Extract from the Academic Regulations at the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw

(Regulations adopted by Resolution No. 7-2025/2026 of the Senate of the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw on 27 April 2026, with effect from 1 October 2026)

I) General Provisions

Section 1

1. Degree programmes at the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw, hereinafter referred to as the "Academy", are carried out in accordance with the applicable legislation, in particular:

    1) Act of 20 July 2018 – Law on Higher Education and Science, hereinafter referred to as the "Act",
    2) Statutes of the Academy, hereinafter referred to as the "Statutes",
    3) Academic Regulations at the Academy, hereinafter referred to as the "Regulations".

2. These Regulations set out the organisation of studies and the associated rights and obligations of students and the Academy.
3. These Regulations apply to all degree programmes. The provisions concerning students of the Acting programme also apply to students of the Musical Theatre Acting programme.
4. Whenever these Regulations refer to:

    1) the Academy – this shall mean the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw,
    2) degree programme – this shall mean a higher education degree programme, i.e. first-cycle or second-cycle, or long-cycle programme of study,
    3) field of study – this shall mean a distinct part of one or several areas of study

covered by a specific programme, delivered in the manner specified by the study programme, including the timetable,

4) learning outcomes – these shall mean a body of knowledge, skills and social competencies acquired as a result of a process of learning during the degree programme,
5) stage of study – this shall mean an assessment period comprising teaching sessions, the examination session and the resit examination session,
6) timetable – this shall mean the hourly schedule of classes provided for a given stage of a specific field of study,
7) validation of learning outcomes – this shall mean the formal process of verifying the learning outcomes attained by a candidate, in the form of an examination,
8) study programme – this shall mean the form of study, the number of semesters and the ECTS credits required to complete a degree programme at a given level, as well as the modules or groups of modules, together with their assigned learning outcomes and ensuring the attainment of these outcomes, the methods of verifying and assessing learning outcomes, and – depending on the study programme's profile – the duration of work placements,
9) ECTS credits – these shall mean the credits defined by the European Credit Transfer and Accumulation System as a measure of a learner's average workload necessary to attain expected learning outcomes,
10) degree profile – this shall mean either a practical profile or a general academic profile; a degree programme with a practical profile comprises modules designed to develop practical skills accounting for more than 50 per cent of the ECTS credits, whilst a degree programme with a general academic profile comprises modules related to the Academy's research activities in the discipline(s) to which the degree programme is assigned, accounting for more than 50 per cent of the total number of ECTS credits, and takes into account students' participation in classes preparing them for research activities or their participation in such activities,
11) USOS – this shall mean the University Study Management System, i.e. the IT system for managing the course of study.

Section 2

1. The Rector is the head and guardian of students at the Academy.
2. The Rector exercises general oversight of admissions, the teaching process and the course of study.

II) Admission to Degree Programmes

(…)

Section 6

1. Admission to degree programmes takes place through:

   a) the admissions process;
   b) recognition of prior learning;
   c) transfer from another higher education institution or a foreign higher education institution.

2. The rules and procedures for admission to degree programmes are approved by a resolution of the Senate at the request of the Deans.
3. A person admitted to a degree programme commences their studies and acquires student rights upon taking the oath. The student confirms having taken the oath via a dedicated electronic system.
4. Students shall enter into a contract with the Academy no later than 30 days from the start of the academic year. A model contract shall be introduced by order of the Rector.
5. Students commencing their studies are entitled to training regarding their rights and obligations.

Section 7

1. The Academy issues a student ID card to each student.
2. The date of graduation is the date on which the diploma examination is taken. The term ‘diploma examination’ shall mean the bachelor’s or master’s degree

examination.

3. The student ID card entitles its holder to exercise student privileges. The student ID card remains valid no longer than until the date of graduation, suspension of student rights or removal from the register of students; in the case of graduates of first-cycle programmes, it remains valid until 31 October of the year in which they graduated.
4. The student ID card shall not be renewed for the following semester in the event of students whose student rights have been suspended or who have been removed from the register of students.
5. The loss or damage to a student ID card must be reported to the Academy by the student without delay.
6. Records confirming the course of study are maintained in an electronic system.

III) Rights and Obligations of Students

Section 8

1. In particular, students have the right to:

a) transfer and have ECTS credits recognised;
b) pursue their degree programme under an individual study plan;
c) excuse absences from classes, take leave of absence from classes and take leave of absence from classes with the option to undergo an assessment of the learning outcomes specified in the study programme;
d) change their field of study, in accordance with the procedures set out in Section 59;
e) transfer to a full-time or part-time degree programme at another higher education institution;
f) sit a board examination in the presence of an observer of their choice;
g) repeat specific modules due to unsatisfactory academic performance;
h) pursue a tuition-free full-time degree programme, except in the cases specified in Section 56 of these Regulations;
i) develop their artistic and academic interests, including the acquisition of Academy funding;
j) receive awards and honours for outstanding academic achievements or other

activities;

k) in justified cases, obtain credits and sit examinations earlier than provided for in the study programme;

l) study and obtain credits under an individual study plan, as referred to in Section 61;

m) pursue more than one field of study;

n) take leave in accordance with the rules set out in these Regulations and the Act;

o) receive scholarships and other forms of financial support for students in accordance with the rules laid down in separate regulations;

p) join academic and artistic societies and academic organisations;

q) make use of the Academy campus, equipment and collections, in accordance with the rules laid down by the Academy authorities;

r) participate in the cultural and social life of the Academy;

s) elect their representatives and to stand for election to student government bodies, the Academy's collegial bodies and electoral bodies;

t) take part in assemblies, protests and strikes on the Academy campus, in accordance with the provisions of the Act and the Academy's Statutes;

u) lodge complaints against decisions made by the Academy's bodies;

v) evaluate the teaching process and the work of the administrative units responsible for supporting the course of study;

w) apply to the Dean on matters relating to their field of study;

x) access information forming the basis for the assessment of their stage of study, held, among other places, in the USOS.

Section 9

1. The fundamental obligations of students include, in particular:

   a) acting in accordance with the oath, these Regulations, the Code of Ethics and other regulations in force at the Academy;

   b) attending classes in accordance with the study programme;

   c) sitting examinations, undertaking work placements and fulfilling other requirements set out in the study programme;

d) using the IT systems employed by the Academy for official communication and the administration of the course of study.

2. Students shall be held liable for conduct that undermines the dignity of a student and for breaches of the applicable regulations, in accordance with the principles set out in the Act and the Statutes.

Section 10

1. Students shall notify the Dean immediately, in writing or by email, of any change to their personal details, including their residence address and correspondence address. The students shall notify the relevant financial aid committee of any change in circumstances affecting the determination of the amount of financial aid. The consequences of failing to fulfil this obligation shall be borne by the students.
2. Students shall inform the Dean in writing of any health circumstances that may affect the completion of the study programme in a given semester; in particular, where the completion of the study programme may pose a threat to their health or life. This information shall be used solely to adapt the degree programme so that it does not have an adverse impact on their health. The data shall not form a separate set of personal data and shall be attached exclusively to the student's personal file.
3. A pregnant student should inform the Dean of this fact in writing. This information shall be used solely to adapt the delivery of the study programme so that it does not adversely affect the student's health. The data shall not form a separate set of personal data and shall be included solely in the student's personal file.
4. Students who have reached the age of 26 may, upon application, be covered by the Academy's health insurance scheme, provided they are not otherwise entitled to insurance. The students registered for insurance shall inform the Academy if they take up employment under an employment contract or a civil law contract.
5. The Academy shall not be liable for any damage to health resulting from the implementation of the study programme if the student has failed to inform the Academy of any significant health circumstances or pregnancy.

Section 11

1. Students shall pay the fees stipulated by the relevant regulations on time.

Section 12

1. Students shall be financially liable for any damage to, destruction of or loss of the Academy's property.

Section 13

1. In order to undertake artistic projects unaffiliated with the Academy, first-year students shall not be granted exemption from classes included in the study programme. In exceptional cases, following consultation with the year tutor, the Dean may grant permission for exemption from classes included in the study programme. In the case of degree programmes where there is no year tutor, the Dean shall make the decision.
2. Students in higher years of study may be granted exemption from attending specific classes included in the study programme in order to undertake artistic projects outside the Academy. The Dean shall grant such permission after consulting the year tutor. Permission is granted, at the student's request, for a period not exceeding one semester. In accordance with the procedure set out in the preceding sentence, at the student's request, the Dean may grant permission for another semester. In the case of degree programmes where there is no year tutor, the Dean shall take the decision. The Dean determines the conditions for crediting the course in consultation with the course tutor.

Section 14

1. Students shall attend the classes set out in the degree programme, the assessments necessary for the completion of the degree programme, and the workshops and lectures designated as compulsory by the Dean.
2. Students may attend workshops, lectures and other classes supplementing the study programme organised by the Academy. Once they have registered to attend such classes, attendance is compulsory.
3. Students shall, on pain of disciplinary action, participate in graduation performances,

workshop presentations and other artistic showcases or events organised by the Academy, to the extent specified by the Dean. The rules governing students' participation in these activities are set out in Appendix 1 to these Regulations.

4. Students shall undertake the work placements provided for in the study programme in accordance with the rules set out in the course syllabus or in the regulations governing work placements for the relevant degree programme, as determined by the Dean.
5. Students shall fulfil their obligations towards the Academy in a timely manner, in particular those arising from the completion of their degree programme (including course registration, course enrolment, and completion of a stage or programme of study).
6. Students shall use the USOS for matters relating to their study programme.
7. Correspondence between students, the Academy and lecturers shall take place via the Academy domain email accounts.

Section 15

1. The Academy provides appropriate organisational arrangements to support students with special needs.
2. Students with special needs are entitled to support in their learning process in accordance with the rules set out in separate regulations.

Section 16

1. A student's rights and obligations cease on the date of graduation or removal from the register of students.
2. A person who has completed a first-cycle degree retains their student rights until 31 October of the year in which they completed that degree, with the exception of the right to student benefits.

IV) Academic Year

Section 17

1. The academic year runs from 1 October to 30 September of the following calendar year. The winter semester ends on the last day of February, and the summer semester on 30 September.
2. Classes are held for 15 weeks under the semester system and 7.5 weeks under the quarter system.
3. The detailed organisation of the academic year is determined by the Rector and announced no later than 30 June, via publication on the Academy's website and on noticeboards on campus. In justified cases, the Rector may make changes to the organisation of the academic year, subject to paragraph 1.
4. In justified cases, the Rector may declare Rector's days or hours, and the Dean – Dean's hours free from classes. The Dean shall decide when to introduce the Dean's hours.

V) Timetable, Study Programmes, Organisation of Teaching

Section 18

1. Teaching at the Academy shall be conducted in the form of full-time studies on campus, unless the course syllabus provides otherwise. Teaching at an external cultural institution requires the approval of the relevant Dean.
2. Teaching at the Academy may also be conducted using distance learning methods and techniques, provided that the requirements set out in the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Journal of Laws of 2025, item 1220). The conditions for the delivery of classes and their assessment, including the format of examinations, are set out in the course syllabus.

Section 19

1. First-cycle degree programmes conclude with the bachelor's degree examination and the award of a qualification at level 6 of the Polish Qualifications Framework.
2. Long-cycle and second-cycle degree programmes conclude with the master's degree examination and the award of a qualification at level 7 of the Polish Qualifications Framework.

Section 20

1. Degree programmes are conducted in accordance with study programmes approved by the Senate, following consultation with the relevant student government body.
2. All courses in the study programme are assigned ECTS credits, corresponding to the workload required of the student to achieve the learning outcomes set out in the study programme in terms of knowledge, skills and social competences, with the exception of physical education and health and safety at work courses.
3. Students who, under a prior agreement, pursue part of their degree programme at another higher education institution shall have the credits earned outside their home institution recognised. These credits shall be entered into the electronic system documenting the course of study.
4. Courses, workshops or other classes referred to in Section 14(2) shall be recorded in the supplement to the degree certificate.

Section 21

1. Timetables are made available to students no later than 7 days before the start of the semester, on noticeboards and via the USOS, as well as by the Academy domain email accounts.
2. The procedure for work placements is set out in the regulations governing work placements for the degree programme.
3. The dates for work placements are arranged on an individual basis.

Section 22

1. Classes, rehearsals and end-of-semester examinations at the Academy are closed to the public.
2. The conditions and procedures for third parties to attend classes, rehearsals or examinations are determined by the Dean of the degree programme in consultation with the lecturer, taking into account administrative, fire safety and health and safety regulations.

Section 23

Examination Session

1. The detailed arrangements for the examination session are determined by the Dean after consulting the individual course tutors or the year tutors.
2. Details of the organisation of the examination session shall be communicated to students no later than 14 days before it begins, via noticeboards and by the Academy domain email accounts.

Section 24

Dates for Resit Examinations

1. Students may resit examinations following the winter examination session on dates set by the Dean, no later than the last day of February of the academic year in question.
2. Students may resit examinations following the summer examination session on dates set by the Dean, no later than 30 September of the relevant academic year.
3. Where examinations are held on a quarterly basis within a degree programme, the resit examination shall take place on a date set by the Dean.

Section 25

1. First-year students of Acting and Musical Theatre Acting degree programmes may perform roles in directing examinations not included in the curriculum from the first semester onwards, subject to the approval of the year tutor and the Dean.
2. Performing a role in directing examinations not included in the curriculum for the Acting and Musical Theatre Acting degree programmes by students enrolled on these programmes may be counted towards their work placements within these programmes.

VI) Completion of the Semester

Section 26

1. The assessment period is the semester.

2. The winter semester should be completed by the last day of February at the latest, and the summer semester by 30 September. In particularly justified cases, the Dean may, subject to certain conditions, extend a student's examination session and the deadline for completing the semester.

Section 27

1. The following is required to complete the semester:

   a) earning credits and passing the examinations for all courses specified in the study programme for that semester;
   b) successfully completing the work placements specified in the study programme.

2. One of the conditions for progression to the next stage of study is the completion of the current stage of study in the USOS.

VII) Earning Course Credits and Taking Exams

Section 28

1. Within four weeks of the start of the module, the course tutor is required to provide students with a detailed list of the required reading, repertoire or other teaching materials that supplement the information contained in the syllabus.
2. Any changes to the information supplementing that contained in the syllabus should be communicated to students no later than by the midpoint of the planned teaching cycle.
3. The module is credited by the course tutor. Confirmation of receiving credit for the module is provided by an appropriate entry made by the course tutor in the applicable academic record system. In exceptional cases, the Dean may award credit for the course and make the relevant entry.
4. Attendance at classes is compulsory. An unexcused absence by a student from more than two classes for a given module during the semester may result in the student failing the module, whereby 'class' is understood to mean a teaching session assigned to a single day for that module in the weekly timetable.
5. An excuse for absence or a doctor's note must be submitted to the course tutor and

the year tutor within 7 days of the date of absence.

6. The course tutor shall keep a register of student attendance at classes.
7. Documentation relating to the excuses for absences (including the Dean's authorisation to participate in external projects) and doctor's notes excusing absences shall be retained by the student.
8. For students absent from more than 50 per cent of the classes of a given course during the semester, including both excused and unexcused absences, the course tutor may refuse to credit the course or admit them to the examination.

Section 29

1. There are two examination periods in a single academic cycle: the examination session and the resit session, respectively. These dates shall be set before the end of the cycle in which the last classes of a given course took place.
2. Admission to an examination or crediting a course is conditional upon fulfilling the specific course requirements set out in the syllabus. Failure to be admitted to an examination or receive a course credit is recorded in the course record in the USOS as 'none'.
3. In the case of courses requiring credit or graded credit, the assessment of learning outcomes may take place during the final teaching session of the relevant cycle.
4. In the situation provided for in Section 30(3), a student who has failed a course or missed the deadline due to absence retains the right to an additional opportunity during the resit session.

Session 30

1. Examinations are conducted as follows:

a) the examination in a theoretical course is sat before the tutor teaching that course. The examiner enters the grade into the applicable system for recording the course of study;

b) the examination in a practical course is conducted before an assessment panel. The panel's operating procedures and the rules for awarding grades are set out in Appendix 5;

c) the provisions set out in point (b) do not apply to the Theatre Studies programme.

2. The decision on the form of the examination is taken by the tutor teaching the course, who informs the Dean accordingly. Any changes in this regard should be communicated to students no later than by the midpoint of the planned teaching cycle.
3. Absence from an examination must be excused. No later than 3 days after the date of the examination, the student must notify the Academy of the reasons for their absence.
4. Where an absence from an examination is excused, the Dean, in consultation with the relevant course tutor, shall set a new date for the examination.
5. Subject to paragraph 6, an unexcused absence from an examination is tantamount to forfeiting that sitting and results in failing the course. The student must apply for a resit examination during the resit session.
6. An unexcused absence by a student from a group examination may also result in disciplinary sanctions (including expulsion from the Academy).

Section 31

1. If a student fails an examination or fails to sit the examination, they may apply for a resit examination scheduled within the teaching session in which the last classes of that course took place. In justified cases, the Dean may decide to postpone this date.
2. A resit examination is only available to students who have failed a course.
3. The resit examination takes place in the same format and covers the same scope of material as the failed examination. In the case of practical course examinations, the Dean may change the assessment panel.

Section 32

1. Subject to paragraph 4 of this section, upon a student's request, submitted within 7 days of the date on which they failed the resit examination, the Dean shall order a board examination to be held.
2. The student may request no more than one board examination per semester.

3. The board examination shall take place within 14 days of the date on which the student submits their request.
4. The board examination shall take place before a board appointed by the Dean, comprising at least the chair of the board, an examiner and a board member who are specialists in the course covered by the examination, as well as an observer indicated by the student. The board examination shall have the same format and cover the same scope of material as that required in the resit session.
5. If the student has not indicated an observer by the start of the examination, it is presumed that they have waived their right to indicate one.
6. The Dean shall chair the board examination. In exceptional cases, the chair may be another person authorised by the Dean. A member of the examination board may not be a person who has previously examined the student in the course subject on which the examination is being held.
7. The result of the board examination shall be recorded by the chair of the board in the applicable system for documenting the course of study. The chair draws up a report on the conduct of the examination, which all examiners sign. The student is informed of the examination result on the day of the examination.
8. An excuse for absence from the board examination must be submitted no later than three days after the date of the examination.
9. If the excuse for absence is deemed acceptable, the Dean shall set a new date for the board examination, which should take place no later than 14 days from the date on which the excuse was accepted.
10. An unexcused absence from the board examination is equivalent to failing the course.
11. In the case of courses requiring graded credit, the provisions of Sections 30–32 shall apply accordingly.

Section 33

Grading Scale

1. For courses requiring graded credit or an exam, the following grading scale applies:

- Excellent = 5.5
- Very good = 5.0
- Very good minus = 4.75
- Good plus = 4.5
- Good = 4.0
- Good minus = 3.75
- Satisfactory plus = 3.5
- Satisfactory minus = 2.75
- Fail = 2.0

2. A ‘fail’ is a poor grade, equivalent to failing the course or the examination.
3. The entry ‘none’ in the course record, as referred to in Section 29(2), indicates that it is not possible to carry out a final assessment of learning outcomes and is equivalent to failing the course or the examination.
4. All credit and examination grades are entered into the applicable course of study record system by the lecturers teaching the course. In exceptional cases, the mark is entered by the Dean.

Section 34

Special Conditions for Crediting Courses and Sitting Examinations

1. A student may sit an examination, with the consent of the Dean and the tutor teaching the course, either before or after the scheduled examination session.
2. An examination may take place outside the scheduled examination session, after the end of the course, at the request of the student, the tutor teaching the course or the Dean. The student must be informed of the scheduled examination date no later than 14 days in advance. The student is obliged to sit the examination.
3. A student who, with the Dean’s consent, participates in artistic projects outside the Academy may be awarded a credit or a grade for the course on the basis of the work completed, provided that the scope of that work ensures the achievement of the learning outcomes for that course as set out in the study programme.
4. Courses successfully completed as part of teaching modules and courses undertaken

both within and outside Poland may be recognised as equivalent to the completion of modules provided for in the study programme for a given degree programme, provided that the substantive scope of such coursework ensures the achievement of the learning outcomes set out in the study programme for the course in question.

5. The Dean shall make decisions on the matters referred to in paragraphs 3 and 4.

(…)

XI. Removal from the Register of Students

Section 39

1. The Dean shall remove a student from the register of students in the case of:

   a) failure to commence studies, which shall mean being absent without an excuse from two weeks' worth of classes during the first three weeks following the start of the semester;
   b) withdrawal from studies, which shall mean the student submitting a written statement of withdrawal;
   c) failure to submit the dissertation or sit the diploma examination in a timely manner;
   d) imposition of the disciplinary penalty of expulsion from the Academy.

2. The Dean may remove a student from the register of students in the case of:

   a) non-attendance at compulsory classes;
   b) lack of academic progress;
   c) failure to complete the semester in a timely manner;
   d) failure to pay the fees due to the Academy under the relevant regulations despite a written request for payment within 14 days of the date of its delivery.

3. The Dean shall issue a written administrative decision regarding removal from the register of students.
4. An appeal against the decisions referred to in paragraphs 1 and 2 may be lodged with the Rector, via the Dean, within 14 days of the date of receipt of the decision. The

Rector's decision is final.

(…)

XV. Fees

Section 56

1. The Academy may charge fees in connection with the provision of educational services, in accordance with Article 79 of the Act, for:

   a) repeating specific modules of full-time degree programmes due to unsatisfactory academic performance;
   b) delivering degree programmes in a foreign language;
   c) delivering the modules not included in the degree programme;
   d) performing an assessment of learning outcomes.

2. The rules governing the collection of fees, as well as the procedure and conditions for exempting students (in whole or in part) from these fees, shall be determined by the Rector.
3. The fees are set annually by the Rector after consulting the student government, and are made public before the start of the admissions process. Until students admitted for a given academic year have completed their studies, the Academy may not increase the fees set for them or introduce new fees. This stipulation does not apply to fees for courses not included in the study programme. The Academy shall immediately publish information on the fees referred to in paragraph 1 in the Public Information Bulletin.

(…)

Section 58

1. The Academy charges fees for:

   a) conducting the admissions process;
   b) issuing an electronic student ID card and its duplicates;

c) issuing copies of the degree certificate and the diploma supplement in a foreign language, other than those issued pursuant to Article 77(2) of the Act;
d) issuing a duplicate degree certificate and diploma supplement;
e) legalising documents intended for legal use abroad.

2. A regulation of the minister responsible for science and higher education shall lay down the amount and method of collection of fees specified in paragraph 1.

(…)

Appendix 1 to the Academic Regulations at the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw

Rules Governing the Participation of Students of Acting in Graduation Performances, Workshop Presentations and Other Academy Artistic Showcases

Section 1 General Provisions

1. The participation of students in graduation performances, workshop presentations and other Academy artistic showcases is part of the compulsory study programme.
2. The rules governing students' participation in graduation performances, workshop presentations and other Academy artistic showcases are set out in the following documents:

   a) The Statutes,
   b) The Academic Regulations.

3. A student of Acting is required to take part in graduation performances, workshop presentations and other artistic showcases organised by the Academy, within the scope approved by the Dean.
4. The primary duty and task of a student in the seventh and eighth semesters of their degree programme is to work on their graduation role(s) in accordance with the established programme of graduation performances.
5. A director prepares graduation performances, workshop presentations and other Academy artistic showcases. The director may be a member of teaching staff employed by the Academy or an individual not employed by the Academy, indicated by the year tutor following approval by the Dean.
6. At the request of the director and the student, the Dean may authorise students from lower years to take part in the graduation performance, subject to the consent of the relevant year tutors.

Section 2 Regulations concerning the Organisation of Artistic Work

1. The student who takes part in a graduation performance shall undertake and carry out all tasks assigned to them by the director by the end of the final semester, which, in the study plan or programme, includes the following modules: *Role in a Graduation Performance, Role in a Musical Performance, Graduation Performance, Work on a Role in a Theatre of Form Production, Diploma Workshop* or *Diploma Performance*.
2. The staging of diploma performances, workshop presentations and other Academy artistic showcases shall be supervised by the year tutor in consultation with the Dean.

Section 3 Regulations concerning Rehearsals

1. All students taking part in a given project are required to attend rehearsals for a graduation performance, workshop presentation or Academy artistic showcase.
2. Students shall arrive at the rehearsal at least 15 minutes before it begins, or at the time specified by the director.
3. Preparations for rehearsals – checking and putting on costumes, gathering props, make-up, and visits to the dressmaker's workshop and the prop room – must take place outside rehearsal hours.
4. During rehearsals, students are not permitted to leave without the director's permission.
5. Students are prohibited from interfering with the artistic form of the production.
6. The weekly work schedule set by the director is binding.
7. Students must not allow anyone not taking part in the rehearsal to enter the backstage area or the auditorium. The presence of unauthorised persons at the rehearsal venue requires the director's permission each time.

Section 4 Regulations concerning Performance

1. Students shall take part in graduation performances, the dates of which are communicated to them three months in advance. In exceptional circumstances, the repertoire may be changed. The decision shall be made on a case-by-case basis by the Rector or a person authorised by the Rector; at the Branch, the decision shall be

made by the Vice-Rector for the Branch or a person authorised by the Vice-Rector.

2. A student taking part in rehearsals and a graduation performance shall obtain the Dean's consent (after consulting the year tutor) for other artistic activities if these conflict with the rehearsal and performance schedule.
3. Consent for such other artistic activities shall not be granted within three weeks of the premiere of the graduation performance.
4. A student taking part in a graduation performance, workshop presentation or other Academy artistic showcase (show) shall – unless the director specifies otherwise – arrive at the dressing room at least 60 minutes before the start of the performance.
5. The student shall check the costumes and props before the performance begins and hand them over to the person responsible for costumes and props once the performance has ended.
6. The student shall keep track of their own entrances onto the stage during the performance.
7. Performers are not permitted to interact with the audience during the half hour prior to the performance or during the intervals, unless the staging concept provides otherwise.
8. During the performance, behaviour that disrupts the performance is prohibited.

Section 5 Exemptions from Rehearsals

The Dean shall grant exemption from rehearsals on the basis of an agreement between the director and the year tutor.

Section 6 Provisions concerning the Cancellation of Performances, Presentations and Other Artistic Showcases

9. The decision to cancel a graduation performance, workshop presentation or other Academy artistic showcase shall be made by the Rector, or a person authorised by the Rector; at the Branch, the decision shall be made by the Vice-Rector for the Branch or a person authorised by the Vice-Rector.
10. The cancellation of a graduation performance, workshop presentation or Academy artistic showcase due to the student's fault may result in the initiation of disciplinary

proceedings against them, removal from the cast, or both sanctions jointly. The misconduct may also result in the student being required to cover the financial losses incurred by the Academy as a consequence.

Section 7 Procedural Rules

1. The course of each rehearsal and performance shall be documented in a report signed by the director or a person authorised by the director. The director shall submit the report to the year tutor within 7 days of the rehearsal or performance. In exceptional circumstances, the report shall be submitted immediately after the rehearsal or performance. A report template is provided in Appendix 4 to these Regulations.
2. Students shall maintain good order in the dressing room.
3. Smoking is strictly prohibited on stage and in its immediate surroundings, in the auditorium, in the dressing rooms and in technical areas.
4. Health and safety and fire safety regulations apply on stage.
5. Access to stage equipment is restricted to technical staff only.
6. Students are financially liable for the costumes, props, footwear, etc. entrusted to them and shall ensure their proper condition, reporting any damage, soiling, etc. to the persons responsible for the show. After the final performance, students shall return their costumes and props to the storeroom.
7. During guest presentations of diploma workshops, workshop presentations or other Academy artistic showcases held off-campus, the student shall bear full responsibility for the costumes and props they use.

Appendix 5 to the Academic Regulations at the Aleksander Zelwerowicz National Academy of Dramatic Art in Warsaw

Principles for Assessing the Learning Process at the Academy

Preamble

1. Communication between students and course tutors should focus on its primary purpose, which is education.
2. Lecturers shall ensure that their language and manner of expression are appropriate, and that their comments are substantive. This recommendation applies to interactions both during and outside of classes, throughout the entire period of study at the Academy.
3. Comments made by tutor to students must not be negatively charged and must not exhibit characteristics of violent or abusive speech. Any form of aggression, whether physical or verbal, constitutes a violation of fundamental human rights and is unacceptable.
4. Tutors must exercise particular caution when making comments regarding students' appearance, physical movements, personality or character traits. However, if such remarks are made, they must not take the form of criticism of the person but may merely serve as guidance to enhance the students' technical or stage awareness and support professional development. The use of expressions that are discriminatory in nature (for example, on the grounds of gender or sexual identity, religion, world view, etc.) is prohibited. Statements characterised by hostility, impatience, disappointment or pressure (for example, regarding an exam, an examination session, a grade, etc.) must be avoided.
5. During practical classes, the body is a medium for expressing the emotions and actions of the character portrayed on stage; consequently, work with the body is discussed. It is therefore also the role of tutors to protect the sensitivity and uniqueness of students, to respect their privacy and to ensure that their physical boundaries are not violated by establishing mutual rules for interactions in the area of physicality.
6. Threats relating to students' future careers are unacceptable.

7. During work sessions and discussions, it is unacceptable to make references to students' mental health.
8. When communicating with students:

   a) factual accuracy must be maintained;
   b) the primary function of feedback is to convey factual information, free from intense, heightened emotional overtones directed against the student;
   c) expressions implying surprise must be avoided (for example, 'How could you think that?', 'How could you do that?', 'How could you play it like that?');
   d) students or their achievements must not be compared;
   e) students must not be lied to;
   f) comments about personal characteristics are not permitted (for example, lazy, stupid, weak, but also, for example, the most talented). Any statements must relate to the process (for example, 'I can see you're working hard' rather than 'You're hard-working');
   g) malice and sarcasm must be avoided;
   h) their strengths must be recognised and reinforced;
   i) generalisations, such as 'always' and 'never' must be avoided;
   j) any comments must relate to the work and the teaching process (what worked/what did not work – the effectiveness/ ineffectiveness of the students' on-stage actions).

9. The Student Ombudsman has the right to participate in all stages of the assessment process as an observer.
10. Everyone has the right to ask questions – if you do not know something, just ask!

Rules concerning the Assessment of Learning Process of the Acting, Directing and Puppet Theatre Technology Degree Programmes

I. Definition of the Scope of the Course

1. The basis of the agreement between the course tutor and the students is the course syllabus, which sets out the course objectives, assessment criteria, assessment methods, reading list and the intended learning outcomes of the course.

2. The course tutor shall explain the contents of the syllabus in detail and make the document available to students in an agreed format (mandatorily via the USOS, with a recommendation to communicate via the Academy domain email accounts).

II. Communication of Progress in the Learning Process during the Course

1. During the course, the course tutor shall provide each student with information regarding the extent to which the intended learning outcomes have been achieved (mid-semester feedback).
2. Mid-semester feedback must be provided at least twice during the semester, with the first update to be communicated to students no later than the end of the sixth week of classes, and the second no later than the end of the eleventh week of classes.
3. In exceptional cases, subject to agreement with the Dean, the mid-term feedback session may be held halfway through the scheduled course period on a different date.
4. For courses organised on a quarter system, at least one mid-term feedback session is required, which must take place no later than the end of the fourth week of the course.
5. A mid-term feedback session may take the form of an individual discussion or an open discussion with the group attending the course. The decision on this matter is made by the students and the course tutor. The course tutor shall inform the Dean of the degree programme of this no later than the end of the fourth week from the start of the course via the Academy domain email accounts.
6. Upon completion of the course, the course tutor shall provide a descriptive assessment (either orally or in writing – in accordance with the guidelines of the relevant Dean) to each student and ensure that this assessment is effectively communicated to the student; and, in the case of the Acting degree programme, also to the year tutor.

III. The Procedure for the Practical Examination Review involving the Review Panel (RP) of the Acting Degree Programme

Before the practical examination begins, the course tutor informs the Review Panel (RP) of the course objectives, the tasks set for the students, and the outcomes the tutor expects from them. The course tutor may indicate which aspects should be given particular attention by the members of the RP during the review of the practical examination.

Assessment and Review Stage:

1. Once the examination has concluded, the RP members attend a review session on the examination or assessment, which is chaired by the Dean or a person authorised by the Dean.

    a) The following take part in such a session: the course tutor, the Dean or a person authorised by the Dean, members of the Review Panel, and the year tutor. The absence of any of the aforementioned persons must be excused.
    b) The course tutor summarises the main objectives of the course, the goals students should achieve, comments on the conduct of the examination itself, and reviews the students' work during the semester, with particular emphasis on the overall substantive assessment of the students' progress.
    c) The course tutor presents to the members of the Review Panel proposed individual grades in accordance with the grading scale set out in Section 33 of the Academic Regulations.
    d) Members of the Review Panel comment on the practical examination.
    e) Members of the Review Panel may comment substantively on the proposed grade and suggest adjustments.
    f) The course tutor awards the grade.
    g) Meetings as part of the feedback stage take place after each practical examination.
    h) Students receive information on their final grade for the practical module following the conclusion of the Review Panel's meeting, within the timeframe set by the Dean. Grades are entered into the USOS without delay. The decision on whether to include a justification is made by the Dean.

2. The review session involves detailed discussion of the work of each student taking an examination or crediting a practical module, with particular emphasis on the

process, progress, commitment and learning outcomes specified in the syllabus. The review session may take place immediately after the examination or on a separate date set by the Dean. Given the specific nature of the specialisation within the degree programme, the Dean selects the format for conducting the review session.

SCENARIO 1 (Review Held on a Separate Date):

a) The review session is attended by the students, the course tutor, the Dean or a person authorised by the Dean, the year tutor and members of the Review Panel.
b) The review is chaired by the Dean or a person authorised by the Dean.
c) The course tutor presents the course objectives and their assessment of each student's performance in terms of both individual work and group work; they brief the students on the assessment process, paying particular attention to the substantive comments raised by the Review Panel.
d) Members of the Review Panel give their opinion on the examination or practical credit. At this stage, members of the Review Panel ask the students questions regarding the learning process within the course in question.
e) Students discuss the learning process from their own perspective, i.e. how they understood and implemented the course objectives; which aspects of the assessment process are clear to them and which are not; and how communication with the course tutor proceeded, including how the mid-term feedback was conducted.
f) Members of the Review Panel summarise this stage of the discussion by referring, following the conversation with the student(s) from the group, to the learning process as a whole and determining, in their assessment, to what extent the course objectives have been met.

SCENARIO 2 (Review Immediately after the Examination):

a) The review is attended by the students, the course tutor, the Dean or a person authorised by the Dean, and the year tutor. The absence of any of the aforementioned persons must be excused. The presence of members of the Review Panel is recommended.
b) The course tutor chairs the review.

c) Those present at the review give their views on the examination or practical credit and may ask students questions regarding the learning process within the course in question.
d) Students have the right to discuss the learning process from their own perspective, i.e. how they understood and implemented the course objectives; which aspects of the assessment process are clear to them and which are not; and how communication with the course tutor proceeded, including how the mid-term feedback was conducted.

3. After the review, the rules for which are set out in the aforementioned scenarios, in the presence of the Review Panel, individual discussions are held (a face-to-face conversation between the course tutor and the student). At the request of the students or the course tutor, and with the consent of all parties concerned, an additional group discussion involving the students working in the group and the course tutor may take place at this stage.
4. At the request of the student, the year tutor or another member of teaching staff indicated by the student may take part in the individual discussion.
5. In the case of Scenario 1, a student may withdraw from the individual review, whereby they are required to notify the relevant Dean's Office at least one day before the scheduled date of the individual review.

IV) The Procedure for the Practical Examination Review involving the Review Panel (RP) of the Directing and Puppet Theatre Technology Degree Programmes

1. Before the start of the practical examination or the presentation of the work, the course tutor or the student informs the Review Panel of the course objectives, the tasks set and the standards the tutor expects students to meet. The course tutor or the student may indicate which aspects the members of the Review Panel should pay particular attention to when assessing the practical examination.
2. Once the examination has concluded, the Review Panel holds a review of the examination, credit, and the project presentation, which is chaired by the Dean or a person authorised by the Dean. The review proceeds in the order chosen by the chair.

Review involving the Review Panel

a) The following take part in the review: the course tutor, the student whose work is under assessment, the Dean or a person authorised by the Dean, and members of the Review Panel.
b) The course tutor summarises the main objectives of the course, the learning outcomes that students should achieve, comments on the conduct of the examination, and reviews the student's work during the semester, with particular emphasis on the overall substantive assessment of the student's progress.
c) The course tutor presents the members of the Review Panel with a proposed grade expressed in numerical form in accordance with the grading scale set out in Section 33 of the Academic Regulations.
d) The student has the right to speak freely about the process of working on their project.
e) The chair moderates the discussion. During the discussion, the chair shall ensure that all participants are given the opportunity to speak on an equal footing.
f) Members of the Review Panel have the right to comment substantively on the proposed grade and to suggest amendments.
g) Meetings at this stage take place immediately after an examination, credit or presentation, or on another date set by the Dean.
h) Students receive information regarding their final grade for the practical module following the conclusion of the Review Board meeting at this stage. Grades, or grades with a justification, are entered into the USOS without delay, but no later than two weeks after the examination presentation or by the end of the examination session, if the end of the examination session falls earlier than the two-week deadline specified above. The Dean makes the decision on whether to include a justification.

3. After the review involving the Review Panel, the procedures for which are set out in points a–f), individual reviews are held, during which a face-to-face conversation takes place between the course tutor and the student.
4. At the student's request, a teaching staff member indicated by them may take part in the individual discussion.

V. The Procedure for the Diploma Examination Review involving the Review Panel

1. For the Acting degree programme, once the examination has concluded, the Review Panel, together with the creators, reviews the results of the work. The review follows the same format as for examinations and credits – in accordance with the provisions of Chapter III.
2. Following the review by the Review Panel, the creators and the year tutor, together with the candidates, discuss the overall results of the students' work. A detailed review is conducted by the director in a format agreed in advance with the students (individually or in the presence of the group), in accordance with the provisions of paragraph 4 in Chapter II.
3. For the Directing degree programme, the procedure for assessing the graduation performance and the written dissertation is governed by the Academic Regulations. At the student's request, a discussion of the graduation performance is held by the reviewers and – optionally – the director of the theatre where the graduation performance was staged.
4. For the Puppet Theatre Technology degree programme, the assessment of the practical dissertation is carried out in accordance with the provisions of Chapter IV, subject to the artistic supervisor proposing the grade.

VI. Appeal Procedure

1. If a student does not receive feedback, or receives an insufficient or unclear reply to their questions and concerns, they should write to:

   a) the Year Tutor or the course tutor,
   b) the Dean of the Degree Programme,

- who shall provide the student with a response within 5 working days.

2. If no resolution is reached, the student shall contact:

   a) the Student Ombudsman
   b) the Vice-Rector responsible for student affairs.
   c) the Rector.