Appendix 1 to the CUT Senate resolution No. 34 / d / 04/2020 of April 22, 2020

**Detailed provisions to the Study Regulations at Cracow University of Technology in force at the Faculty of Architecture**

CONTENTS:

[§1. Organization of classes 3](#_bookmark0)

[§2. Individual course of studies 5](#_bookmark1)

[§3. Transfers and changes in the course of study 5](#_bookmark2)

[§4. External examiners and list of continued subjects 6](#_bookmark3)

[§5. Repeating a semester of study 7](#_bookmark4)

[§6. Resumption of studies 7](#_bookmark5)

[§7. Final provisions 8](#_bookmark6)

# § 1. Organization of classes

1. In the field of architecture at the Faculty of Architecture (FA) of Cracow University of Technology (CUT), the following scope of preparation of semester papers in design subjects is defined, valid from the second year of the first-cycle program and throughout the entire course of the second-cycle program:
   1. design work consists of a written part and a drawing part - the student solves a theoretical and design problem,
   2. the scope of developing the drawing part of the work in the semester corresponds to not less than six and not more than nine boards with a size of 50 x 70 cm,
   3. the course teacher introduces the students to the scope of the drawing part of the design work during the first class in the semester,
   4. the student may submit additional work, in accordance with the adopted design solutions, the scope of which exceeds the scope specified by the teacher, provided that the scope of additional studies is agreed upon with the teacher during the semester. The student may submit a mock-up explaining the adopted design solutions, provided that it has been agreed upon with the course teacher. This method of presentation of the project work may also be ordered by the teacher conducting the subject as mandatory, provided that they inform the students about it during the first project classes.,
   5. in works in the field of architecture and urban planning, the following applies:
      1. present the idea of the project using a hand-drawn perspective drawing included on a separate board,
      2. for works in the field of architecture - presentation of the solution of technical details in the form of a vertical cross-section of the outer wall of the building and/or other parts of the building indicated by the instructor, at a scale of 1:20, contained on a separate board,
   6. the written part of the work presenting the idea and design solutions should include the following:
      1. an essay presenting the student's knowledge of the problem being solved, the topic of which is indicated or agreed on by the instructor,
      2. a concise description of the project idea (one-page maximum),
      3. a technical description of the project,
   7. the volume of written studies should be no less than 18,000 characters, that is, no less than ten pages of text.
2. In the Landscape Architecture major, the scope of the design coursework is determined by the course instructor each semester, taking into account the specifics of integrated design. The final work, from the second semester of the first-cycle program and throughout the entire course of the second-cycle program, consists of a written part and a drawing part. The student solves a theoretical and design problem. The volume of written studies from the second cycle of study should be no less than 18,000 characters, that is, no less than ten pages of text.
3. Students are divided into project groups by the dean.
4. The following rules apply to participation in project activities:
   1. first-cycle students in their first semester are directed to project groups by the dean,
   2. in subsequent semesters, students enroll in project groups using the virtual dean's office system by the deadline set by the dean. The number of spots in a given project group is decided by the dean in consultation with the instructors. Lists are filled on a first-come, first-served basis,
   3. after the deadline for enrollment through the virtual dean's office system, a student who does not enroll in a project group is referred by the dean to one of the groups in which there are vacancies,
   4. when returning from leave, repeating a semester or repeating a subject, the intention to

participate in classes in a project group in which the student was previously enrolled, in the same cycle and semester of study, must be reported in person to the dean's office at least two days before the start date of enrollment through the virtual dean's office system,

* 1. in the event that, due to the failure of a project course, the instructor assigned a number of hours to be repeated that is less than the number of hours provided for in the program of study, the student is referred to the same instructor for repetition,
  2. only enrolled students (assigned to the group) and students with the appropriate certificate issued by the dean's office may participate in the activities of a given project group,
  3. change of a project group may be made in the form of an exchange of students with the approval of the dean, preceded by the consent of the subject instructors, provided that each student participating in the exchange has the right to attend the classes in question and does not intend to:
     1. drop out of college,
     2. request leave,
     3. resign from participating in classes,
  4. architecturemajors do not change their design groups after completing the first and third semesters of their first-cycle program. Also, design groups are not changed after completing the course Architectural and Urban Design II in the fifth semester,
  5. the rules for the division of students inside the project groups are determined by the subject instructors.

1. The course instructors allow for student consultations. For the research and teaching staff of the CUT’s FA, the duration of the duty dedicated to consultations is set at two classroom hours per week. The schedule of consultations is established by the competent head of the faculty organizational unit of the CUT’s FA and made available to students before the beginning of each semester.
2. The dean will define the rules on the manner and procedure for taking and crediting student internships in the document titled "Guidelines of the dean of the CUT’s FA on student internships".
3. At the Faculty of Architecture, classes are conducted in a foreign language in the following cases:
   1. for first- and second-cycle programs in English in accordance with the teaching offer for the academic year,
   2. for part-time students under international agreements and exchange programs, in accordance with the teaching offers of individual units,
   3. for students who have obtained permission from the dean for dual degree programs under signed agreements.
4. Subjects, forms of classes and the scope of classes taught in a foreign language, and the language of the classes taught:
   1. in courses in English are specified in the program of such studies,
   2. to part-time students are specified in the teaching offers of individual units, which include detailed course descriptions,
   3. to students who have been approved for dual graduation are determined individually by the dean in consultation with the thesis supervisor and the coordinator of the international program,
   4. the required level of language proficiency and how to verify language proficiency:
      1. for courses referred to in point 1 are specified in the recruitment criteria,
      2. for courses referred to in point 2 are determined and verified in accordance with the rules applicable to part-time studies and exchange programs,
      3. for students referred to in point 3 are not specified.
5. Selection of subjects, especially project groups, by students studying in a foreign language:
   1. for courses referred to in paragraph 8, point 1 is consistent with the analogous study plan in Polish, provided that the instructor agrees to run such a group, submitted to the dean's office no later than three weeks before the beginning of the academic year,
   2. for courses referred to in paragraph 8, point 2 is carried out in consultation with coordinators of international programs,
   3. or students referred to in paragraph 8, point 3 is agreed upon individually by the dean in consultation with the thesis supervisor and the coordinator of the international program.
6. For matters related to instructional activities conducted in foreign languages not specified in these specific regulations, the other regulations and the provisions of the Regulations of the CUT degree program shall apply accordingly.

# § 2. Individual course of studies

1. A student who has obtained an average grade of at least 4.5 from their course of study to date, calculated according to the formula, may apply for an individual course of studies (ICS) for the purpose specified in § 13, paragraph 4, point 1 of the Regulations of the CUT degree program. The formula is as follows:

*grade*  (*grade*  *number of credits*)

*n*

where “**n**" means the total number of ECTS credits from completed semesters.

1. In the fields of architecture and landscape architecture (in Polish and English), the ICS referred to in paragraph 1 may be applied for by a student after completing at least:
   1. the fourth semester in the first-cycle program,
   2. the first semester in the second-cycle program,
2. A student wishing to study a selected semester at another university within the scope of a signed agreement may apply for an individual course of studies, provided that they obtain an average grade of at least 4.0 in their course of studies to date, calculated according to the rules set forth in paragraph 1. According to this rule, an ICS may be granted only in the case of incompatibility of the academic year schedules at the host university and at CUT in a way that clearly makes it impossible to complete the semester to date at CUT before the beginning of the next semester at the host university.

# § 3. Transfers and changes in the course of study

1. Transferring from another university to the CUT’s FA is possible no earlier than after completing the first year of study.
2. Transfer from another university to the CUT’s FA is not possible for the last semester of study.
3. In the case of transfer to the CUT’s FA for first-cycle studies in the field of architecture:
   1. the requirement of §4, paragraph 7 of the Regulations of the CUT degree program is considered fulfilled when the student has obtained an average grade of at least 3.0 in the CUT’s FA entrance examination (drawing),
   2. the transfer is possible only after the end of the summer semester.
4. A student majoring in architecture*,* architecture and urban planning,or landscape architectureapplying for transfer from another university to WA PK for an analogous course should submit to the dean's office:
   1. documents referred to in § 4, paragraph 6 of the Regulations of the CUT degree program,
   2. portfolio containing work done in project classes, exercises, seminars and laboratories for completed semesters.
5. Transfer from another university to a full-time first-cycle program conducted at the Faculty of Architecture may be applied for by a full-time student who has earned a grade of at least 4.5 in completed semesters in the field of architectureor architecture and urban planningor 4.0 in the field of landscape architecture*,* which is a weighed average calculated according to the following formula:

*grade*  (*grade*  *number of credits*)

*n*

where “**n**" means the total number of ECTS credits from completed semesters.

1. If the grade point average is lower than specified in paragraph 5, the dean may recognize the following other of the student’s documented achievements:
   1. active participation in research clubs,
   2. publications in point-scoring scientific journals,
   3. awards and prizes in architectural competitions,
   4. individual art exhibitions,
   5. community service in the student council,
   6. active membership in academic sports associations,
   7. belonging to a national sports team or a university sports team.

For each of the above-mentioned achievements, a value of 0.1 is added to the average referred to in paragraph 5.

1. A student studying part-time in the field of architecture or landscape architectureat the CUT’s FA may be enrolled as a full-time student as a result of enrollment in full-time studies in accordance with the rules of recruitment at CUT. A prerequisite for enrollment as a full-time student in such a case is the attainment of a recruitment index entitling the student to be admitted to the first semester of such studies, beginning in a given academic year. A student who has achieved such an index and decides to be enrolled as a full-time student is required to apply for transfer to full-time studies with registration for the semester following the last semester completed in part-time studies, applying to the dean for recognition of the learning outcomes achieved to date.
2. Transfer from part-time to full-time studies in the same field of study at the CUT’s FA is possible as a result of obtaining a grade from the entire course of study to date of at least 4.5, calculated as in paragraph 5. The transfer may take place no earlier than after the completion of the first year of study.
3. If the grade point average is lower than that specified in paragraph 8, the procedure specified in paragraph 6 shall apply accordingly.
4. Transferring from full-time studies to part-time studies is carried out with the approval of the dean at the request of the person concerned.
5. The condition of transfer and enrollment of full-time students referred to in paragraphs 5, 7 and 8 is the completion of all previous semesters.

***§ 4. External examiners and list of continued subjects***

External examiners - members of the Małopolska Regional Chamber of Architects of the Republic of Poland (MPOIA), who are not employees of the Faculty of Architecture – may participate in the evaluation of theses in project subjects in the field of architecture. The rules regarding the participation of external examiners in the evaluation of project work shall be agreed upon by the subject instructor with the MPOIA and made known to the students at the first classes of the semester.

1. At the Faculty of Architecture at PK, a list of subjects that form the basis of the subjects taught in the following semester is in force. This list is announced by the dean each time for a new study program and after any changes, corrections or amendments to the existing study program. The dean announces the list no later than five months before the beginning of the educational cycle in which a given program of study is valid.

# § 5. Repeating a semester of study

1. In the first two weeks of repeating a semester, a student is required to apply to the dean for recognition of grades in subjects from which they previously received a passing grade. In justified cases, such as changes in course charters, changes in the core curriculum or changes in superior acts, the dean may ask the instructor of the subject for an opinion on the recognition of grades and learning outcomes within seven days of receiving the student's application.
2. In response to the dean's request referred to in paragraph 1, the instructor immediately expresses an opinion on the recognition of the grade in a given subject to the student repeating a semester, guided only by the provisions of § 23 paragraph 4 of the Regulations of the CUT degree program. The final decision on the matter is made by the dean.
3. A student shall submit an application to the dean for permission to attend courses of the same level of study and apply for their advancement no later than one week before the beginning of the semester. The application should include a list of subjects proposed to be taken and a list of overdue subjects with an indication of overdue ECTS credits.

# § 6. Resumption of studies

1. If the dean makes the resumption of studies conditional on passing the resumption exam, the person requesting the resumption shall take this exam before a committee of three:
   1. the dean or vice dean as chairman,
   2. two academic instructors holding the title of professor or a postdoctoral degree.
2. In the course of the resumption exam:
   1. a person applying for resumption of studies answers three questions about the subject matter in the scope of the basic and major subjects taught in each semester at the CUT’s FA, so far completed by the person in the course of studies or completed to the extent that allows registration for the next semester of studies,
   2. the topics of the questions may correspond only to the learning outcomes and curricular content defined in the course charters for the semesters referred to above, in accordance with the applicable program of study,
   3. the committee referred to in paragraph 1, after conducting the exam, decides whether the knowledge of the applicant, in spite of the break in studies, is sufficient or not for further studies at WA PK.
3. In the event of a negative result of the resumption exam, the exam may be repeated no sooner than after one year.
4. The dean issues a decision on hte resumption of studies after the student settles all overdue financial obligations to the Faculty of Architecture at CUT.

# §7. Final provisions

1. These detailed provisions to the Study Regulations at Cracow University of Technology applicable at the Faculty of Architecture come into force on October 1, 2020.
2. Cases initiated before the date of entry into force of these specific regulations shall be heard in accordance with the regulations previously in force.