

**Ordinance No. ZR/2023/0059**  
**of the Rector of Andrzej Frycz Modrzewski Krakow University**  
**issued on 3 July, 2023**  
**on the organisation of the academic year 2023/2024 and the organisation, timing and**  
**credit procedures for a semester and a year of study**

On the basis of § 9 section 3, § 15 sections 1-3, § 16 section 1 and § 30 section 5 of the Study Regulations of the Andrzej Frycz Modrzewski Krakow University, the following is ordered:

**Academic Calendar**

§ 1

The academic year 2023/2024 starts on 1 October 2023 and ends on 30 September 2024.

§ 2

1. The winter semester classes for full-time students last from 2 October 2023 to 26 January 2024.
2. The examination session for full-time students in the winter semester shall begin on 29 January 2024 and end on 9 February 2024, and a re-sit session shall last from 19 February 2024 to 1 March 2024.

§ 3

1. Lectures and seminars in the summer semester for full-time students last from 26 February 2024 to 14 June 2024.
2. The examination session for full-time students in the summer semester begins on 17 June 2024 and ends on 28 June, 2024, and a re-sit examination session lasts from 4 September 2024 to 27 September 2024.

§ 4

1. The dates of admissions for part-time students in the winter and summer semesters shall be specified in an annex to the Regulation.
2. The examination session for part-time students in the winter semester shall begin on 9 February 2024 and end on 25 February 2024, and a re-sit examination session shall last until 10 March 2024.
3. The examination session for part-time students in the summer semester begins on 5 July 2024 and ends on 21 July 2024, and the re-sit examination session lasts from 8 September 2024 to 24 September 2024.

§ 5

1. The inter-semester break in full-time studies lasts from 12 February 2024 to 16 February 2024.
2. Summer holidays for full-time students start on 1 July 2024.
3. Summer holidays for part-time students start on 22 July 2024.
4. In the academic year 2023/2024, the following days off from classes shall be set for full-time students:

- 1) 11 November 2023,
- 2) 21 December 2023 – 5 January 2024,
- 3) 28 March 2024 – 2 April 2024,

- 4) 1-3 May 2024,
- 5) 30 May, 2024

### **Examinations and credits for students**

#### § 6

1. Grades in exams and pass marks, as well as pass marks without a grade, are entered in the Virtual Dean's Office.
2. It is the responsibility of the teacher to enter the grades (passes) in the Virtual Dean's Office. It is recommended that entries be made no later than 7 days after the examination or obtaining a pass.
3. After the grades (credit) have been entered into the Virtual Dean's Office, the teacher who conducts the examination or credit prints the protocol from the Virtual Dean's Office and signs it.
4. The record of the exam must be printed separately for each date of the examination or passing and delivered to the Dean's Office within 14 days of the date of the examination or passing.
5. Periodic achievement cards are kept electronically at the Virtual Dean's Office.

#### § 7

1. Students are admitted to examinations or credits on the basis of the protocol.
2. The Dean's Office adds a student to the examination and credit protocols after verifying that the student has been registered for the next semester and that the student's status is valid and that the student is not in arrears with payments for studies.
3. Once the verification referred to in para. 2 has been completed, the Dean's Office sets the status of the card authorizing the session to "issued," which is visible to the student after logging into the Virtual Dean's Office in the "semesters and grades" tab.

#### § 8

1. All examinations and course credit for subjects that do not end with an exam are recorded with a grade unless the faculty council decides otherwise.
2. If the faculty council requires students to submit declarations of subject selection, students are required to submit those declarations to the Dean's Office by the deadline set by the Dean.
3. In order to obtain written credit for a course that does not culminate in an examination and to conduct a written examination, the course leader or examiner shall collect paper stamped with the University's seal from the Dean's Office.
4. Credit for a course that does not end with an examination may also be given during session dates. These deadlines may not be exceeded in this case.

## **Passing a semester and entering the next semester (year of study)**

### § 9

A student shall be credited for a semester if, by the end of the re-sit session, he/she has successfully completed all obligatory courses/modules included in the study plan and has earned the required number of ECTS credits as well as fulfilled other requirements for completing a semester as laid down in the study schedule.

### § 10

1. A student who has completed a semester shall be registered for the subsequent semester on condition that he or she has paid all fees due for his or her studies, including in particular the tuition fee for the semester completed.
2. Credit for a semester and registration for the subsequent semester shall be recorded in the Virtual Dean's Office.

### § 11

1. The Deans are responsible for ensuring that the planned teaching hours are fully completed.
2. Distance learning (e-learning) methods and techniques may be used to fulfill the number of instructional hours indicated in the curriculum and study plan, in accordance with the course schedule for each course published on the University's website.

### § 12

In justified cases, the Rector may change the examination session dates in such a way as to ensure the realization of the full curriculum and study plan.

### § 13

The ordinance shall take effect on the date of its publication.