be conducted in line with the regulations designed and adopted by a relevant Faculty Council. The regulations shall define circumstances in which a student may be exempt from teaching practice.

§ 4

1. The right to an individual course of studies may be granted to students who:
  - a) are first-year students achieving outstanding artistic or academic study results;
  - b) have already completed a principal-study programme or are currently pursuing another principal-study programme,
  - c) achieve excellent study results:

- for persons studying Conducting, Instrumental Music, Jazz and Popular Music, and Vocal Music the average graded assessment of study for the previous academic year cannot be lower than 21 points in the principal study courses and 19 points in the remaining courses;
  - for persons studying Artistic Education in Music, Composition and Theory of Music, and Sound Engineering the average graded assessment of study cannot be lower than 21 points in the selected courses and 19 points in the remaining courses. The selection of courses shall be approved by a relevant Faculty Council.
- d) have been admitted to a selected study programme by having the achievement of specific learning outcomes confirmed. Further details concerning students admitted to the Academy by having the achievement of specific learning outcomes confirmed may be found in separate regulations.
2. The criteria for pursuing an individual course of studies shall be specified by the relevant Dean.
  3. Upon a disabled student's written request the Dean may determine the conditions of pursuing studies by the student suited specifically to the student's level and type of disability. The conditions of pursuing studies at the Academy by an individual disabled student shall be specified by the Dean in writing and upon ensuring that the anticipated learning outcomes in the field of study chosen by the student shall be achieved.

## § 5

The conditions and requirements to be fulfilled by outstanding secondary-school students to attend classes at the Academy.

1. Outstanding secondary-school students may be granted permission to participate in selected group tuition classes in the musical field in which they exhibit their natural aptitude. Attendance permission shall be granted by the relevant Dean upon a prior consultation with the Head of the Department where such participation in classes should occur and upon a prior recommendation received from the Head of the School where the student is learning.
2. Outstanding secondary-school students who have been granted permission to participate in selected group tuition classes at the Academy shall be permitted to use the Academy's practice rooms, instruments and equipment as specified by the relevant Deputy Rector.
3. Former outstanding secondary-school students who were previously given permission to participate in selected group tuition classes at the Academy and have now been admitted to the Academy as full-time students may be exempted from attending these classes on condition that the classes are specified courses for the currently pursued study programme and that the prescribed learning outcomes to achieve upon completing the courses remain the same as before.

4. Outstanding secondary-school students may be permitted to attend selected individual tuition classes upon the Rector's decision.

### **III. Students' rights and duties**

#### **§ 6**

A student shall have the right to:

1. membership of artistic as well as academic associations or interest groups and participation in artistic and academic activities pursued at the Academy;
2. awards and distinctions in recognition of his/ her relevant achievements;
3. membership of public organizations as stipulated in the Act;
4. financial help in compliance with regulations contained in separate acts;
5. health care;
6. access to and use of, for a fee if so specified, some of the Academy's equipment and facilities.
7. free access to practice rooms on the Academy's relevant premises, excluding July and August.

#### **§ 7**

1. A student's duties shall include taking full advantage of the educational opportunities provided by the Academy and acting in compliance with the oath and these Regulations.
2. A student shall be liable for violating legal provisions or neglecting duties specified herein as stipulated by relevant laws and regulations.

#### **§ 8**

1. At the discretion of the relevant Dean, and on condition that it shall not exceed the allowed maximum number of students at a given faculty, a student may transfer from another institution of higher education to the Academy provided he or she:
  - a) justifies the reason for changing his or her place of study;
  - b) has successfully completed the semester preceding that of the transfer;
  - c) passes a test in:
    - courses selected for the following principal-study programmes: Artistic Education in Music, Composition and Theory of Music, Sound Engineering;
    - the specialization-related course in the following principal-study programmes: Conducting, Instrumental Music, Jazz and Popular Music, and Vocal Music.

2. At the discretion of a relevant Dean, a student may pursue a specialization other than his or her principal-study programme or other courses of his or her choice on provision that he or she fulfils all the duties related to the organization of his or her study programme and meets all the following requirements:
  - a) the student has completed at least the first year of study;
  - b) the student has an average of grades in all the courses equal to or higher than 19 points;
  - c) the student has a grade equal to or higher than 21 points in the specialization-related course in the following principal-study programmes: Conducting, Instrumental Music, Jazz and Popular Music, Vocal Music; and a grade equal to or higher than 21 points in selected courses in the following principal-study programmes: Artistic Education in Music, Composition, and Theory of Music, Sound Engineering.
3. The conditions described in section 2. a), b), c) above shall also concern the students who decide to pursue a study programme other than their principal-study programme.
4. Upon the motion of relevant Deans, the Rector shall give or withdraw his or her consent to apply the provisions of § 8, sections 1. and 3. above.
5. At the discretion of the relevant Dean, a student may change his or her specialization at the given Faculty.
6. At the discretion of relevant Deans and the Rector, a student may change their principal-study programme at the Academy.
7. An occupation that a student engages in of his or her own accord must not conflict with their duties and responsibilities of a student of the Academy.
8. Transfer of courses and acceptance of courses successfully completed by a student are regulated by the Ordinance of the Minister of Science and Higher Education on the conditions and mode of transferring courses by a student.

#### § 8

1. ECTS credits are awarded for each successfully completed course conducted in line with the principal-study programme specifications and course curriculum.
2. The diploma of completing a 1st-cycle degree study programme shall be awarded to a student upon collecting at least 180 ECTS credits by the student, and the diploma of completing a 2nd-cycle degree study programme - at least 90 ECTS credits.

#### **IV. Semester completion**

##### § 9

1. A semester shall be the assessment period at the Academy.
2. In order to be admitted to an examination in a given course, a student must successfully complete the course with a passing grade.
3. A detailed scope of the required material and criteria for successfully completing a course as well as the criteria for being admitted to a re-sit examination are announced to students by the teacher in the first class at the beginning of a semester. The teacher also notifies the relevant Dean of the above in writing.
4. If a student fails to meet the condition specified in section 2. above, the Dean may admit him or her to sit exams conditionally.

##### § 10

1. A student may complete a semester provided he or she meets all of the following requirements:
  - a) the student has received passing grades in all the courses covered by the programme specifications, confirmed by appropriate entries in his or her student record book, the end-of-semester student achievement card that accompanies the student record book and the end-of-semester student evaluation records submitted by the course teachers (course completion requirements are announced to the students in the first class of a year/ semester by the course teachers);
  - b) the student has successfully passed all the exams required in the programme specifications, confirmed by appropriate entries in his or her student record book, the end-of-semester student achievement card that accompanies the student record book and the examination committee minutes;
  - c) the student has submitted his or her student record book and the end-of-semester student achievement card that accompanies the student record book to the Department of Student/ Teaching Matters by the date set by the relevant Dean.
  - d) the Dean may at his or her discretion specify additional requirements concerning the dates by which students must receive their passing grades in all the courses, thereby being allowed to take examinations.
2. The Academy shall apply the following grading policy:

<b>Polish denotation</b>	<b>English translation</b>	<b>Numerical value (number of awarded points)</b>
<i>bardzo dobry</i> ++	considerably more than very good	5++ (25 points)
<i>bardzo dobry</i> +	more than very good	5+ (24 points)
<i>bardzo dobry</i>	very good	5 (23, 22, 21 points)
<i>dobry</i> ++	considerably more than good	4++ (20 points)
<i>dobry</i> +	more than good	4+ (19 points)
<i>dobry</i>	good	4 (18, 17, 16 points)
<i>dostateczny</i> ++	considerably more than sufficient	3++ (15 points)
<i>dostateczny</i> +	more than sufficient	3+ (14 points)
<i>dostateczny</i>	sufficient	3 (13, 12, 11 points)
<i>niedostateczny</i>	fail	2 (10 – 0 points)

3. Grades in all courses must be entered into the student record book in the form of a number of points, whereas the grade in the *egzamin* (Polish for ‘examination’) box shall also be written in words (on provision that an examination is a condition to complete a given course). The provisions concerning an examination shall also apply in the case of a graded pass (Polish: *zaliczenie z oceną*).
4. Grades given by an appointed committee shall be the arithmetic mean of all the grades obtained.
5. The number of ECTS points for particular semesters, years, and the whole study programme shall be determined in the study curricula and programme specifications. Certain extenuating circumstances shall entitle the relevant Dean to consent for a student to complete a particular semester or year of study with a points deficit or surplus, which cannot affect the total number of points that must be obtained during the whole study programme.
6. Each time a student receives a passing grade in a course or an examination grade he or she is notified by means of having an appropriate numerical value entered into his or her student record book as well as the end-of-semester student achievement card that accompanies the student record book.

§ 11

1. If a student obtains a failing grade in the specialization-related course, he or she shall have the right to have the particular course re-assessed and ultimately assessed by a committee appointed by the Dean. The list of specialization-related courses in a given principal-study programme shall be determined by a relevant Faculty Council.
2. If a student receives a failing grade in an examination in any of the other courses, he or she shall have the right to:
  - a) a one-time re-sit examination;
  - b) a one-time examination before a committee appointed by the relevant Dean in case the student fails the re-sit examination.
3. If a student fails to obtain a passing grade in a course other than the specialization-related course, he or she may be allowed to take a passing test upon the consent of the course teacher. The result of the test shall be recorded in the student record book.
4. A student shall be admitted to the re-sit examination session by consent of the relevant Dean on provision that the student has obtained a maximum of two failing grades.

§ 12

1. A student shall be admitted to take an examination before a committee appointed by the Dean after filing a written request within seven days of the re-sit as stipulated in § 11, section 2a) above. The examination before a committee shall take place within fourteen days of filing the request.
2. The Dean may also appoint an examination before a committee upon his or her own discretion.
3. The make-up of the committee and the date of the examination shall be determined by the Dean or, by consent of the Dean, the given Head of Department. The examination committee shall be chaired by a professor or a 'habilitated' doctor of arts (Polish: *doktor habilitowany sztuk*).
4. A student that takes an examination before a committee may recommend to the relevant Dean a person to be an observer at the examination, upon which the Dean should permit the person to play such a role.
5. The committee cannot be chaired by the person previously examining the student.
6. A student who fails to turn up for an examination without extenuating circumstances shall receive a failing grade (0 points) in the examination.

§ 13

1. A Dean shall remove a student from the student community of the Academy if the student:
  - a) does not commence his or her study programme at the prescribed time;
  - b) resigns from pursuing his or her study;



- c) fails to submit his or her diploma diploma work or take his or her diploma examination at the prescribed time;
  - d) receives the disciplinary punishment of expulsion from the Academy.
2. A Dean may remove a student from the student community of the Academy if the student:
  - a) fails to exhibit progress in the course of his or her study;
  - b) fails to complete a semester or academic year of the study programme at the prescribed time;
  - c) fails to make the payment of agreed tuition fees for his or her study.
3. A student shall have the right to appeal to the Rector against the Dean's decisions mentioned in sections 1. and 2. above. The Rector's decision is deemed final.
4. A Dean states that a student has not commenced his or her studies at the Academy by observing that the student:
  - has not sworn an oath as specified in the Statutes;
  - has failed to excuse his or her absence in the first three weeks of the duration of a semester.
5. If a student resigns from pursuing his or her study at the Academy, he or she must notify the relevant Dean of the decision in writing.
6. A motion concerning a student who fails to exhibit progress in a specialization-related course or a principal-study course shall be filed to the relevant Dean by the course teacher, upon which the Dean shall summon a committee composed of him or herself, the Head of the relevant Department or sub-Department and the given course teacher to evaluate the student's learning outcomes. The Dean shall issue a decision upon the committee's assessment.
7. A Dean shall issue the decision of removing a student from the student community of the Academy if the student fails to complete (a semester of) his or her first academic year of study, or in extenuating circumstances (long-term illness or accident) — the decision of permitting the student to repeat the year/ semester conditionally.
8. If a student fails to complete his or her second/ third year of study, or a semester of his or her second/ third year of study at the Academy, the relevant Dean shall issue the decision of:
  - a) permitting the student to repeat the year/ semester of study;
  - b) permitting the student to continue in the following year/ semester conditionally;
  - c) removing the student from the student community.
9. A student may complete a year/ semester of study at the Academy conditionally if he or she:
  - a) has presented credible extenuating circumstances and obtained the Dean's consent to attempt at receiving a passing grade in a failed course at a later date;

- b) has failed a maximum of two courses. The deadline for the successful completion of these courses shall be determined by the Dean and shall not exceed one year.

10. A student may obtain permission to repeat a year no more than once during the course of his or her study unless he or she has failed a given course due to a long-term illness or other extenuating circumstances.

11. A student who repeats a year or semester due to his or her own fault shall pay a specified tuition fee.

#### § 14

1. A student who suspended his or her study period or was removed from the student community in the first year of study may resume it in compliance with the regulations governing the process of admitting students to the first year of study as stipulated by the Academy.
2. Upon a student's motion and after consulting the Faculty Council, the Dean may consent for the student to resume the chosen study programme in the second/ third year.
3. The basis for the admittance of a student shall be a completed semester/ year as well as a test passed in:
  - a) the specialization-related course in the following principal-study programmes: Conducting, Instrumental Music, Jazz and Popular Music, and Vocal Music;
  - b) selected courses in the following principal-study programmes: Artistic Education in Music, Composition and Theory of Music, and Sound Engineering.
4. The make-up of the assessment committee shall be determined by the Dean or, by consent of the Dean, by the Head of a given Department.

#### **V. Leaves**

#### § 15

1. A student may be granted one of the following types of leave from the study period:
  - a) short-term leave;
  - b) one-semester leave;
  - c) one-year leave.
2. A student may be granted a leave only if he or she:
  - a) presents a relevant medical certificate of a long-term illness;
  - b) presents extenuating circumstances;
  - c) is delegated to study abroad;
  - d) delivers a baby and/ or has to take care of him or her.

3. A student may also be granted a short-term leave due to a group (artistic, academic), domestic or foreign trip organized by the Academy, another institution of higher education, a student organization or an artistic institution employing students.
4. The relevant Dean shall grant the leave to a student at the student's prior written request.
5. The event of the granting of the leave shall be entered in the student's record book.
6. While on leave, a student shall retain his or her rights, excluding the right to financial help as stipulated in separate regulations. In some cases and in agreement with the Student Government, the relevant Dean or the Rector may give his or her consent for the student to benefit from this right.
7. While on leave a student may, by consent of the relevant Dean, participate in chosen group tuition classes as well as take assessment tests and examinations.

## **VI. Awards and distinctions**

### § 16

1. A student who obtains excellent grades, duly fulfils his or her duties, and maintains academic self-discipline may be honoured with:
  - a) scholarships granted by the Minister of Culture and National Heritage;
  - b) awards and distinctions granted by the Rector;
  - c) awards funded by various institutions, academic societies, public organizations, etc.
2. The scholarship granted by the Minister of Culture and National Heritage is the grandest award for students achieving above-average results.
3. The scholarship described in section 1. a) above shall be granted annually and its value shall be equal to the remuneration of an assistant lecturer and paid out for ten months a year.
4. The principles and mode of awarding the scholarship of Minister of Culture and National Heritage shall be governed by separate regulations.
5. The Academy may honour its students as follows:
  - a) by granting them free admission to concerts organized by the Academy;
  - b) by inviting them for a meeting of the Council of the Rector, Deputy Rectors and Deans;
  - c) by inviting them for a meeting with the Faculty Council;
  - d) by making the names of awarded students known to the academic community;
  - e) by granting the best student an award in kind.

### § 17

1. A diploma with the final grade of *bardzo dobry z wyróżnieniem* (Polish for 'very good with distinction') shall be conferred upon a graduate who:

- a) has completed his or her study programme within the deadline prescribed in the programme specifications.
- b) has obtained an average grade of at least 19 points in all the required assessment tests and examinations.
- c) has obtained the grade of *bardzo dobry* + (Polish for ‘very good +’ = 24 points) or *bardzo dobry* ++ (Polish for ‘very good ++’ = 25 points):
  - in the Conducting principal-study programme for his or her artistic performance;
  - in the Artistic Education in Music principal-study programme (the specializations of Conducting Vocal and Vocal-Instrumental Ensembles; Conducting Jazz and Popular Music Ensembles; Church Music Education) for his or her artistic performance or (the specialization of Music Education) for his or her diploma lesson;
  - in the Instrumental Music principal-study programme for his or her artistic performance;
  - in the Jazz and Popular Music principal-study programme for his or her artistic performance;
  - in the Composition and Theory of Music principal-study programme (the specialization of Composition) for his or her diploma composition or (the specialization of Theory of Music) for his or her BA/ B.Mus.- or M.Mus.-degree-equivalent written thesis;
  - in the Sound Engineering principal-study programme for his or her diploma sound recordings;
  - in the Vocal Music principal-study programme for his or her artistic performance.
- d) has obtained at least the grade of *bardzo dobry* (Polish for ‘very good’ = 21 points) for the remaining parts of the diploma examination.
- e) has won an award or distinction in an international competition or festival (concerns students doing the following principal-study programmes: Composition and Theory of Music (the specialization of Composition), Instrumental Music, Vocal Music, or Jazz and Popular Music).
- f) has participated in the execution of an outstanding scholarly or artistic project (concerns students doing the following principal-study programmes: Composition and Theory of Music (the specialization of Theory of Music), Sound Engineering, Conducting, Artistic Education in Music (the specializations of Music Education, Conducting Vocal and Vocal-Instrumental Ensembles; Conducting Jazz and Popular Music Ensembles; Church Music Education)).

2. Upon the motion of the Examination Committee, the Faculty Council requests the Rector to consent to confer upon a student a diploma with the final grade of *bardzo dobry z wyróżnieniem* (Polish for

'very good with distinction').

3. A diploma with the final grade of *bardzo dobry z wyróżnieniem* (Polish for 'very good with distinction') shall be handed to the awarded student during the ceremony inaugurating a new academic year.

## **VII. Diploma examination**

### § 18

1. A student may be permitted to sit the diploma examination on condition that their diploma work has gained acceptance.
2. A student's diploma work shall be:
  - a) Composition and Theory of Music – 1<sup>st</sup>-cycle (B.Mus.-equivalent) degree studies:
    - specialization: Composition:
      - the score of a piece of chamber music (cyclic form) or symphony;
    - specialization: Theory of Music:
      - a written bachelor thesis;
  - b) Sound Engineering – 1<sup>st</sup>-cycle (B.Mus.-equivalent) degree studies:
    - the student's own recordings;
    - the recording of at least one short film soundtrack;
  - c) Composition and Theory of Music – 2<sup>nd</sup>-cycle (M.Mus.-equivalent) degree studies:
    - specialization: Composition:
      - the score of a large-scale instrumental or vocal-instrumental composition;
      - the student's explanatory note on the submitted composition;
    - specialization: Theory of Music:
      - a written master thesis;
  - d) Instrumental Music — 1<sup>st</sup>-cycle (B.Mus.-equivalent) degree studies:
    - specialization: Instrumental Music:
      - a performed recital;
  - e) Instrumental Music - 2<sup>nd</sup>-cycle (M.Mus.-equivalent) degree studies:
    - specialization: Instrumental Music:
      - a performed recital (the recital cannot consist solely of pieces performed during previous examinations; at the discretion of particular Departments, the student may be allowed to repeat selected pieces);

- a written diploma paper.
- f) Vocal Music — 1<sup>st</sup>-cycle (B.Mus.-equivalent) degree studies:
- specialization: Vocal Music and Drama:
    - a semi-recital;
- g) Vocal Music - 2<sup>nd</sup>-cycle (M.Mus.-equivalent) degree studies:
- specialization: Vocal Music and Drama:
    - a performed recital;
    - a written diploma paper.
- h) Artistic Education in Music - 1<sup>st</sup>-cycle (B.Mus.-equivalent) degree studies:
- specialization: Music Education:
    - a diploma lesson at a primary comprehensive school;
    - a written bachelor thesis;
    - preparing and conducting a choir concert (elective sub-specialization: Choir Conducting) or preparing and conducting a church-music-related choir concert (elective sub-specialization: Church Music);
- i) Artistic Education in Music - 2<sup>nd</sup>-cycle (M.Mus.-equivalent) degree studies:
- specialization: Music Education (mandatory as of the 2012/ 2013 academic year)
    - a diploma lesson at a lower secondary comprehensive school or a diploma lesson at a primary music school (elective sub-specialization: Music Education in Artistic Schools);
    - a written master thesis;
  - specialization: Conducting Vocal and Vocal-Instrumental Ensembles:
    - preparing and conducting a concert performed by a choir and orchestra or preparing a stage performance (elective sub-specialization: Music in Theatre), or preparing and conducting a concert performed by a wind orchestra (elective sub-specialization: Conducting Wind Orchestras);
  - specialization: Church Music Education:
    - preparing for and performing a liturgical musical setting;
- j) Conducting - 1<sup>st</sup>-cycle (B.Mus.-equivalent) degree studies:
- specialization: Symphonic and Opera Conducting:
    - preparing and conducting a symphonic concert;
    - a written diploma paper;
- k) Conducting - 2<sup>nd</sup>-cycle (M.Mus.-equivalent) degree studies:
- specialization: Symphonic and Opera Conducting:

- preparing and conducting an operatic performance or a symphonic concert;
- a written diploma paper.

1) Jazz and Popular Music - 1<sup>st</sup>-cycle (B.Mus.-equivalent) degree studies:

- specializations: Instrumental Jazz Music; Vocal Jazz Music:

- a performed recital;
- a written diploma paper;

- specialization: Conducting Jazz and Popular Music Ensembles:

- preparing and conducting a concert performed by a big-band with the student's participation as an instrumentalist or vocalist;
- a written diploma paper;

1) Jazz and Popular Music - 2<sup>nd</sup>-cycle (M.Mus.-equivalent) degree studies:

- specializations: Instrumental Jazz Music; Vocal Jazz Music:

- a performed recital;
- a written diploma paper;

- specialization: Conducting Jazz and Popular Music Ensembles:

- preparing and conducting a concert performed by a big-band with the student's participation as an instrumentalist or vocalist;
- a written diploma paper.

3. The diploma examination shall include the following elements in the given principal-study programmes:

a) Composition and Theory of Music – 1<sup>st</sup>-cycle (B.Mus.-equivalent) degree studies:

- specialization: Composition:

- presenting the submitted composition in a short speech;
- presenting two reviews of the composition;
- defending the diploma work in an interview;

- specialization: Theory of Music:

- presenting the written bachelor thesis in a short speech;
- presenting two reviews of the thesis;
- defending the written thesis in an interview.

b) Sound Engineering – 1<sup>st</sup>-cycle (B.Mus.-equivalent) degree studies:

- presenting the student's own recordings;
- presenting a selected, specialization-related topic;
- presenting a spoken commentary on one of the recordings;

- defending the diploma work in an interview;
- c) Composition and Theory of Music – 2<sup>nd</sup>-cycle (M.Mus.-equivalent) degree studies:
- specialization: Composition:
    - presenting the submitted composition in a short speech;
    - presenting two reviews of the composition;
    - defending the diploma work in an interview;
  - specialization: Theory of Music:
    - sitting an oral examination in theory of music;
    - presenting the written master thesis in a short speech;
    - presenting two reviews of the thesis;
    - defending the submitted thesis in an interview;
- d) Instrumental Music — 1<sup>st</sup>-cycle (B.Mus.-equivalent) degree studies:
- specialization: Instrumental Music:
    - discussing performance issues related to the performed diploma recital;
    - defending the diploma work in an interview;
- e) Instrumental Music - 2<sup>nd</sup>-cycle (M.Mus.-equivalent) degree studies:
- specialization: Instrumental Music:
    - presenting two reviews of the written diploma paper;
    - defending the diploma paper in an interview;
- f) Vocal Music — 1<sup>st</sup>-cycle (B.Mus.-equivalent) degree studies:
- specialization: Vocal Music and Drama:
    - discussing performance issues related to the performed diploma recital;
    - defending the diploma work in an interview;
- g) Vocal Music - 2<sup>nd</sup>-cycle (M.Mus.-equivalent) degree studies:
- specialization: Vocal Music and Drama:
    - presenting two reviews of the written diploma paper;
    - defending the diploma paper in an interview;
- h) Artistic Education in Music - 1<sup>st</sup>-cycle (B.Mus.-equivalent) degree studies:
- specialization: Music Education:
    - sitting an oral examination;
    - presenting two reviews of the written bachelor thesis;
    - defending the written bachelor thesis;
- i) Artistic Education in Music - 2<sup>nd</sup>-cycle (M.Mus.-equivalent) degree studies:



- specialization: Music Education
  - presenting a specialization-related topic in speech;
  - sitting an oral examination;
  - presenting two reviews of the written master thesis;
  - defending the written master thesis;
- a) Conducting - 1<sup>st</sup>-cycle (B.Mus.-equivalent) degree studies:
  - specialization: Symphonic and Opera Conducting:
    - sitting an oral examination;
    - presenting two reviews of the written diploma paper;
    - defending the diploma paper;
- j) Conducting - 2<sup>nd</sup>-cycle (M.Mus.-equivalent) degree studies:
  - specialization: Symphonic and Opera Conducting:
    - presenting a specialization-related topic in speech;
    - sitting an oral examination;
    - presenting two reviews of the written diploma paper;
    - defending the written diploma paper.
- k) Jazz and Popular Music - 1<sup>st</sup>-cycle (B.Mus.-equivalent) degree studies:
  - specializations: Instrumental Jazz Music; Vocal Jazz Music:
    - sitting an oral examination;
    - presenting two reviews of the written diploma paper;
    - defending the diploma paper;
  - specialization: Conducting Jazz and Popular Music Ensembles:
    - sitting an oral examination;
    - presenting two reviews of the written diploma paper;
    - defending the diploma paper;
- l) Jazz and Popular Music - 2<sup>nd</sup>-cycle (M.Mus.-equivalent) degree studies:
  - specializations: Instrumental Jazz Music; Vocal Jazz Music:
    - presenting a specialization-related topic in speech;
    - sitting an oral examination;
    - presenting two reviews of the written diploma paper;
    - defending the written diploma paper;
  - specialization: Conducting Jazz and Popular Music Ensembles:
    - presenting a specialization-related topic in speech;

- sitting an oral examination;
  - presenting two reviews of the written diploma paper;
  - defending the written diploma paper.
4. The diploma examination shall take place before a committee appointed by the Dean or an empowered Head of a relevant Department.
  5. The rules, scope, and mode of conducting a diploma examination shall be specified by relevant Departments, Sub-Departments, and Faculty Councils.

#### § 19

1. In order to be admitted to a diploma examination a student shall:
  - a) successfully complete all the courses and student practice as provided in the programme specifications;
  - b) submit a written paper/ thesis, composition or recordings within a prescribed deadline;
  - c) obtain a positive grade from the reviewers of the written paper/ thesis, composition or recordings;
  - d) provided that a student obtains a negative grade for his or her written paper/ thesis, composition, recording, the Dean shall institute further proceedings.
2. In the event of prolonging the deadline of submitting a written diploma paper/ thesis, composition or recording as stipulated in § 21 hereinafter, the diploma examination shall take place no later than one month after the work or thesis has been submitted.
3. The examination committee cannot be chaired by the teacher with whom a student sits the diploma examination.

### VIII. Graduation

#### § 20

1. Graduation shall be deemed complete after a student has passed the diploma examination, obtaining at least the grade of *dostateczny* (Polish for 'sufficient'). The graduate shall receive a graduation diploma and the degree of *licencjat* (B.Mus.-equivalent) or *magister sztuki* (M.Mus.-equivalent).
2. The basis for computing the final grade entered into the diploma shall be:
  - a) the arithmetic mean of grades obtained for all the components of the diploma work;
  - b) the arithmetic mean of grades obtained for all the parts of the diploma examination;
  - c) the arithmetic mean of grades obtained in tests taken during the course of study and final

examinations.

3. The final grade shall be entered into the graduation diploma in words rounded off to a full grade as stipulated in § 10, section 4. above:  
11 – 15 points – *dostateczny* (Polish for 'sufficient');  
16 – 20 points – *dobry* (Polish for 'good');  
21 – 23 points – *bardzo dobry* (Polish for 'very good').  
Separate regulations shall govern entering into the diploma the final grade of *bardzo dobry z wyróżnieniem* (Polish for 'very good with distinction'), see § 17 above.
4. It is only the grade entered into the diploma that shall be rounded off to a full grade. The actual grade obtained for the whole programme of study shall be registered in all other documents and computed as specified in section 3. above.
5. The Examination Committee may upgrade the grades of *dostateczny* (Polish for 'sufficient') and *dobry* (Polish for 'good') by one if a student has received very good grades for the thesis and diploma examination, and has received good and very good grades in all the courses within the last two years of the study programme.
6. The Examination Committee may lower the grade specified in section 4. above by one if a student has received very low grades for the artistic part of the diploma examination.
7. A diploma examination open to the public may be administered upon the student's written request submitted 30 days prior to the examination. The formula of openness shall not concern the meeting of the Examination Committee following the examination.

## § 21

1. The subject of
  - a written bachelor or master thesis (in the specializations of Theory of Music and Music Education);
  - or a (bachelor/ master) diploma paper (in the specialization of Composition, all the specializations at the Faculty of Instrumental Music and the Faculty of Vocal Music and Drama, and in the specializations of Conducting Vocal and Vocal-Instrumental Ensembles, Conducting Jazz and Popular Music Ensembles, Church Music Education, Symphonic and Opera Conducting, Instrumental Jazz Music, and Vocal Jazz Music) must be specified by the end of the summer semester of the penultimate year of study and approved by the Dean or Head of the given Department.
2. A written bachelor or master thesis, or a diploma paper shall be supervised by a professor or 'habilitated' doctor (Polish: *doktor habilitowany*). After consulting the Faculty Council, the Dean may appoint as

supervisor: an assistant professor, a senior lecturer or a specialist who is not employed by the Academy.

3. To complete a 1<sup>st</sup>-cycle degree programme a student must submit his or her written bachelor or master thesis, or his or her diploma paper until 31<sup>st</sup> May of the ultimate year of study in the following principal-study programmes: Composition and Theory of Music (specialization: Theory of Music), Artistic Education in Music, Conducting, and Jazz and Popular Music.

To complete a 2<sup>nd</sup>-cycle degree programme a student must submit his or her written bachelor or master thesis, or his or her diploma paper:

- a) until 31<sup>st</sup> May of the ultimate year of study in the following principal-study programmes:

Composition and Theory of Music (specializations: Theory of Music and Composition),  
Artistic Education in Music, and Conducting.

- b) a month prior to the last diploma recital in the following principal-study programmes:

Instrumental Music, Vocal Music, Jazz and Popular Music.

4. Together with his or her written bachelor or master thesis, or his or her diploma paper a student shall submit a non-plagiarism statement which shall be kept with the other records of his or her course of studies.
5. Upon the request of a student with extenuating circumstances, the Dean may postpone the deadline for the submission of the written thesis or diploma paper to a date within a three-month period no later than the dates specified in section 3 above.
6. Upon the motion of a supervisor, the Dean may postpone the deadline for the submission of the written thesis or diploma paper by further three months but no longer than six months later than the dates specified in section 3 above.
7. In the event of a supervisor being absent for a long period of time and if such absence might affect the submission of a thesis or a diploma paper by a student, the Dean may appoint a different supervisor. A change of supervisor six months prior to the completion of the study programme may constitute the basis for prolonging the deadline for the submission of the thesis or diploma paper as specified in section 6 above.
8. The grade for the thesis or diploma paper is based on a review in writing. In case the thesis or diploma paper has obtained a failing grade, another review shall be written by a different reviewer.

## § 22

1. A student who does not submit his or her written thesis or diploma paper as stipulated in § 21 above shall be removed from the student community.
2. A person who submits a written thesis or diploma paper within a year of being removed for the

reasons specified in section 1 above may take the diploma examination after the thesis or diploma paper has been approved by the Dean upon receiving two positive reviews.

3. The submission of the thesis at a later date shall be approved by the given Faculty Council.

### § 23

1. The date for the completion of a 1<sup>st</sup>-cycle degree programme shall be 15<sup>th</sup> June of the last semester of the programme. The date for the completion of a 2<sup>nd</sup>-cycle degree programme shall be the last day of June of the last semester of the programme. If a student presents extenuating circumstances, the relevant Dean may consent for the diploma examination to take place by the end of September of the last semester of the programme. The date of the diploma examination may be further postponed upon the consent of the Rector, who asks the opinion of the relevant Dean.
2. A student who fails to turn up for the diploma examination without extenuating circumstances shall obtain a failing grade (0 points) for the examination.
3. If a student obtains a failing grade for the diploma examination, the relevant Dean shall set another date of the final examination, which shall take place no sooner than a month and no later than three months since the first examination.
4. If a student fails his or her diploma examination for the second time, the Dean shall consult the Faculty Council and
  - a) remove the student from the student community or
  - b) consider extenuating circumstances and permit the student to repeat the last year/ semester of study for a fee. The fee shall be specified by the Rector.

## **IX. Final provisions**

### § 24

The Rector of the Academy shall be the appeal instance for all matters governed by these Regulations.

### § 25

Students admitted to the Academy before the day on which these Regulations become effective shall pursue their studies pursuant to the previous Regulations.

Rector

Prof. Jerzy Kaszuba