



**Resolution No. 19/2018/III  
of the Senate of the Lublin University of Technology  
of 19 April 2018**

*about adoption of the Study Regulations  
at the Lublin University of Technology*

Based on Article 160 sections 1 and 1a Act of 27 July 2005 Law on Higher Education (i.e. Journal of Laws of 2017 item 2183, as amended) and chapter 27 section 2 subsection 15 of the Statutes of the Lublin University of Technology the Senate resolves as follows:

**§ 1.**

The Senate of the Lublin University of Technology adopts the Study Regulations at the Lublin University of Technology, constituting an appendix hereto.

**§ 2.**

Resolution No. 11/2017/IV of the Senate of the Lublin University of Technology of 27 April 2017 about adoption of the Study Regulations at the Lublin University of Technology loses the binding force as of 30 September 2018.

**§ 3.**

The resolution comes into effects as of the day of its signature by the rector of the Lublin University of Technology, with the binding force from 1 October 2018 onwards.

Chairman  
of the Senate  
of the Lublin University of Technology

R e c t o r  
Prof. dr hab. inż. Piotr Kacejko

# **Study Regulations at the Lublin University of Technology**

## **1. General Regulations**

### **§1.**

1. The regulations of the present Study Regulations apply to the first degree and second degree studies at the L U T.

2. The qualifications used in the Regulations are in agreement with the Act of 27<sup>th</sup> July 2005, Law on Higher Education (i.e. Current Legislation Gazette of 2012, No 572 with later modifications) further called “the Act” and in the instructions concerning the Act and the executive acts to the above mentioned Act and the Regulations of the University.

3. The duration of studies is defined by the Education Programmes for the particular levels, forms of education, faculties and educational profiles.

### **§2.**

1. The course of studies at the LUT is confirmed in a student’s record book or in the electronic form. The decision on the way of confirmation is taken by the Dean after consulting Faculty Council.
2. A student receives an electronic student card.
3. A student receives a separate student record book for each field and level of study. If the course of studies is not recorded in a student book, a student is provided with the access to the electronic documentation of studies.

## **2. Student Rights and Duties**

### **§3.**

A student is obliged to:

1. conform to the rules which are operative at the University;
2. attend classes and organisational activities, enter for exams, take part in internships and satisfy other demands determined by the Study Regulations;
3. abide by the good manners of academic community;
4. care for a student dignity and the good reputation of the University;
5. get acquainted with the rules, instructions and information proclaimed by the Dean of a given faculty, and comply with them;
6. fill in student enquiries evaluating educational activities performed by the university teachers and the inquiries evaluating the work of University units subject to evaluation;
7. possess accident insurance. In case of having insurance which was concluded outside the University, a student is obliged to substantiate that insurance on request of a teacher conducting classes.

#### **§4.**

1. A student is entitled to:

1) studying – with the Dean’s approval – according to an individual programme, and an individual organisation of the course of studies, taking into account scientific tutelage and according to the schedule of didactic obligations accomplishment which results from the plan of studies (further called “schedule”) in its individual version;

2) presenting their proposals to the organs of the University concerning Education Programmes , the course of studies, the process of education and upbringing, the social-existential conditions and all other rights of the academic community;

3) associating in circles or scientific sections or participating in scientific research carried out at the University; on conditions and in a form settled by the Dean.

4) associating in other student organisations at the University.

#### **§5.**

A student is allowed to change the course of studies at the University or move to the L U T from a different higher school (also a foreign one) by permission and on the conditions determined by the Dean of the accepting faculty, expressed in the form of a decision if he/she has fulfilled all the requirements resulting from the regulations valid at the University he/she is leaving.

#### **§6.**

1. A student is allowed to apply for a change of the form of studies:

1) from extramural to intramural studies:

– not earlier than after obtaining all credits for the first semester;

– after obtaining a suitably high average mark determined by the Faculty Council or Dean for a given year;

2) from intramural to extramural studies – not earlier than two weeks after the beginning of classes.

2. The Dean determines the semester/year of studies a student should start his studies from, and settles the possible programme differences and the time of their supplementing. Programme differences become deficit in ECTS points at the moment a student does not receive a credit for them by the date defined by the Dean.

3. The Dean defines a list of classes supplementing effects of studies which are necessary to take up second degree studies, taking into account registration requirements.

#### **§7.**

1. A student has the right to choose his/her specialisation and modules/subjects that can be selected from among the ones mentioned in the Education Programme. The qualification criteria and the date of enrollment are determined by the Dean before the beginning of the semester.

2. The condition for opening selectable specialisations and modules/subjects is a specified number of students in newly created groups, taking into account the instructions of the Senate determined by the Dean.

3. In case of possibilities of choice by the students of selectable specialisations or modules/subjects the Dean sets the qualification criteria if there is a specified limit. The decision is

taken on the basis of a ranking list taking into account the average mark for the hitherto accomplished semesters and the profile of the professional work.

#### **§8.**

The Dean determines the conditions, deadline and method of making up for completing the differences resulting from the Education Programmes in the following situations:

- 1) change of the course of studies,
- 2) change of the form of studies,
- 3) taking up additional studies at a different course or specialisation,
- 4) accepting a student from a different higher school to the L U T,
- 5) taking up studies after return,
- 6) granting a year off,
- 7) other specific cases.

#### **§9**

1. A student is obliged to immediately inform the Dean in written form about the change of the course of studies, taking up the next course, giving up studies, the change of his/her name, marital status and address. The information should be in written form.
2. A student is obliged to currently use electronic mail in the domain pollub.edu.pl and the system of electronic faculty office/dean's office.

### **3. Organisation of Studies**

#### **§10.**

Supervision of the whole process of education and upbringing at a faculty is done by its Dean.

#### **§11.**

1. Students who take up studies of the second or one more specialisation within the confines of the same course of education prepare an independent thesis, or an engineer project as far as it is required by the specific character of the profession. A graduate obtains a diploma of graduating from a specific course of studies with his starting specialisation mentioned and a certificate with the final mark, stating the completion of the second specialisation.

2. An element of the Education Programme for a given course, specialisation degree and form of studies is a studying plan which includes a list of obligatory and selectable subjects in a semester arrangement with a teaching load and respective ECTS points, a list of exams, professional internships, regional training and other didactic duties. The plan is rendered accessible at the notice-board and the internet website of the faculty at least three months before starting the educational cycle in a given academic year. Information concerning the rules of registration for the following year of studies which are mentioned in §24 and the list of selectable subjects are made known for the students before the beginning of the academic year.

3. The detailed schedule determined by the Dean is made known for the students no later than – 7 days before the beginning of the semester in case of first degree studies – 3 days in case of second degree studies

before starting classes at the notice-boards of the dean's office and the faculty website.

4. Conditions, rules and deadlines agreed with students for obtaining credits for various forms of didactic classes/verification of achieving education result assumed for the subject are made known for the students by the university teachers during the first two weeks of the semester.

5. Announcing the results of credits and exams/verification of the effects of education assumed for a given module/subject is done by the university teacher during the two initial weeks of classes.

6. A student is entitled to have an insight into his/her exam/credit paper no later than the day of the following exam/credit.

7. During the semester the Dean gives the students the pattern of inscription in a student's book of registration of courses.

8. A student is obliged to attend classes included in the plan of studies. Attendance at all classes except lectures is obligatory. The student's attendance at lectures may be checked.

9. A student is obliged to meet the deadlines of obtaining credits and internships. The deadlines of obtaining credits and the exam schedule is determined by the Dean, taking into account the organisation of the academic year determined by the Rector's instruction.

10. The Dean may agree to an individual organisation of the course of studies in case of a student's well- motivated application – i.e. determine individual choice of group and/or time of classes in order to enable the student to accomplish his/her duties resulting from Education Programme, taking into account the time span of a given student. It concerns the students:

- 1) achieving outstanding results in sports,
- 2) bringing up children
- 3) the disabled
- 4) and in other special cases.

11. The schedule mentioned in pass.10 is set by a student with the teachers conducting classes, and submits together with the application within 3 weeks from the beginning of the semester.

12. Classes at the University as well as knowledge and skills tests, tests of achieving education results of the chosen subjects and also the diploma exams may be done in a foreign language on condition such classes are offered in a given academic year. Diploma works may also be accomplished in a foreign language. Foreign languages are congress languages (English, German, French, Spanish, Russian).

13. At the studies performed in a foreign language (Congress language) a student is obliged to prepare his/her diploma work in this language. At the motion put forward by a student, the Dean may give consent to a student writing his/her thesis in another foreign language.

14. Students who are not Polish citizens have foreign language classes according to the rules which apply to Polish citizens; at the same time a native language of a student or official language of the country he/she comes from, cannot be considered foreign.

## **§12.**

1. The academic year begins on 1<sup>st</sup> October and is continued until 30<sup>th</sup> September of the following calendar year.

2. The academic year comprises:

1) the time of classes divided into two semesters; the winter semester and the summer semester, each of them 15 weeks long;

2) three exam sessions: the winter session – closing the winter semester (2 weeks), the summer session – closing the summer semester (2 weeks), the autumn session – after summer holidays (3 weeks);

3) professional internships and regional training determined in plans of studies;

4) winter, spring and summer holidays lasting no less than 6 weeks together, i.e. 4 weeks of summer holidays and one week long semester break after the winter session.

3. Classes of a diploma semester at the first degree studies last 10 weeks. In certain justifiable cases the Dean of a faculty may determine a different period of time for the classes on condition that the programme of studies is fully accomplished.

4. In case of a proposal of the faculty council the studies may start in the 5<sup>th</sup> week of a semester at the latest and not earlier than two weeks before the beginning of the semester.

5. The particular organisation of the academic year for full-time studies is determined by the Rector after asking the opinion of the University Student Self-Government and made known at least three months before its beginning.

6. The academic year at extramural studies is determined by the Dean, taking into account the instruction from passage 5 and made known to the students at least two weeks before the beginning of the academic year.

7. The Rector may set up some hours or days of the academic year free, and Deans – some hours free.

8. The time of obligatory professional internships and regional training as well as the respective number of ECTS points is determined by Education Programmes. Internships and regional trainings should be organised in July, August and September, or at a different time agreed with Deans.

### **§13.**

1. A student who obtains especially good results may apply to the Dean to be allowed to study according to an individual Education Programme, supervised by a tutor chosen from a group of the University teachers with an academic degree.

2. A candidate for a tutor prepares an individual plan of studies in cooperation with the student. The plan may comprise an accomplishment of different subjects mentioned in the Education Programme for a given course or specialisation on condition that the same education results are achieved.

3. The person of a tutor and the individual plan of studies is approved of by the faculty council.

4. In case of lack of learning progress the tutor applies to the Dean to withdraw the permission for studying according to an individual plan of studies and sets up a further course of studies for the student to make up for the possible programme differences.

### **§14**

1. The Dean decides whether the modules/subjects credited within the confines of another course of studies may be accepted instead of the modules/subjects determined in the programme of studies without the necessity of their repetition or as the additional modules/subjects.

2. Additional modules/subjects after being approved of by the Dean are noted down in the documentation of the progress of studies and in the supplement to the diploma. The ECTS points and

the marks obtained while crediting the additional modules/subjects are not taken into account at the estimation of the progress of studies and granting the scientific scholarship.

#### **§15.**

1. The disabled students of the University are given special conditions of attending classes and obtaining credits.

2. According to the degree of disability which could make it difficult to attend the classes in an ordinary way, the University creates a chance of studying according to an individual organisation of the course (individualisation through the choice of a student group and/or time of classes so that it enables the student to accomplish his/her obligatory programme of studies taking into account time potentialities of the student). The decision concerning such matters is taken up by the Dean of a respective faculty and agreed with the Rector's Disabled Students Plenipotentiary.

3. With the Dean's consent and the agreement with the Plenipotentiary it is possible to use all the forms of support and assistance during studies which are described in the Rules of helping disabled students at the L U T.

#### **4. The ECTS point system and transferring student's credits.**

##### **§16.**

1. The method of assessing the student's academic achievements is the scale of points mentioned in § 18, passage 1.

2. Obtaining ECTS points allocated to a given module/course is effected after the student achieves all the learning outcomes assumed for a given module/course.

3. A condition for crediting a semester/year of studies is obtaining all the ECTS points allocated in the study curriculum to a given semester/year. Crediting a year of studies is confirmed with an inscription in the progress of studies documentation (and thus also in the student credit book).

4. When the number of semesters at extramural studies is increased, the amount of ECTS points for a given semester/academic year is decreased accordingly.

5. When transferring students from one faculty of LUT to another, or from other domestic or foreign universities to LUT, the learning outcomes achieved by the student prior to the transfer are recognised in accordance with the regulations in force.

6. The decision to transfer the student's credits obtained at another faculty or university is taken, upon the student's request, by the Dean after analysis of the documentation submitted by the student on the course of study completed outside the home unit.

7. Where programme modules or courses completed outside the home unit are not allocated any ECTS points, such points shall be determined by the Dean.

#### **5. Completion of a semester/academic year; credits, internships, examinations**

##### **§17.**

1. Completion of a semester/year on time is conditional upon:

1) obtaining credit by the end of the examination session of the semester in which the classes are run according to the schedule; retake dates for credits and exams shall be set at the time determined by the Dean considering the organisation of the academic year in compliance with the Rector's ordinance;

2) passing the exams no later than by the end of the last examination session of the academic year in which the classes are run according to the schedule;

3) as for the studies starting from the summer semester, passing exams pertaining to the course run at the first and second semester – by the end of the winter semester session of the subsequent academic year .

2. All grades shall be entered into the course credit protocols or examination protocols by the dates stipulated in the guidelines for academic year organisation . In the case when a student has not obtained a credit or has not passed an exam in the first term, the unsatisfactory grade is entered in the student record book and the periodic card of student achievement together with the final grade.

3. The Dean, upon a student's well-justified request, may prolong the examination session for obtaining the lacking credits and retaking the exams.

4. The Dean may prolong the examination session for obtaining the lacking credits and retaking exams upon the request of a faculty body of the Student Self-Government.

5. Before entering for a credit or an exam, a student is obliged to present both an identity card supplemented with a photo of the student and the student's periodical achievement documentation, if issued.

6. The excuse for the absence from the course credit test or the exam may be solely sickness or force majeure or other significant circumstances recognised by the Dean. A respective document shall be submitted within the 7-day period from the credit test date, personally or by mail to the Dean's office.

8. In the case of unexcused absence on the credit test date, a student receives an unsatisfactory grade.

#### **§18.**

1. At Lublin University of Technology the following grading scale of credits and exams shall be used which are equivalent to the ECTS grades as well as to those of other universities, including the foreign ones, pointed out in brackets:

very good	5.0	(A= 91-100%)
good plus	4.5	(B=81-90%)
good	4.0	(C=71-80%)
satisfactory plus	3.5	(D=61-70%)
satisfactory	3.0	(E=51-60%)
unsatisfactory	2.0	(F=50% and below)

The unsatisfactory grade is equivalent to the lack of credit and therefore needs to be made up for. The other grades on the scale are positive confirming the acquisition of the required learning outcomes. In cases when conversion of grades in compliance with the rules shown above is not feasible, the decision shall be taken by the Dean.



2. The faculty council may establish a register of modules or courses which are credited without any grade.

**§19.**

1. A student who participates in the scientific research work of the University may be awarded a full or partial recognition of the learning outcomes allocated to the course or module, providing this research work has strong affinity with the course/module in question.

2. Decisions concerning the issues mentioned in Act 1 are taken by the person responsible for a given course/module on the student's request.

**§20.**

1. The assessment of the learning outcomes achievements in the specific forms of courses /modules is performed by the person responsible for the classes. The respective grade is entered in the documents by the person responsible for the classes or results from an algorithm accepted by the University. The grade entry is performed by the teacher running the course or a person appointed by the Dean, director of institute, head of study.

2. Each completed course/module is awarded with a final grade according to the grade scale specified in §18, pass.1 of the Regulation. The final grade includes both the grades obtained for specific class forms constituting a given course/module and the amount of ECTS points allocated to these classes within a given course/module. In the case of positive grades from all class forms the value of the final grade  $O_K$  from a specific course/module is determined on the basis of the weighted mean of the grades from specific class forms. The weighted mean is calculated with the formula:

$$O_{SM} = \frac{\sum_{i=1}^n O_{zi} \cdot P_i}{\sum_{i=1}^n P_i},$$

Where  $O_{SM}$  is the weighted mean of the grades awarded from a given course/module,  $O_{zi}$  is the grade obtained from the i-this class form constituting a given course/module, awarded within the scale specified in §18 pass.1,  $P_i$  is the amount of ECTS points allocated to the i-this class form within a specific course/module, whereas  $n$  is the number of class forms envisaged in the study curriculum to be realised within a given course/module.

The relation between the value of the final grade  $O_K$  and the weighted mean  $O_{SM}$  is established by the following algorithm:

The scope of the weighted mean value $O_{SM}$	Final grade $O_K$ from a course/module
up to 3.25 (inclusive)	Satisfactory
above 3.25 to 3.75 (inclusive)	satisfactory plus (3.5)
above 3.75 to 4.25 (inclusive)	good (4.0)

above 4.25 to 4.75 (inclusive)	good plus (4.5)
above 4.75	very good (5.0)

3. In the case when a student has failed to obtain a credit from at least one class form within a given course/module (i.e. has obtained an unsatisfactory grade), the final grade from the course/module is unsatisfactory, likewise. After eventually obtaining a positive grade from the class form in question, the final grade is considered to be the arithmetic average of the first unsatisfactory grade and the positive grade achieved. The final grade from the course/module credited in the retake period is determined in compliance with the procedure described in §20 pass. 2, with the provision that for calculating the weighted average, final grades from all class forms included in the given course/module are taken into account.

4. The final grade is entered in the final protocol by the lecturer responsible for a given course/module or a person appointed by the Dean, director of institute, head of department/centre.

5. In the case when a student does not obtain a credit, he/she has the right to two credit retakes of a given course/module before or during the exam session.

6. A student who has not entered for a credit retake for unjustified reasons does not retain this right and receives an unsatisfactory grade.

7. When a student has not obtained credit for classes by the date of a retake examination, the lack of credit is not an excuse for his/her absence at the exam and results in the loss of all the exam retake dates, that were scheduled before obtaining the credit.

8. Within three days of the date on which the assessment results are communicated, a student may apply to the Dean, director of institute, head of department/centre with a substantiated request for reassessment before the Board. The reassessment conducted by the Board should be held not later than 7 days from the application date.

9. The date of the reassessment before the Board may also be appointed by the Dean, director of institute, head of department/centre in the case when inconsistency has been noticed in the way of credit imparting or in any other justified circumstances.

10. The Board conducting the reassessment shall be appointed by the faculty Dean and shall be composed of: the Dean or a person designated by the Dean as the chairman of the Board, a teacher running the particular classes or another specialist in the same course. On the student's application the reassessment is conducted in the presence a university teacher invited by the student or a representative of Student Self-Government.

11. In case of absence of any member of the Board appointed by the Dean, it is the Dean's right to appoint another person as the Board member.

12. The grade obtained at the reassessment before the Board is a final grade.

13. Against a student who has not obtained credit in result of the reassessment before the Board the Dean makes one of the following decisions:

- 1) initiating the proceedings to strike off the student from the student register
- 2) repetition of the classes.

## **§21.**

1. Exams are conducted by the lecturers of a given course.

2. In justified cases, the Dean having notified the Institute Director, the head of department/language centre may authorize other lecturers of related courses to conduct the exam.

3. A prerequisite condition for entering for a given course exam is to obtain a positive grade at all classes allocated to the course.

4. The university teacher responsible for the particular classes agrees the session exam dates with the students. The first date of an exam falls during the session.

5. On the consent of a university teacher a student may enter for the exam before the exam session, on the so called "zero" date. This exam is considered to be an additional one.

6. If, during a credit test or an exam, an examiner establishes that the work submitted by the student is not his/her own work or that a student has used unauthorised materials or tools, the student shall receive an unsatisfactory grade. Such an incident may constitute the basis for a disciplinary liability.

## **§22.**

1. A student who received an unsatisfactory grade at the exam, did not enter for the exam on the first date fixed because he had not satisfied the requirements determined in §31 passage 3.

2. A student who did not enter for a retake exam for unjustified reasons does not retain the right to retake the exam and obtains an unsatisfactory mark.

3. Retake exams scheduled for the period of regular classes shall not coincide with the student's obligatory classes.

4. A student who questions the retake exam results or raises objections as to its accordance with the regulations may apply to the Dean for an exam before the Board.

5. The Dean may ordain an exam before the Board of his own initiative.

6. Within three days of the date on which the last retake exam results are announced a student should submit an application to the Dean for an exam before the Board .

7. An exam before the Board should take place within 7 days of the date of application submission or ordaining the exam by the Dean.

8. An exam before the Board takes place in front of the Board appointed by the faculty Dean. It consists of: the Dean or a person designated by the Dean as a chairman of the Board, the person who carried out the latest exam, and another specialist of the same course/module covered by the exam. On the application of the student the exam is carried out with the participation of the university teacher indicated by him/her. The exam before the Board can be oral, written or combined.

9. In the case of absence of any of the members of the Board appointed by the Dean, it is his/her right to indicate another person as the Board member.

10. Against the student who did not pass the exam before the Board, the Dean may take one of the following decisions:

- 1) initiating the proceedings to strike off his/her name from the student register;
- 2) repeating classes.

### **§23.**

1. The duration of obligatory internships and their kind are determined by the Education Programmes.

2. Professional internships are organised on the basis of programmes approved by the Dean and obtaining credits from them is obligatory. Detailed guidelines of their organisation and crediting are determined by the Rector's ordinance.

3. In justified cases a student may obtain the Dean's permission to go through the internship at a different time than that determined in § 12. pass. 8.

4. The Dean may decide that a student obtains credit for an internship partially or fully on the basis of participation in a scientific camp if the camp programme corresponds with the internship programme. On receipt of application for the credit the supervisor of the scientific camp grants his/her opinion.

5. The Dean may decide that a student obtains the internship credit for his/her earlier work corresponding with the internship programme. On receiving the application for the credit the university teacher who gives internship credits in a given year grants his/her permission.

6. The Dean may appoint an authorised internship supervisor from among the university teachers for the organisation of internship at the faculty and supervising their course. The Dean may appoint an internship tutor(s) and determine his/her duties.

## **6. Registration for a semester and academic year**

### **§24.**

1. Registration/enrolment for a given semester/year is the condition to undertake the course in a given semester

2. The condition of registration for the following semester/year of studies is:

1) in the case of students who completed the first semester of the first cycle – submission of the student credit book to the Dean's office on the date determined by the Dean,

2) in the case of students of subsequent semesters – submission of the student record books to the Dean's office during the registration week determined by the Rector's ordinance mentioned in § 12. pass. 5;

3) in the case of first year students of the second cycle studies – submission of the student record book to the Dean's office until the day of the commencement of the next academic year;

4) the value of ECTS points assigned to a given subject should not be less than the acceptable deficit number of points ordained by the Faculty Board

3. The common acceptable deficit of points is determined by the Faculty Board up to 15<sup>th</sup> November of a given academic year, considering the proper accomplishment of the programme of the studies. In some justified cases the Dean may renounce the determined deficit to the student's advantage.

4. Registration for a definite academic year gives the student the right to attend all classes and credit all subjects comprised by the Education Programme and listed in the student record book.

5. As far as a student, who has not fulfilled the registration requirements and has not submitted an application for a conditional inscription or a repeat semester or a leave, the Dean starts the procedure of striking the student off from the student register.

6. A student may be permitted to repeat the classes no more than three times. The decision concerning the first and second repeat is taken by the Dean, while the third one is up to the Rector.

## **7. Striking the student off from the student register**

### **§25.**

1. The Dean strikes the student off from the student register in case when the student:
  - 1) does not take up the course
  - 2) gives up the course
  - 3) does not submit his/her thesis or pass the diploma exam on time
  - 4) is punished with a disciplinary measure of relegation from the University
2. Not taking up studies is understood as unjustified absence of student during the first fifteen days since the beginning of the planned course or the lack of student enrolment to the complementary course which permits the second cycle studies. The Dean may grant the circumstances mentioned above.
3. The Dean may strike the student off from the student register in the case of:
  - 1) claiming no progress with the student's studies
  - 2) not receiving credit for a semester or year within the binding time limits
  - 3) not making the required payments for educational services
  - 4) not signing by the student the agreement presented by the University, concerning the conditions of payment for the studies or educational services.
4. The lack of educational progress of a student may be stated when the stage of accomplishment of the Education Programme and the learning effects achieved during the semester exclude the possibility of obtaining credit of the semester/year of studies.
5. A student may apply to the Rector within 14 days of the date of obtaining the decision of striking his/her off the student register. The appeal is submitted through the mediation of the Dean of respective faculty. The decision of the Rector is final.

## **8. Resumption of studies**

### **§26.**

1. A first year student who gave up studies or was struck off from the student register during the first semester, may be accepted as a student only on the general rules of recruitment valid at the University.
2. A student who obtained the number of ECTS points no smaller than the one allocated to the first semester of studies and who was struck off from the student register, is entitled to resume his studies.
3. The subjects without credit which the student had taken up before he was struck off from the student register are treated after the resumption of studies as being repeated.
4. Resumption of studies is possible on condition that:
  - 1) the University performs the course of studies at the same level that the student is entitled to resume;
  - 2) the student fulfills all his/her duties towards the University that were stated before his/her being struck off from the student register.

5. In case of resumption of studies by a student who had accomplished the whole programme of studies besides its integral part, 'the thesis' the student is obliged to accomplish this point of the programme of studies attending repeat classes.

6. Resumption is possible in the form and profile being performed at the time of application for resumption.

7. The agreement for studies resumption is issued by the Dean, who determines the semester and the possible programme differences.

## **9. Leaves from classes**

### **§27.**

1. A student who has obtained credit for at least the first semester of studies may be granted a long term absence for a semester or a year or a short term leave lasting 4 weeks for full – time studies or 2 sessions for extramural studies.

2. A leave from classes is granted by the Dean on a written, well-motivated application of the student.

3. The Dean may grant the student a leave from classes:

1) a health leave in case of an illness confirmed by a respective justification given by a medical committee

2) parental leave, resulting from giving birth to a child or a period of taking care of the child

3) occasional leave.

4. A student may be granted a leave no longer than one year at a time. The rule does not apply to e.g. the health leave.

5. A student may be granted a leave from classes not more than twice during the whole course of studying, however, the cumulative time of the leave cannot exceed two years – the rule does not apply to the health leave.

6. Parental leave on giving birth to a child or taking care of a child is granted on the basis of the student's application supplemented with the birth certificate of the child.

7. A student should apply for a leave if justified.

8. During the leave from classes a student may, on the Dean's permission, attend certain classes and enter for credits and exams.

9. After the leave a student pursues the course of studies according to the obligatory Education Programme. In case of programme differences the Dean determines the term of making up for them.

10. Granting the leave is confirmed with an inscription in a student record book.

11. Granting the leave prolongs the time of graduation.

## **10. Exchange studies, local and foreign**

### **§28.**

1. A student may accomplish a part of the programme of studies (also internships) at a different university (also a foreign one) on the basis of a recommendation by the University, if on the day of starting the accomplishment of use:

1) he/she has obtained the credit for the first year of B.Sc. studies or has a status of a M.Sc. student;

2) fulfills the criteria of qualification at the levels determined by the Dean, obligatorily comprising weighted average of the grades for the time settled by the Dean and the command of the native language of the country of the different university or the language of instruction of the University (and facultative for a given recruitment year: the state of crediting of the hitherto course of studies, the hitherto attendance of programmes concerning the international exchange, performing some activities in student organisations, scientific circles, attending conferences, publications);

3) has presented the list of subjects, he/she is going to accomplish in the different university, prepared on the basis of its educational offer;

4) has obtained an acceptance of the qualifying committee and the Dean's agreement;

5) fulfills the conditions of the other university or the recruitment institution, especially the condition of elimination of the criteria from p. 2;

The level of the above mentioned criteria which entitle the student to departure in a given academic year is determined by the Dean.

2. A student may pursue the course or internships exceeding the programme of studies, demanding appointment by the University or verification of the candidates by the University, on condition of fulfilling the demands determined in pass. 1., points 1-5.

3. The decision from pass. 1 apply respectively to recruitment of students for internships, also the graduate ones that demand appointment by the University of verification of the candidates by the University.

4. The L U T assures a student who pursues a course of exchange studies that his achievements (marks and ECTS points) will be acknowledged to the extent to which they correspond with the Education Programmes and the learning effects at the particular study courses in the L U T

5. The decision about acknowledging the ECTS points is taken by the Dean of the parent faculty after getting acquainted with the documentation of the course of studies presented by the student. If the documentation presented in English and Polish does not evoke any doubts, the number of ECTS points obtained in another university.

6. Classes, laboratories, lectures and internships credited in the other university and not having any counterpart in the programme of studies in the L U T, should be inscribed in the supplement to the diploma, together with the subject name functioning in the other university.

7. The achievements made within the confines of qualification, mentioned in pass. 2, are to be inscribed in the diploma supplement, together with the name of the subject functioning in the other university.

8. Documentation of the course of studies concerning the part of programme being accomplished in a different university is done at the University according to the rules applying to the part of programme accomplished at the University and with the name of the subject valid for the other university is filled in on the basis of the Learning Agreement for Studies (LAS) or a certificate, or in case of internships on the basis of the Learning Agreement for Traineeships (LAT) or a certificate in English or in Polish.

9. A student is obliged after his/her return to the University to promptly present the Learning Agreement for Studies (LAS) or Learning Agreement for Traineeships (LAT) certificate of the host university to the Dean of the parent faculty. The certificate should include a list of subjects in which he/she has obtained credits along with the programme contents, ECTS points and marks. On the basis of the presented documentation the Dean settles the further course of studies. If the

documentation presented in English and Polish does not evoke any doubts, the number of ECTS points obtained in another university.

10. The University is obliged to issue a confirmation of acceptance to the student, e.g. a certificate named: The Sending Institution's Transcript of Records (does not apply in case of internships exceeding the programme studies).

11. In case when the student cannot obtain the number of ECTS points mentioned in § 16, pass. 5, he/she is obliged to complete the lacking number of points after his/her return to the University according to the rules settled by the Dean.

12. A student who decides to take up exchange studies in spite of significant programme differences rendering it impossible to obtain the semester credits presents declaration of being ready to obtain the credit in subjects pointed out by the Dean.

13. The mode of qualifying and directing students to foreign studies mentioned in pass. 1-3, including the necessary documents, deadlines and the way of appointing the qualifying commission, the procedure of appeal, and the procedure of determining the art of the programme of studies to be accomplished in another university, keeping of which is the condition of the validity of the guarantee mentioned in pass. 4-7 and the range of the inscription in the supplement of the information concerning the accomplishment of a part of the programme of studying in a different university is determined by the rector's instruction.

14. After return to the University a student may apply for an individual programme of studies mentioned in pass. 1-3

## **11. Thesis**

### **§29.**

1. A student prepares the thesis under the supervision of a professor, an assistant professor or a doctor.

2. The Dean, after appraisal by the Faculty Board, may also appoint other specialists to supervise the thesis.

3. The Dean, after appraisal by the Faculty Board, may also appoint an additional reviewer of the diploma.

### **§30.**

1. To settle the subject of the thesis the student's interests should be taken into account, as well as the usefulness of the thesis and the scientific research area of the institute and also the possibilities of completing it on time.

2. The subject of the thesis should be settled not later than half a year before the planned graduation.

3. In some justified cases the subject of the thesis may be changed as well as the supervisor.

### **§31.**

1. The work completed within the confines of student scientific movement may also be approved as the thesis project.

2. Theses may be completed as team work.

3. However, both in passage 1, and 2 it must be possible to estimate the undergraduate's input in the preparation of the thesis.



### **§32.**

1. The thesis is independently credited by a professor conferring a degree and a reviewer.
2. In the case of discrepancies in credits proposed by the reviewer and the supervisor, the final credit is decided during the sitting of the diploma exam commission, performing duties mentioned in 20 pass 2 and 41 pass 2, in reference to the equal status of the opinion of the reviewer and the supervisor.

### **§33.**

1. The student of the first cycle studies should present the thesis both in a coherent printed form and in an electronic form, until the 30<sup>th</sup> June at the latest if the course of studies is finished with the summer semester or until the 30<sup>th</sup> January if the course of studies is finished with the winter semester after checking the thesis by an anti-plagiarism system and its acceptance by the supervisor.

2. The student of the second cycle studies should present his/her thesis both in a coherent printed form and in an electronic form, until the 30<sup>th</sup> of September at the latest if the course of studies is finished with the summer semester or until the 30<sup>th</sup> April if the course of studies is finished with the winter semester.

3. The detailed technical and organisational rules of the anti-plagiarism system are defined in the Rector ordinance.

4. The detailed conditions of the diploma submission procedure are established by the Faculty Board on the receipt of the departmental section of student union.

5. The Dean may prolong the term of the thesis by three months at a well motivated application of the student.

6. A student who has not presented his/her thesis by the terms presented in pass. 1-2 is struck off from the student register.

7. The day of the diploma submission is understood as the submission of the diploma in paper with the set of required documents stated in the rules of the diploma process by the Faculty Board. The diploma should be submitted to the Dean's office or to the head of the diploma committee.

8. A person who has been struck off from the student register may resume his/her studies on the conditions determined in § 26, ass. 5.

9. In case of absence of the supervisor conferring a degree or any other circumstances causing a delay in the thesis submission by the student, the Dean (on the student's application) may appoint a person who will take over the duties connected with supervising the thesis and may prolong the term of thesis submission. In this case the restriction from pass. 5 does not apply.

## **12. Graduation**

### **§34.**

Graduation follows the passing of the final examination

### **§35.**

1. The conditions of being admitted to the final examination are as follows:
  - 1) fulfilling all the demands determined in the programme of studies;

2) submitting the thesis on time as well as a set of required documents determined in the rules adopted by the Faculty Council;

3) obtaining a positive mark for the thesis and a positive opinion of the reviewer of the thesis;

4) submitting in the Dean's office of:

- 4 up-to-date photographs of the dimensions: 45x65mm,

-the card of student's achievements,

-the completed student's record book, if required,

- the clearance slip;

5) regulating all the financial obligations towards the University.

In case when the final examination includes a written part, points 2-5 do not apply for the written part of the examination

2. In case when the reviewer's mark for the thesis is negative, the Dean takes the decision concerning the candidate admission for the final examination after consulting another reviewer. The other reviewer's opinion is conclusive and substitutes the first one. In case of two negative opinions the decision shall be made by the Dean.

### **§36.**

1. The final examination is held in front of a committee appointed by the Dean. The committee consists of: the Dean or the Vice-Dean, or another university teacher appointed by the Dean as chairman, supervisor, reviewer, secretary and at least one university teacher entitled to supervise theses.

2. The Dean may appoint specialists from outside the University to take part in the committee.

### **§37.**

1. The date of the final examination shall be set by the Dean after consulting the chairperson of the examination committee.

2. Setting the date of the examination as well as informing the student should follow the rules adopted by a given faculty according to § 9 sec. 2 and should be done no later than two days before the examination.

### **§38.**

1. The final examination is an oral and/or written exam. The form and organisation of the final examination is determined by the faculty council.

2. During the final examination a student should demonstrate his/her knowledge concerning the definite course of studies and especially the subjects concerning the thesis and/or specialisation.

3. Evaluation of the final examination is based on the grades determined in §18, pass. 1.

4. On a student's application the final examination may be an open one. The student should submit such an application along the thesis submission and name the people who are to take part in it. The participants of the open exam who are not members of the committee must not take part in the debates of the closed part of the exam evaluation. The chairman of the exam committee may order checking the identity of the people admitted to the examination room, and if anyone disturbs the serious character of the exam they will be expelled. If anyone does not conform to the rules, the exam will be stopped. The date of resumption shall be set by the Dean.

5. At the consent of the Rector or the Dean, assistants for the disabled may participate in final examinations.

### §39.

1. In case of obtaining an unsatisfactory mark or failing to enter the final examination at the settled time without justification the chairman of the committee settles another date as the ultimate one.

2. The second examination may be held:

1) no earlier than within seven days and no later than within one month of the date of the first examination – in case of B. Sc. studies which are finished in the winter semester,

2) no earlier than within one month and no later than within three months of the date of the first examination – in case of the B. Sc. studies which are finished in the summer semester and the M.Sc. studies.

3. While settling the terms mentioned in passage 2 the periods free from classes resulting from the detailed organisation of the academic year should be omitted.

4. A student who has failed to pass the final examination with a positive mark for the second time will be taken off the list of students.

### §40.

1. An average grade for a semester, a year or a period from the beginning of studies to the moment at which the average is calculated shall be determined on the basis of partial grades for all forms of classes in all modules and subjects.

2. The partial grade, whether positive or negative, shall be taken into account in determining the average grade.

3. An average grade for a semester or a year shall take into account the first and the final partial grade for each module and subject which is included in the study programme in a given period. However, it shall not take into account partial grades for modules or subjects that are covered in a repetition or advance mode in a given period.

4. An average grade for a period from the beginning of studies to the moment at which the average is calculated shall take into account the first and the final partial grade for all modules and subjects included in the programme and the plan of studies which have been covered by the student from the beginning of studies to the moment at which the average is calculated. The final partial grade may be obtained by the student in a different semester than the first one due to repetition of a given form of classes of a module or a subject.

5. An average grade (Avg.) for a semester, a year or a period from the beginning of studies to the moment at which the average is calculated shall be calculated on the basis of the following formula:

$$\bar{g}_r = \frac{\sum_{i=1}^n \sum_{j=1}^{m_i} \frac{OP_{ji} + OK_{ji}}{2} \cdot P_{ji}}{\sum_{i=1}^n \sum_{j=1}^{m_i} P_{ji}},$$

where:

$OP_{ji}$  - the first partial grade of  $j$ -numbered form of classes in  $i$ -numbered module or

subject,

$OK_{ji}$  - the final partial grade of  $j$ -numbered form of classes in  $i$ -numbered module or subject ;  $OK_{ji} = OP_{ji}$  in the case of positive first partial grade,

$P_{ji}$  - the number of ECTS points allocated to  $j$ -numbered form of classes in  $i$ -numbered module or subject,

$m_i$  - the number of forms of classes in  $i$ -numbered module or subject ,

$n$  - the number of modules and subjects set out in the studies programme and plan in a given grading period

6. Using the procedure of averaging, arithmetic operations are performed with IEEE 754 double precision floating point standard accuracy, and final results are rounded up to two decimal places.

#### §41.

1. The final grade written on the university diploma shall be calculated on the basis of the diploma index comprising three components:
  - double weighted average of all final grades for all modules and subjects included in the study plan,
  - degree thesis grade index,
  - final examination grade index
2. The value of the diploma index, mentioned in sec. 1, shall be calculated according to the following formula:

$$W_D = 2 \cdot O_S + O_P + O_E ,$$

where:

$W_D$  – diploma index value,

$O_S$  – weighted average of final grades for modules and subjects included in the study plan expressed as a figure taken to two decimal places,

$O_P$  – degree thesis grade index expressed as a figure taken to two decimal places,

$O_E$  – final examination grade index expressed as a figure taken to two decimal places.

The weighted average  $O_S$  of final grades for modules and subjects included in the study plan shall be calculated according to the following formula:

$$O_S = \frac{\sum_{i=1}^n O_{Ki} \cdot P_i}{\sum_{i=1}^n P_i}$$

where:

$P_i$  – ECTS points allocated to  $i$ -numbered module and subject,

$O_{Ki}$  – the final grade obtained for  $i$ -numbered module or subject

$n$  – the number of modules and subjects included in the study plan without the degree thesis module or subject.

The degree thesis grade index shall be the arithmetic average of the grades given by the supervisor and the reviewer, expressed according to the scale described in § 18 sec. 1:

$$O_P = \frac{O_{PP} + O_{PR}}{2}$$

where:

$O_{PP}$  – the degree thesis grade given by the supervisor,

$O_{PR}$  – the degree thesis grade given by the reviewer.

The positive final examination grade index  $O_E$  shall be equal to the grade given by the examination board (in accordance with the rules of qualifying adopted at the faculty conducting a given degree course). In the case of positive results on the second date of final examination,  $O_E$  index shall be the arithmetic average of the unsatisfactory grade and the grade given by the examination board on the second date.

3. The diploma index value shall be converted into the final grade in accordance with following rules:

Diploma index values range $W_D$	The grade written on the diploma
up to 13.20 (inclusive)	satisfactory (3.0)
over 13.20 to 14.80 (inclusive)	satisfactory plus (3.5)
over 14.80 to 16.40 (inclusive)	good (4.0)
over 16.40 to 17.60 (inclusive)	good plus (4.5)
Over 17.60	very good (5.0)

4. If the diploma index value shall be no less than 19,00, the student shall obtain a graduation diploma with distinction. Section 5 of this paragraph does not apply.

5. The examination committee may in some justified cases give a higher or a lower grade according to the rules in Sec. 3. The change must not exceed one grade.
6. The examination committee may award the degree thesis. The fact is mentioned in a diploma supplement.

#### **§42.**

Within 30 days of the final examination day the University prepares the graduation diploma and delivers it to the graduate after the appropriate fee has been paid. It is the condition of delivering the diploma to the graduate according to the instruction concerning the documentation of the course of studies.

### **13. Conditions and mode of participation in academic classes by the especially gifted pupils**

#### **§43.**

1. Especially gifted pupils on their own application may participate in classes included in the programme of studies pursuing the courses compatible with their talents.
2. Registration for the classes should take place no later than 14 days before the beginning of classes.
3. The decision concerning a pupil's participation in certain subjects is taken by the faculty Dean after obtaining consent from the pupil's parents and the headmaster of the school which the pupil attends.
4. The pupils are obliged to conform to the compulsory rules of the University.
5. The pupils are entitled to make use of the classrooms and equipment of the University and to receive help from the university teachers. They may also take part in the activities of student scientific movement.
6. Evaluation of the education results achieved by a pupil follows the rules determined in the Statutes of University Studies. The faculty council may settle an individual mode of obtaining credits by the pupils.
7. Pupils obtain credits for definite subjects by inscription in a pupil's achievement card.
8. After finishing classes the Dean of the faculty signs the certificates for the pupils concerning their participation in the classes and obtaining credits for particular subjects.
9. Pupils registered for the course of studies where they had participated in classes before their studies are relieved of the duty of obtaining credits they had obtained previously, if there were no changes in the education effects obtained during their accomplishment.
10. Pupils registered for studies at a different course may be relieved of the duty of obtaining credits they had obtained before starting their studies if the classes are included in the Education Programme of this course. Decision concerning the matter is made by the faculty Dean.

### **14. Final Regulations**

#### **§44.**

The problems concerning the order and mode of studying, which are not regulated by the present Regulations, are settled by the Dean's decisions.

**§45.**

1. A student may appeal to the Rector against the decisions taken on the basis of the present Regulations.
2. An appeal to the Rector is made through the Dean of a respective faculty.

**§46.**

The Regulations resolved by the Senate of the L U T on the 19<sup>th</sup> April 2018 after being consulted with the Student Self-Government comes into force on the 18<sup>st</sup> October 2018.