

Specifications of the Faculty of Architecture, Cracow University of Technology approved by the FA CUT Council on September 26, 2012 for the RULES AND REGULATIONS OF HIGHER STUDIES AT the Tadeusz Kosciuszko CRACOW UNIVERSITY OF TECHNOLOGY passed by the CUT Academic Senate on April 27, 2012

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I. Organization of the academic year

(§7 Rules and Regulations of Higher Studies at CUT)

1. Rules and regulations of end-of-term examinations defined in §7 It. 8 Rules and Regulations of Studies includes the schedule of end-of-term examinations comprising:
 - a. dates of examinations (at least one regular date and one retake date);
 - b. dates of submitting applications to the Dean for leaves, restudies, the IPS mode, the IOS mode, the “advancement” mode;
 - c. date of submitting credit books for registration.

II. Organization of classes

(§8 Rules and Regulations of Higher Studies at CUT)

1. The following scope of a design work, binding from the second year of 1st degree studies and throughout 2nd degree studies, is defined at the curriculum Architecture / Architecture and Urban Design:
 - a. A design work consists of a written part and a drawn part, a student solves a theoretical and designing problem.
 - b. The scope of the drawn part of a work within a semester responds to 6-9 charts (50 x 70 cm).
 - c. Works in the field of architecture and urban design must include:
 - 1/ a presentation of the idea of a design by means of a freehand perspective drawing on a separate chart,
 - 2/ a presentation of the solution of technical details in the form of the vertical section of the external wall of a building in the scale of 1:20 on a separate chart (works in the field of architecture).
 - d. Some works in the field of architecture and urban design must include a presentation of the idea of a design by means of a model.
 - e. The written part of a work presenting the idea and design solutions includes:
 - 1/ an essay presenting a student’s knowledge of the problem,
 - 2/ a technical description for the design.

The size of written surveys should be at least 18,000 characters, i.e. 10 pages.

2. At the curriculum Landscape Architecture, the scope of a design work is defined by the appropriate academic teacher every semester taking the specificity of integrated design into consideration. The final work, from the second semester of 1st degree studies and throughout 2nd degree studies, consists of a written part and a drawn part; a student solves a theoretical and design problem. From the second year, the size of written surveys should be at least 18,000 characters, i.e. 10 pages.

3. The Dean divides the students into professorial design groups. Such a group may be changed through student exchange with the Dean's consent. Only students included on the list or those having an appropriate certificate issued by the Dean's Office can participate in the classes of a given professorial design group.

4. The educational supervisors offer 2 teaching periods of tutorial for students per week. The tutorial schedule is established by the unit manager and then rendered accessible before the beginning of every semester.

5. With the Dean's consent, building or designing internship can be realized in an extended version. A student should submit an appropriate application to the Dean at least two weeks before the commencement of internship.

III. Individual programme of studies

(§9 Rules and Regulations of Higher Studies at CUT)

1. A person who received the grade of at least 4.6 for studies so far can apply for an individual programme of studies (IPS). This grade is the weighted mean calculated according to the following formula:

$$\text{grade} = \Sigma(\text{grade} \cdot \text{number of points}) / n$$

n – total number of ECTS points for completed semesters.

IV. Transfers

(§11 Rules and Regulations of Higher Studies at CUT)

1. A transfer to the CUT Faculty of Architecture from another university is only possible after the completion of the first year of studies.

2. A transfer to the CUT Faculty of Architecture from another university is not possible at the final semester of studies.

3. In the case of a transfer to the curriculum Architecture at CUT Faculty of Architecture:

a. requirement §11 It. 7 Rules and Regulations of Higher Studies at CUT is considered as satisfied when a student receives positive grades for two drawn works prepared during the entrance examination at the FA CUT curriculum Architecture;

b. a transfer is possible only after the completion of the summer semester.

4. In the case of a transfer to the curriculum Landscape Architecture at CUT Faculty of Architecture, requirement §11 It. 7 Rules and Regulations of Higher Studies at CUT is considered as satisfied if a test in major skills was required at the university from which a student is transferred.

5. A student applying for a transfer from another university must submit a motivated application at the FA Dean's Office with a confirmation from the Dean of the previous faculty concerning the fulfillment of obligations which result from the university regulations, an excerpt from the course of studies and a portfolio including works done within design subjects, classes, seminars and laboratories at the completed semesters.

6. A full-time student who received the grade of at least 4.5 for completed semesters at the curriculum Architecture / Architecture and Urban Design or 4.0 at the curriculum Landscape Architecture can apply for a transfer from another university to 1st degree full-time studies

offered at the Faculty of Architecture. This grade is the weighted mean calculated according to the following formula:

$$\text{grade} = \Sigma(\text{grade} \cdot \text{number of points}) / n$$

n – total number of ECTS points for completed semesters.

7. Admission at full-time studies can be realized within recruitment – it proceeds in accordance with the rules defined by separate regulations binding at CUT. A student admitted within recruitment may apply for a transfer to a higher semester than the first after the last completed semester. A transfer is possible in the winter or summer semester in a defined academic year.

8. The condition of a transfer from part-time studies to full-time studies within the same curriculum at the Faculty of Architecture is the grade of at least 4.5 for the course of studies so far. This grade is calculated as above (6). A transfer can be only realized after the completion of the first year of studies.

V. Crediting classes

(§16 Rules and Regulations of Higher Studies at CUT)

1. Classes should be credited by the end of the period of educational classes. In justified cases, the crediting time can be rescheduled by the appropriate academic teacher for no longer than two weeks. After that, classes can be credited with the Dean's consent only within debt servicing.

2. External examiners – members of the Chamber of Architects or the Chamber of Urbanists who are not employed at the Faculty of Architecture – participate in the evaluation of design works at the curriculum Architecture / Architecture and Urban Design.

VI. Registration for another semester of studies

(§20 Rules and Regulations of Higher Studies at CUT)

1. The list of subjects making the basis for subjects offered in the next semester approved by the Faculty Council is valid at the Faculty of Architecture.

VII. Repeating a semester of studies

(§21 Rules and Regulations of Higher Studies at CUT)

1. Within the first two weeks of repeating a semester, a student is obliged to negotiate the possibility of transferring a positive grade for a given subject with the teacher

2. A student submits an application for the “advancement” mode to the Dean within the deadline specified in the schedule of end-of-term examinations. The application should include a list of the subjects proposed for realization.

VIII. Resuming studies

(§23 Rules and Regulations of Higher Studies at CUT)

1. A student takes the resuming examination in front of a board consisting of three people: the appropriate Dean – as the Chairperson – and two academic teachers with the university title of a professor or the university degree of a doctor of science. The student answers three questions concerning the themes of the lectured elementary and major subjects in individual semesters completed so far. The register of these themes, adjusted to adequate semesters at the aborted studies, is included in an appendix. After the examination, the board decides if the student's scope of knowledge is sufficient or insufficient for further education with respect to the aborted studies. In the case of a negative result, the resuming examination can be repeated one year later.

2. The Dean makes the decision about the resumption of studies after the student settles all the overdue financial obligations in relation to the Faculty of Architecture.

APPENDICES:

1. List of subjects making the basis for subjects offered in the next semester at the curriculum Architecture.
2. List of subjects making the basis for subjects offered in the next semester at the curriculum Landscape Architecture.
3. Themes of resuming examinations at the Faculty of Architecture, Cracow University of Technology for students who aborted uniform Master's studies at the curriculum Architecture and Urban Design.
4. Themes of resuming examinations at the Faculty of Architecture, Cracow University of Technology for students who aborted uniform Master's studies at the curriculum Landscape Architecture.