

**Rules for completing the physical education courses
offered by the SGGW Centre for Physical Education and Sports**
(consolidated text)

1. The physical education classes, hereinafter referred to as PE, are conducted for students of full-time first-cycle studies and integrated master's degree studies, hereinafter referred to as students, subject to paragraph 2. The PE classes are offered during the terms specified in the curriculum of the given study programmes.
2. The mandatory PE classes for the Tourism and Recreation study program are conducted for full-time first-cycle students (terms 1 and 2), second-cycle students (term 1), and part-time first-cycle students (terms 1 and 2), according to the study programmes.
3. The student is given credit for completing PE classes by participating in the activities conducted by the SGGW Centre Physical Education and Sports staff, also referred to as SWFiS, or as specified in clause 11.
4. Completing the PE course by the student is possible exclusively during the terms indicated in the study plans. Completing the course at a different time than the scheduled classes is possible based on written consent of the Vice-Dean of the given faculty.
5. The following criteria need to be fulfilled to complete the PE course:
 - a) completing 15 classes (i.e., 30 hours of teaching activities) conducted by the staff of the Centre for Physical Education and Sports in each of the 2 terms, as specified in the curriculum of the given study programme;
 - b) active participation and engagement during PE classes.
6. In exceptional circumstances, a student may miss a maximum of 3 classes in a given term. The PE instructor decides on how and when to make up for the missed classes. The makeup schedule is indicated on the permission form available from the PE class instructor.
7. The student can make up for missed classes in other practical sessions at any time during the term, except on the day designated for PE classes in the weekly schedule. Only one PE class can be made up for a day.
8. The decision to accept a student catching up on missed PE classes for a particular session is made by the instructor conducting those classes.
9. In exceptional cases (e.g., during an escalated epidemic situation), a student may make up for missed PE classes remotely. The instructor, using the MS Teams platform, determines the form and method of completing the task.
10. The student receives their credits for PE during the final PE class in a given term. The entry into the documentation is made by a member of the teaching staff of the SGGW Centre for Physical Education and Sports. Any formalities related to PE classes must be settled by the day of the last PE class in a given term.

11. The student can be given credit for completing PE classes in a manner different than described in clause 5, if:
 - a) They practice sports at a competitive level and are members of the Academic Sports Association (AZS) at the Warsaw University of Life Sciences, including the sports section for people with disabilities at the AZS SGGW (AZS SGGW membership card required);
 - b) They are national or regional representatives, active athletes in sports clubs in the sport discipline represented by a nationwide sports association and are members of the AZS SGGW section (documents confirming sports achievements required);
 - c) They participate in classes at the AZS SGGW Wolica Equestrian Section (a form certifying the fact is available at the SWFiS secretariat);
 - d) They are members of the LZA 'Promni' ensemble (a form certifying the fact is available at the SWFiS secretariat);
 - e) They are members of the SGGW Concert Band (a form certifying the fact is available at the SWFiS secretariat);
 - f) They are members of the SGGW Academic Choir (a form certifying the fact is available at the SWFiS secretariat);
 - g) They are members of the "Akteon" hunting horn band (a form certifying the fact is available at the SWFiS secretariat);
 - h) They are members of the SGGW Dance Revue (a form certifying the fact is available at the SWFiS secretariat);
 - i) They are members of the SGGW flag-bearer team (a form certifying the fact is available at the SWFiS secretariat);
12. In order to get credit for completing PE classes as specified in clause 11, a student representing organizations mentioned in clause 11 must do the following:
 - a) step 1 - collect a form confirming the membership of any of the SGGW organizations from the SWFiS secretariat, before the term begins;
 - b) step 2 - submit the filled form signed by the person responsible for conducting a given organization at the SWFiS secretariat, at least two weeks before the term begins;
 - c) step 3 - after the term ends, submit the form confirming the membership to the SWFiS secretariat, no later than on the last day of the PE classes;
13. For students representing sports disciplines not covered by the Polish Academic Championships of Poland or the Academic Championships of Warsaw, it is necessary to contact the Head of the SWFiS to determine an individual way of obtaining PE credits no later than 2 weeks after the start of the given term in which PE classes are conducted.

Students representing SGGW sports sections should inform the person representing SWFiS responsible for their study programme. In the presented cases, the credits for PE classes will be given by the Head of SWFiS or an academic teacher authorized during the last week of classes in the term in which the classes for the student's group were conducted according to the study plan. In the event of failure to submit the required documents within the specified deadline, the student shall not be given credit

for PE classes and shall attend PE classes in the following term, after the Vice-dean's approval.

14. The documents referred to in clause 11 should include:
 - a) In the case of SGGW student organizations and the SGGW flag bearer, the document should include the student's full name, student ID number, name of the faculty, field of study, year of study, the schedule for completing PE classes within the study plan, as well as confirmation of membership and active participation in the organization/flag bearer duties, specifying the number of completed hours (a template should be provided by the student organization or another appropriate University organizational unit);
 - b) In the case of external activity, the document should include the student's full name, student ID number, name of the faculty, field of study, year of study, the schedule for completing PE classes within the study plan, and confirmation of membership in the national team or nationwide sports associations as mentioned in clause 11(b). Alternatively, confirmation of membership in sports sections carrying out programs outside the premises of the Warsaw University of Life Sciences, along with the specified number of completed hours of activities.
15. The alternative solutions and forms of support shall be applied respectively, to ensure full participation in physical education classes for persons with disabilities, as outlined in § 4, paragraph 1, items 1a) and e) of the Catalogue of Alternative Solutions and Forms of Support ensuring accessibility in education for students with disabilities at the Warsaw University of Life Sciences - SGGW, introduced by the Rector's ordinance, and the possibility of participating in classes tailored to the individual needs of students with disabilities (this include rehabilitation classes or other alternative activities dedicated to persons with disabilities, conducted by professionals with the requisite knowledge and experience in working with people with disabilities) or in theoretical classes organised by the SGGW Centre for Physical Education and Sports. The procedure for providing the aforementioned support is derived directly from the Study Regulations.
16. Students with musculoskeletal disorders or those with temporary limited mobility, who cannot participate in practical PE classes, have the possibility to participate in rehabilitation classes or in theoretical classes organised by the SWFiS.
17. Students referred to in clause 16 are obliged to present a document confirming their inability to participate in practical classes, i.e. a medical certificate or other medical document certifying inability to attend the PE practical classes, whereas the documents must cover the period during which the student should participate in the PE classes according to the study plan of the given study program.
18. It is allowed to transfer credits obtained for physical education during studying at other SGGW faculties or at another university. The condition for recognizing physical education credits is the alignment of learning outcomes with course and program. The decision to recognize learning outcomes is made by the Vice Dean of the faculty based on a written request from the student. The entry of the credit is done by the Head of

SWFiS or their deputy after receiving the positive decision from the Vice Dean, as mentioned above.

19. In cases not covered by these rules, the decision should be made by the Head of SWFiS, upon written notification of the Vice Dean or the Vice-Rector for Didactics.