

**Study Regulations  
of the Maria Curie - Skłodowska University (MCSU) in Lublin**

**GENERAL PROVISIONS**

§ 1

1. The Study Regulation at the Maria Curie -Skłodowska University, hereinafter referred to as the “Regulations”, shall apply to students of full-time and part-time programmes, conducted as long cycle programmes (*jednolite studia magisterskie*) or the first cycle and second cycle programmes, as well as to individuals studying at the Maria Curie - Skłodowska University, hereinafter referred to as the “University”, within student exchange programmes. -/-
2. Students are admitted to the University upon matriculation and taking an oath. The text of the oath is set forth in the Statutes of the University. -/-
3. Upon matriculation, the student receives a student ID card. The student ID card is subject to return (this includes graduates of the long cycle and second-cycle programmes). -/-
4. The individual who has completed the first cycle programme preserves the student’s rights until 31 October of the year in which he/she completed their study, with the exception of the right to financial assistance, referred to in Article 173 of the Law on Higher Education Act, hereinafter referred to as the “Act”.
5. The graduate receives a diploma. The content and form of the diploma are specified by separate regulations. -/-

§ 2

1. The terms used herein shall have the following meaning: -/-
  - 1) ECTS (European Credit Transfer and Accumulation System) – the points defined in the European system of accumulation and transfer of credits, which are a measure of the average workload of a learner needed to achieve the intended learning outcomes; 1 ECTS point corresponds to an average of 25 - 30 hours of work, and the number of hours of student’s work includes educational activities organized by the University according to the plan of study and his/her own work;
  - 2) learning outcomes - knowledge, skills and social competences intended to obtain in the educational process in a given field of study according to the National Qualifications Framework for Higher Education; -/-
  - 3) curriculum - a description of coherent learning outcomes defined by the university in line with the National Qualifications Framework for Higher Education and a programme of study; -/-
  - 4) programme of study - a description of the educational process, leading to the achievement of the intended learning outcomes, along with ECTS points allocated to the individual modules of the process; -/-

- 5) plan of study - a list of modules of educational activities along with ECTS points allocated to individual modules, including a list of examinations and credits, and the number of hours or working time; -/-
- 6) field of study - a separate part of one or more areas of education, referred to in the Regulation of the Minister responsible for higher education, implemented in a manner defined by the curriculum; -/-
- 7) educational profile – general academic profile or practical profile; -/-
- 8) general academic profile - the profile of the curriculum including modules of educational activities related to scientific research carried out at the university based on the assumption that more than half of the programme of study specified in the ECTS points includes educational activities for students to acquire in-depth knowledge; -/-
- 9) practical profile – the profile of the curriculum including modules of educational activities aimed for students to gain practical skills and social competences, based on the assumption that more than half of the programme of study specified in the ECTS points includes practical classes shaping such skills and competencies, including skills acquired in workshops, conducted by persons with professional experience gained outside the university; -/-
- 10) course - part of the programme of study including specified thematic content implemented in the form of educational activities, in particular in the form of lectures, classes, tutorials, seminars, introductory seminars, internships or field work specified in the programme of study; the course may include more than one form of educational activities; the course or group of courses may constitute a study module for which the intended learning outcomes have been assigned in the curriculum; -/-
- 11) USOS – University System for the Management of Studies. -/-

### § 3

1. The Rector shall be the superior of the students of the University. -/-
2. The Dean shall be the superior of the students of each Faculty. -/-
3. Year Tutors are appointed and dismissed by the Dean from among the academic teachers, upon consultation with the Student Self-Government body of the Faculty. The primary duties of the Year Tutor include providing students with advice and consultation on the matters pertaining to the teaching process and giving opinions on individual matters pertaining to the course of study at the student's or Dean's request.
4. Disabled students are taken care of by the Disabled Students Office, operating within the office responsible for student affairs in accordance with its scope of activities. -/-
5. The students of the University constitute the Student Self-Government. The Student Parliament shall be the representative of all students of the University. -/-
6. The Year Representative shall be the representative of all students of a given year. -/-
7. The mode of appointment and powers of the Year Representative are stipulated in the Regulations of the UMCS Student Self-Government. -/-
8. The administrative support for students is provided by the dean's offices and relevant administrative units of the University. Disabled students are provided with priority service on the basis of a document issued by the Disabled Students Office. -/-

### § 4

1. Decisions of the Dean may be appealed by the student to the Rector. An appeal shall be made via the Dean within the period of 14 days of the service of the decision to the student. -/-

2. If the Dean issuing a decision deems that the appeal should be taken into account in full, he/she may issue a new decision, which will amend or revoke the contested decision. The student may appeal the new decision based on the principles set out in point 1. -/-
3. Should a decision be revoked, the Rector shall decide on the matter on the basis of merit or content. The Rector's decision shall be final. -/-
4. The Rector shall decide on the matters of order and mode of studies not covered by these Regulations. -/-

## **STUDENTS' RIGHTS AND OBLIGATIONS**

### § 5

Students shall have the right to: -/-

- 1) acquire knowledge and skills, and take advantage the teaching rooms, facilities and resources of the University for this purpose, -/-
- 2) be instructed on the students' rights and obligations, -/-
- 3) associate in scientific circles and participate in scientific, development and implementation research works carried out at the University, -/-
- 4) participate in extra-curriculum courses offered by other faculties, -/-
- 5) develop cultural, tourist and sports interests, and take advantage of the teaching rooms, facilities and resources of the University for this purpose, -/-
- 6) receive financial assistance according to the rules stipulated in the Act and separate regulations on awarding financial assistance, -/-
- 7) receive health benefits stipulated in separate regulations, -/-
- 8) create student organizations and associations in accordance with the applicable regulations, -/-
- 9) conduct self-government and social activities, -/-
- 10) apply for a student loan according to rules stipulated in separate regulations, -/-
- 11) participate, through their representatives, in the decision making process of the University's collective bodies, -/-
- 12) make proposals regarding plans of study, curricula, course of study and matters pertaining to the education process as well as living-and-housing conditions to the University authorities, -/-
- 13) equal access to full participation in the education process and scientific research, considering the degree and nature of their disability. -/-
- 14) get an excuse for absences in educational activities held during the meetings of the University collective bodies of which the student is a member. -/-

### § 6

1. The student may pursue studies with an individual programme of study, including a plan of study. Detailed rules of the individual study shall be defined by the Faculty Council. -/-
2. Studies with an individual programme of study, including a plan of study, shall provide the student an opportunity to achieve all learning outcomes approved for a specific field of study and include student's additional personal interests. -/-
3. The prerequisite to apply for studies with an individual programme of study, including a plan of study, is the submission of an application by the student to the Dean of the Faculty before the commencement of the year or semester of study along with: -/-
  - 1) the average mark for the previous study period confirmed by the dean's office. The average mark that entitles the student to apply for an individual programme of

- study, including a plan of study, shall be defined for each field of study by the Faculty Council or -/-
- 2) the information about enrollment as a result of the recognition of learning outcomes referred to in § 7, or -/-
  - 3) the information about meeting the criteria related to the possibilities to recognise learning outcomes during the course of studies, referred to in § 7. -/-
  4. The Dean shall appoint a tutor from among the academic staff with at least the degree of *doktor* for a student who has received a consent to study with an individual programme of study, including a plan of study. -/-
  5. The tutor jointly with the student shall determine a timetable for implementation of the individual programme of study, including a plan of study to be presented to the Faculty Council for approval. -/-
  6. Studies with an individual programme of study, including a plan of study may last for a shorter period than provided in the programme of study in the regular mode. -/-
  7. The student shall lose the right to an individual programme of study, including a plan of study if he/she fails to fulfill, in due time, the obligations arising from the approved programme and agreed organisation. -/-

#### § 7

1. The recognition of learning outcomes acquired outside the formal education takes place in the process of assessment of knowledge, skills and social competences of an individual, which have been gained through non-formal and informal education, conducted in order to credit this person specific study modules, including allocation of the learning outcomes and the number of credits provided for in the programme of study to each module without this person's need to participate in full-time classes included in the plan of study. -/-
2. The basis for recognition of learning outcomes gained outside the formal education is the reference of real knowledge, skills and social competences of an individual to the learning outcomes achieved in the educational process in a given field, level and profile of studies, in a specific cycle of education. -/-
3. The following individuals may apply for recognition of learning outcomes acquired outside the formal education: -/-
  - 1) the candidates who are enrolled to the first year of study in a certain field, level and profile of education in the mode of recruitment resulting from the resolution adopted by the University Senate pursuant to Article 169 point 2 of the Act, if they meet the criteria defined in the Act; -/-
  - 2) the students who during their study have met the appropriate criteria set out in the Act; -/-
  - 3) other individuals possessing the professional experience related with a particular field of study specified in the Act, applying for admission to university outside the recruitment procedure, referred to in point 3 item 1. -/-
4. The time limits to apply for recognition of learning outcomes acquired outside the formal education is specified in the following cases: -/-
  - 1) the candidates are admitted to the first year of study in the mode of recruitment, referred to in point 3 item 1 - simultaneously with the submission of documentation required for the admission to the university; -/-
  - 2) the students who have met the relevant criteria during their study - when such criteria are fulfilled; -/-

- 3) other individuals referred to in point 3 item 3 - at any time of the academic year. Such persons are directed to the appropriate semester after the recognition of the learning outcomes. -/-
5. The recognition of learning outcomes from a specific study module is carried out in the form of a theoretical or practical examination. The Faculty Council sets out the rules and conditions for carrying out the examinations for recognition of the learning outcomes. -/-
6. The final result of the recognition process of learning outcomes is granting marks to the candidate in each study module subject to the recognition, according to criteria of student assessment binding at the Faculty. Such marks are the basis for calculation of an average mark for the entire period of study. -/-
7. A positive mark in a specific study module exempts the student from the obligation to participate in classes of this study module. A negative mark means that the applicant is not entitled to exemption from specific classes. -/-
8. The Faculty Committee for Recognition of Learning Outcomes acquired outside the formal education, upon the completion of the procedure, shows the Dean the results awarded to the candidate applying for the recognition of learning outcomes in each study module, based on which the Dean will make a decision regarding the exemption of the applicant from specific classes. -/-
9. The candidate applying for the recognition of learning outcomes acquired outside the formal education has the right to appeal the Dean's decision to the University Board of Appeal for Recognition of Learning Outcomes in dates in accordance with the Code of Administrative Procedure. -/-
10. Should any irregularities be found in the process of the recognition of learning outcomes, the University Board of Appeal for Recognition of Learning Outcomes will refer the case to a renewed procedure within a prescribed period. -/-
11. The crediting of study modules as a result of the recognition of learning outcomes shall be documented in the instructors' crediting form and the student academic progress reports with a relevant annotation. -/-

#### § 8

1. The Dean may agree to the individual organisation of studies in relation to persons: -/-
  - 1 / pursuing at least two fields of study (a double major), -/-
  - 2 / pursuing part of their studies outside the University, -/-
  - 3 / raising children, -/-
  - 4 / who are disabled, -/-
  - 5 / taking a leave for health reasons, -/-
  - 6 / specifically involved in activities for the benefit of the student community, -/-
  - 7 / in other justified cases. -/-
2. The individual organisation of the year each time includes a period which is no longer than the academic year and entails defining of individual deadlines and modes of fulfilling of the obligations following from the plan of study and the curriculum. -/-
3. The student applying for the individual organisation of study shall apply to the Dean of the Faculty within the following time limits: -/-
  - 1/ until 31 October for the winter semester or full academic year, -/-
  - 2 / up to a month after the commencement of the summer semester. -/-

4. After the expiry of the time limits set out in point 3, the Dean may agree to the individual organisation of studies due to other justified acts of God. -/-

#### § 9

1. With the approval of the Dean the student may pursue part of study within domestic or international student exchange programmes. -/-
2. Before a transfer to another university the student shall agree with the Dean a plan of study and the program of study to be completed and the conditions of crediting the semester or year. -/-
3. The Dean shall credit a period of such completed studies to the student's major on the basis of the document certifying the crediting of courses along with the marks and the number of allocated ECTS points. -/-
4. The awarded marks are taken into account in the calculation of the average mark in a given year and the average mark for the entire period of study. -/-

#### § 10

1. With the approval of the Dean the student may change his/her field of study upon completion of at least the first semester, if the differences in curricula permit the admission to the second semester of the selected field of study (major) or the appropriate higher semester. In especially justified cases the host Dean, upon the commencement of the academic year, may express his/her consent to a change of the field of study without the need to have the first semester credited, yet no later than by the end of October – in the case of studies commencing in the winter semester, or by the end of February – for studies commencing in the summer semester. -/-
2. When a student changes his/her field of study, the Dean may order a test of knowledge, aptitudes or abilities required in another field of study. -/-
3. If a change of the field of study is associated with a transfer to a different Faculty, the decisions referred to in points 1 and 2 shall be taken by the host Dean. -/-
4. The student may apply for a transfer from full-time to part-time or from part-time to full-time studies, if he/she meets the conditions defined by the Faculty Council. The decision on the transfer and making up for the differences in curricula shall be made by the Dean. -/-
5. The transfer may be accomplished on condition that the Dean recognises the learning outcomes and ECTS points received by the student by that time. -/-

#### § 11

1. A student may transfer to another university upon receipt of a consent from the Dean of his/her home Faculty and the Dean of the host Faculty, if he/she has fulfilled all obligations under the regulations of the Faculty to be left. -/-
2. A student of another university may apply for admission to the University on the transfer basis, provided he/she has completed at least the first semester and met all the requirements resulting from the regulations effective at the previous university. The Dean deciding to admit the student shall define the year and semester of study as well as the ways of making up for differences in the curricula. -/-
3. A student of another university upon receipt of a consent to a transfer shall make a statement at the dean's office of the host Faculty about the continuation or completion of study in other fields of full-time studies in a public university. -/-

#### § 12

1. At the student's request, specifically justified and properly documented, he/she may be granted a special leave: -/-

1 / a short-term leave, -/-

2 / a one-year leave. -/-

2. The Dean shall determine duration of a leave based on reasons for granting thereof. -/-
3. Exceptionally and due to a continued reason, such as in particular a long-term sickness confirmed by an appropriate medical certificate, giving birth to a baby or taking care of a child, a leave may be extended for another year. -/-
4. The student shall apply for granting him/her a leave immediately after the occurrence of a reason giving rise to its award. The unsatisfactory results may not be a reason while applying for a leave. A leave may not be granted for a period of the previous semester or academic year. -/-
5. In reference to students who continue education referred to in § 47 point 2 of the Regulations, granting a leave shall be confirmed by an entry in the student record book. -/-
6. During a leave, the student shall preserve the student's rights. The rules for granting the financial assistance during the period of a leave are stipulated by separate regulations. -/-
7. During a leave the student may, with the consent of the Dean, participate in certain classes, receive credits and take examinations. -/-
8. A person pursuing two fields of study (a double major) may apply for a leave in both programmes at the same time or only in one of them. -/-
9. After a leave granted for health reasons the student shall submit at the dean's office a medical certificate stating that there are no medical contraindications to continue his/her study from a doctor of the same specialisation as the doctor issuing the certificate under which the sick leave was granted. A failure to deliver the certificate immediately after the period of the granted sick leave shall be equivalent with the resignation from continuation of study and being removed from the list of students.

### § 13

Students' obligations shall comprise in particular: -/-

- 1) participation in classes, -/-
- 2) obtaining course credits, passing examinations and meeting other obligations resulting from the curriculum in a timely manner, -/-
- 3) conduct consistent with the oath, -/-
- 4) behavior manners suitable for a member of the university community, -/-
- 5) observance of the regulations effective at the University, -/-
- 6) respect for the University and public property, -/-
- 7) getting acquainted with the Student Code of Ethics, -/-
- 8) timely payment of the financial obligations to the University and payment of fees under the regulations effective at the University, -/-
- 9) compliance with copyright laws, -/-
- 10) making declarations or other documents required by the Act and other generally applicable regulations of the law, -/-
- 11) filling in questionnaires for the assessment of the quality of education, -/-
- 12) registration to classes specified by the Faculty Council through the USOS system,
- 13) checking the marks received on the student's account in the USOS system and immediate reporting of errors in the documentation of the course of study to the dean's office. -/-

### § 14

1. Fees for university courses shall be charged for part-time programmes. -/-
2. Fees shall be charged also from full-time students for repeating classes due to unsatisfactory performance, participation in classes not included in the plan of study, recognition of learning outcomes and for other educational services. Fees may be charged for studies in a foreign language. -/-
3. Fees may be charged for full-time studies from students studying in a mode other than Polish citizens. Detailed rules, including payment deadlines, are specified in separate regulations. -/-
4. The rules, methods and deadlines for payment of fees and their amounts shall be determined by resolutions of the Senate and decisions of the Rector, available on the University website and in the relevant dean's office. -/-
5. The Dean instructs the student about the provisions referred to in point 3 and concludes a contract with him/her on the tuition fees, in writing to be valid. The contract is concluded for the entire period of study and no earlier than after the issuance of a decision on the admission, and no later than within 30 days of the commencement of classes. -/-
6. The Dean may remove the student from the list of students if he fails to sign a contract submitted by the University on the tuition fees or for other educational services. -/-

#### § 15

1. The student shall immediately notify the dean's office of any change of his/her name and mailing address as well as other data required by the University based on separate regulations. -/-
2. The person removed from the list of students should meet all the requirements arising from the regulations effective at the University, in particular he/she shall return a student ID card and a clearance slip. -/-

#### § 16

1. Students of distinguished attitude and outstanding results in academic performance may be granted: -/-
  - 1) scholarships of the minister competent for higher education for outstanding achievements, -/-
  - 2) scholarships for the best students granted by the Rector, -/-
  - 3) financial awards, -/-
  - 4) congratulatory letters, -/-
  - 5) a commendation. -/-
2. The rules and procedures for the award of scholarships, referred to in point 1 items 1 and 2, shall be stipulated in separate regulations. -/-
3. The distinctions listed in point 1 items 3-5 shall be awarded by the Dean. -/-
4. The Faculty Council may decide on other forms of distinction for students of the Faculty. -/-
5. At the request of the Dean the best graduates may be awarded by the Rector with a medal or diploma with honours. -/-

#### § 17

For violation of law or failure to comply with the obligations referred to in § 13 points 3-6 and 9 students shall bear disciplinary liability in conformity with the generally applicable provisions. -/-

### **ORGANISATION OF STUDIES**



## § 18

1. The academic year commences on 01 October and ends on 30 September of the following calendar year. It is divided into two semesters: winter and summer. -/-
2. The academic year includes: -/-
  - 1) a teaching period lasting a total of 30 weeks, -/-
  - 2) examination sessions lasting a total of no less than 5 weeks, -/-
  - 3) internships, whose duration is determined in the programmes of study, -/-
  - 4) periods free from educational activities, lasting a total of no less than 10 weeks, including a one-week break between the semesters. -/-
3. A detailed organisation of the academic year is determined by the Rector upon consultation with the Student Parliament and announced no later than three months before the commencement of the academic year. -/-
4. The Rector or the Dean yet with the Rector's approval may announce days or hours free from classes during the academic year. -/-

## § 19

1. The learning outcomes and the adjusted programmes of study, including plans of study, adopted by the Faculty Council upon consultation with the Student Self-Government of the Faculty constitute the basis for the organisation of the educational process for a given field of study. -/-
2. If the program of study provides for an internship, then failure in its completion is treated on a par with the lack of credits for any other class. -/-
3. Credits for internships shall be given by a tutor appointed by the Dean, based on the documentation that reflects the course of the internship and performance of the tasks included in the programme of the internship. -/-
4. The Dean or a tutor authorised by the Dean, at the student's request, may credit the documented professional work or other activities performed by the student as the internship, if the learning outcomes provided for that internship in the programme of study have been acquired. -/-
5. The scope and procedures of internships shall be defined by the Dean in the rules of student internships, based on the Rector's order. -/-
6. Annual guidebooks shall be developed for particular fields of study, containing a list of courses and programmes of study along with the number of hours, bibliography and conditions of awarding course credits. -/-
7. Guidebooks and plans of study shall be readily available. -/-
8. A detailed timetable, teaching staff and designated office hours of the academic staff shall be announced to students one week before the commencement of the semester or academic year on the website of the Faculty and in the manner customarily accepted at the Faculty. -/-

## § 20

1. For interfaculty studies, the Senate of the University shall indicate an organisational unit (Faculty), which supervises the implementation of the studies and care of the students. -/-
2. The individual interfaculty studies include at least two fields of education and lead to a diploma in at least one field of study (major). -/-

## § 21

1. The primary language of instruction is Polish. -/-

2. Educational activities and tests of knowledge and skills as well as diploma examinations may be conducted in a foreign language to the extent and under the conditions specified by the Faculty Council. Diploma theses may also be prepared in a foreign language. -/-

## § 22

1. If there are majors or specialisations in a given field of study, the student chooses one of them as mandatory within the time limits determined by the Dean. If the organisational considerations do not allow for admission to a major or specialisation of all applicants, the admission rules shall be determined by the Dean or Director of the Institute. -/-
2. In the case the student is given a consent to study two parallel majors: -/-
  - 1) the primary major is the first elected major, -/-
  - 2) the course of study is documented for each major separately in the student academic progress reports,
  - 3) the average of all marks received in the completed semesters in the courses specified by the Faculty Council shall be taken into account for the best student scholarship granted by the Rector. -/-
  - 4) the student shall write one diploma thesis, -/-
  - 5) the student shall take one diploma examination, -/-
  - 6) the average mark of all courses completed during the course of study specified by the Faculty Council shall be taken into account to determine the basis for the study result, -/-
  - 7) the graduate receives one diploma in two majors (a double major); where the names of majors do not fit on the diploma of higher education, the name of the second major shall be entered in the Diploma Supplement. -/-

## § 23

1. The semester is the basic credit period at the University. -/-
2. The Faculty Council, upon consultation with the Student Self-Government of the Faculty, may establish a yearly crediting system. -/-
3. The organisation and procedures for successful completion of a semester or year shall be determined by the Dean on the basis of the existing plans of study and announced to students before the commencement of the semester or year of study. -/-

## § 24

1. All types of educational activities attended by the students within a given course, provided for in the plan of study, end with an examination or credit award with a mark and are entered into the transcripts of study. The student may not take an examination in the courses, in which he/she has not received previously required credits. -/-
2. The course of study is documented, subject to point 3, in particular in:
  - 1) student academic progress reports executed in the form of data printout from the USOS system; -/-
  - 2) instructors' credit forms executed in the form of electronic data printout from the USOS system; -/-

- 3) student records books, in the case of the continuing students, referred to in § 47 point 2 of the Regulations; -/-
- 4) the USOS system. -/-
3. Detailed rules for documenting the course of studies of the first-cycle, the second-cycle and long cycle programmes, including documentation maintained in the electronic form shall be specified by the Rector's order. -/-
  4. Examinations and credit awards are held on the premises of the University. -/-
  5. Credits and examination marks shall be based on the following scale of marks: -/-
- |                          |     |   |
|--------------------------|-----|---|
| Bardzo dobry (bdb)       | 5.0 | A |
| Dobry plus (db +)        | 4.5 | B |
| Dobry (db)               | 4.0 | C |
| Dostateczny plus (dst +) | 3.5 | D |
| Dostateczny (dst)        | 3.0 | E |
| Niedostateczny (ndst)    | 2.0 | F |
6. The examination and credit marks, as indicated by the Faculty Council, entered in the documentation of the course of study, are the basis to calculate the average mark of the entire course of study. When calculating the average mark of the entire study also marks in re-sit examinations and credits as well as examinations and credits before a commission shall be taken into account. -/-
  7. The results of examinations and credits given orally should be announced to students immediately after their completion, and in the event of examinations and credits in the written form - within 7 days of their date at the latest. The student shall have the right to look into his/her written work after the announcement of the results. The announcement of marks in a given course shall be made in the USOS system. -/-
  8. Individual student performance is also evaluated in the scoring system developed by the Faculty Council based on the ECTS standards. -/-
  9. ECTS credit accumulation system serves the idea of mobility of students between domestic and foreign universities. -/-
  10. The condition to receive ECTS points allocated to a given course shall be achievement of the intended learning outcomes confirmed by credits for the course. -/-
  11. Credit points shall be allocated to all courses included in the curriculum that are subject to assessment. -/-

### **PASSING A SEMESTER / YEAR OF STUDY**

#### § 25

1. A semester / year is passed only if the student meets all the requirements of the curriculum for a given period of study. -/-
2. The student receives credits for the classes within the time limits provided for in the plan of study and takes examinations in the credit-and-examination session according to its schedule. -/-
3. The student that continues education, referred to in § 47 point 2 of the Regulations takes examinations and receives credits with a student record book. In such a case the entries in the student record book are the basis for passing a semester. In reference to other students provisions of point 4 shall apply. -/-
4. When electronic documentation of the course of studies is maintained, the student takes an examination or is credited for a course within the time limits defined by the

instructor and is obliged to show his/her student ID card, otherwise he/she may be refused to be admitted to credits or examinations. -/-

#### § 26

1. The Faculty Council shall determine classes in which participation is mandatory as well as the form in which they are to be passed. -/-
2. The detailed scope of the requirements for a particular course shall be determined by the academic teacher conducting classes and announced to students at the beginning of the course and announced in the USOS system. -/-
3. Student's short-term absences in the class are justified if he/she submits the instructor a medical certificate or another reliable document, which clearly indicates that the student was unable to attend the class on that day. -/-
4. The instructor determines the manner and deadlines for the student to make up for legitimate absences. -/-
5. Sign language interpreters as well as assistants of the physically disabled and blind may participate in classes. Persons assisting disabled students should receive the consent of the Dean to participate in classes. -/-
6. The student with a disability, where justified, may with the consent of the instructor, take notes from classes for his/her their own use in an alternative form, i.e. by recording lessons, taking pictures or obtaining materials pertaining to classes from the instructor; he/she may also use other devices or the assistance of persons taking notes.
7. The disabled student, where justified and in particular for health or organisational reasons, may upon a prior agreement with the instructor, change the class, laboratory, conversational etc. group. -/-
8. The disabled student, where justified, may apply for a change of the classroom or lecture hall by submitting a request to the Dean at the time enabling him/her to make changes to the plan of classes. -/-

#### § 27

1. The examination in the course provided for in the curriculum is held during the credit-and-examination session, separately for each course and is subject to a separate assessment. If more than one instructor teach at a given course, both of them examine together and determine one mark or one instructor examines. -/-
2. Sign language interpreters as well as assistants of the physically disabled and blind may be present at the examinations. The persons assisting disabled students should be given the consent of the Dean to their presence at the examinations. Instructors have the right to refuse an assistant of a disabled person wishing to be present at the examination when he/she is a person substantially or professionally associated with the course in which the student takes the examination. -/-
3. Credits for a given course shall be received based on student's participation in classes provided for in the plan of study, obtainment of positive marks for works required in such classes and passing the examination, if provided for in the programme of study.
4. Students with disabilities, where justified, no later than 7 days prior to the commencement of the credit-and-examination session, may apply for: -/-
  - 1 / adjustment of examination dates to their needs, upon a prior notification of such needs to the examiner, -/-
  - 2 / a change of the form of an examination from written to oral or vice versa, -/-

3 / a possibility to receive the examination sheet in a form adapted to the degree of their disability (e.g. in larger print for the visually impaired) upon a prior notification of such needs. -/-

5. Examination dates shall be determined by the examiner in consultation with the Year Representative and submitted for approval to the Dean. -/-
6. A schedule of examinations shall be announced to students no later than two weeks before the commencement of the credit-and-examination session. -/-
7. The Dean may, where justified (e.g. a disability, illness or act of God), agree to extension of the credit-and-examination session, including the time for obtaining of re-sit credits and examinations. -/-
8. Where justified, the Dean may return the date of the examination / credit award to the student who failed to take an examination / receive credit according to the schedule. An application for return of such examination date must be filed within 7 days after the cessation of the cause of absence at the examination / credit award. -/-

#### § 28

1. Passing a semester and registration for the next semester / academic year takes place upon receipt of all the credits and examinations resulting from the curriculum for a given study period, subject to § 32. Passing a semester / year is confirmed in the documentation of the course of study.
2. Immediately upon the receipt of credits in all courses required in a given crediting period and passing examinations provided for in the plan of study the student shall submit his/her student record book at the dean's office, if applicable, at the latest: -/-  
- till 3 March for the winter semester; -/-  
- till 25 September in the summer semester, -/-  
in order to have the semester credited and to be registered for the next semester/year. -
3. Failure to report for an examination or re-sit examination within the prescribed period without justification shall result in entering of the unsatisfactory mark by the dean. -/-
4. If a student is required to pay tuition fees, he/she may register to the next semester / year of study, provided he/she has paid thereof within the time limit prescribed by the relevant regulations. -/-
5. The student who has failed to pay the fee referred to in point 4 or without a good reason has not submitted a student record book within the time limits referred to in point 2 and has not passed the semester may be removed from the list of students.

#### § 29

Having received the unsatisfactory mark in the examination the student shall have the right of one re-sit for each course. A re-sit examination may not be held earlier than 7 days from the date of the first examination or the date of announcement of the results of the written examination. -/-

#### § 30

1. At the request of the student raising objections to the impartiality of an academic teacher or the form of the examination, the Dean may order an examination commission to verify the knowledge and skills of the student who has not received the required credits for classes or received the unsatisfactory mark in the re-sit

examination. An application for a decision on a credit award / examination before a commission may be also submitted, where justified, by the academic teacher conducting classes for a particular course. -/-

2. An application for an examination to verify the knowledge and skills before a commission should be filed within three days from the date of the credit award or examination. -/-
3. A credit award or examination before a commission shall take place within 10 days of the request. A credit award or examination before a commission shall take place before an examination board, which consists of the persons designated by the Dean. The Chairman of the commission shall be the Dean or a person designated by him for chairman from among the academic teachers. -/-
4. The Dean notifies about the date of the examination / credit award before a commission the Student Self-Government of the Faculty, which may send its representative in the capacity of an observer. The representative of the Student Self-Government participates in the examination / credit award before a commission, unless the student taking the examination / receiving credits objects to his/her presence. -/-
5. A mark in credit award/examination determined by the commission shall be final. -/-
6. The Dean shall decide in accordance with § 31 on a student who has not received credit or failed an examination before a commission. -/-

#### § 31

1. In relation to a student who failed the semester / year, the Dean shall decide on his removal from the list of students or, at the student's request, may decide on a conditional permission to him to study in the next semester / year of study or a permission to repeat the semester / year of study. -/-
2. The Dean shall remove the student from the list of students if any of the circumstances referred to in § 39 points 1 and 2 occur or in the event of: -/-
  - 1) failure to undertake the study, -/-
  - 2) resignation from the study, -/-
  - 3) legally binding punishment of the student with a disciplinary penalty of expulsion from the University.
3. Resignation from studies should be submitted by the student in the form of a written statement at the dean's office of the Faculty. -/-
4. The Dean makes a written statement about a student's failure to undertake study in the cases of non-compliance by a person admitted to university at least with one of the following conditions: -/-
  - 1) absence from matriculation and a failure to take the oath; -/-
  - 2) failure to collect the student ID and non-attendance to classes for a period exceeding one month. -/-

#### § 32

1. A conditional registration for the next semester / year (with a simultaneous repetition of the course failed) may be allowed to a student who has taken all the credits and examinations but failed to receive credit or pass an examination with a positive result in no more than two courses included in the plan of study in a given period, subject to points 2 and 4. -/-
2. During the first-cycle programme three conditional registrations shall be allowed, during the second-cycle programme - two conditional registrations shall be allowed, and during the long cycle programmes - four conditional registrations shall be allowed. -/-

3. In the event the student has failed to credit the repeated course, he/she may only request for a repetition of the semester / year, in which such course is included in the plan of study. Provisions of § 32 shall apply respectively. -/-
4. The Faculty Council shall define a list of courses, which if non-credited prevent the conditional registration. -/-

#### § 33

1. The student who repeats the semester / year shall be obliged to receive credits in all courses provided for in the plan of study and curriculum. -/-
2. In the event of a student who repeats a semester/year of study, the Dean may credit the classes, for which such a student was awarded a positive mark in the previous period of study and exempt him/her from participation in such courses. He makes a decision in this matter at the student's request before the commencement of the repeated semester / year. -/-
3. A student who is allowed to repeat a semester / year shall be given a leave until the time of commencement of the repeated semester/year. -/-

#### § 34

1. The student who interrupted his/her study or was removed from the list of students may resume study in the same field of study or - in exceptional cases - in a related field of study. -/-
2. An application for the resumption of study may be filed only by a person who completed at least the first semester of study, by submitting a request to the Dean of the Faculty before the commencement of the relevant semester or year of study, but no later than 5 years after a valid decision on the removal from the list of students. -/-
3. Students removed from the list of students due to non-completion of the first semester shall resume studies based on the general principles for admission under separate regulations. -/-
4. In the decision on the resumption of study the Dean shall determine the conditions and the year of study to which the person resuming study is admitted, including the learning outcomes reached by the student before his removal from the list of students.
5. Should there be significant differences in the curricula, the Dean may admit the person resuming his/her study to a lower semester or year of study. -/-
6. While determining the differences in the curricula the Dean, where justified, shall consult the Director of the Institute appropriate for a given field of study. -/-

### **THESIS AND DIPLOMA EXAMINATION**

#### § 35

1. Rules of registration for seminars and lists of persons entitled to conduct them shall be determined by the Faculty Council. -/-
2. The student prepares his/her Bachelor's / Engineering thesis, if provided for in the plan of study, under the supervision of an academic teacher with the scientific title of *profesor* or the scientific degree of *doktor habilitowany* or *doctor*, hereinafter referred to as the supervisor. -/-
3. The student prepares his/her Master's thesis, if provided for in the plan of study, under the supervision of an academic teacher with the scientific title of *profesor* or the

scientific degree of *doktor habilitowany*, hereinafter referred to as the supervisor, subject to point 4. -/-

4. In exceptional cases, the Faculty Council may authorize an academic teacher with the scientific degree of *doktor* to supervise a Master's thesis. -/-
5. In exceptional cases, the Faculty Council may authorize a specialist from outside the University with at least the scientific degree of *doktor* to supervise a Bachelor's / Engineering or Master's thesis. -/-
6. Topics of diploma theses should be approved at the time and in the manner prescribed by the Faculty /Institute Council of the field of study. -/-
7. The assessment of a thesis as made by its supervisor and a reviewer appointed by the Dean. -/-
8. The scope and form of the diploma examination shall be determined by the Faculty Council in consultation with the Student Self-Government of the Faculty and announced to students a year before the scheduled date of graduation. -/-
9. The procedure for appointment of an examination board for diploma examinations shall be determined by the Faculty Council. -/-

#### § 36

1. The student shall submit his/her diploma thesis no later than: -/-
  - 1) till the end of February for studies ending in the winter semester, -/-
  - 2) till 30 September for studies ending in the summer semester. -/-
2. The student shall submit his/her thesis in the version being a printout of the electronic version previously entered into the USOS system. -/-
3. The thesis shall be tested with anti-plagiarism software cooperating with the national repository of written diploma works. -/-
4. The thesis is an independent development of a specific scientific or artistic issue or an artistic work presenting general knowledge and skills related to the student's field of study, the level and profile of education and the ability of independent analysis and inference. -/-
5. The thesis may constitute in particular an essay, a published article, a design work, including a design and implementation of a computer program or system, as well as a construction, technological or artistic work. Detailed rules for the process of diploma award is determined by the Faculty Council, depending on the specifics of the Faculty.
6. Detailed rules for the submission and archiving of theses shall be determined by the Rector in separate regulations. -/-

#### § 37

1. The student shall be admitted to the diploma examination if he/she: -/-
  - 1) has received credits for all the courses and internships included in the programme of study, -/-
  - 2) has been awarded a positive mark for the diploma thesis. -/-
2. Should there be discrepancies in the assessment of the thesis, a decision about the admission to the diploma examination shall be made by the Dean who may consult another reviewer. -/-
3. The diploma examination shall be held on a date determined by the Dean, no later than 6 weeks from the date of the thesis submission. -/-



4. The diploma examination is an oral one. While determining its result, the marks set forth in § 24 point 5 shall apply. -/-
5. If the student received the unsatisfactory mark or failed to take the diploma examination in the fixed date without justification, the Dean shall determine the second date of the diploma examination as the final one. The second examination should take place before the expiry of one month from the date of the first examination. -/-

#### § 38

1. The diploma examination is a closed-door one. At the request of the student or supervisor the diploma examination may be held as a public one. Such an application must be made while submitting the thesis. The date of a public diploma examination shall be determined by the Dean. -/-
2. Participants of a public examination other than members of the examination board may not ask questions to the graduate or participate in the deliberations of the board in the closed-door part dedicated to the assessment of the examination. -/-
3. At the end of the diploma examination the board shall determine in the closed-door part: -/-
  - 1) the final mark of the thesis (based on marks proposed by the supervisor and reviewer of the thesis), -/-
  - 2) the mark of the diploma examination (based on the graduate's answers relating to the thesis and the questions related to the problem under discussion), -/-
  - 3) the final mark for the entire period of studies (according to § 41). -/-
4. Information about a public diploma examination and its result shall be announced on the notice board and website of the Faculty. -/-

#### § 39

1. In reference to the student who: -/-
  - 1) did not receive a positive mark for the thesis, -/-
  - 2) did not take the diploma examination, -/-,
  - 3) did not receive a positive mark of the diploma examination, -/-

the Dean, at the student's request, may issue a decision on a permission to repeat the last semester or year of study, or a decision to remove the student from the list of students. -/-

2. Should the student fail to submit a thesis in time limits specified in § 36 point 1, he/she shall be removed from the list of students. -/-
3. The person removed from the list of students may resume study under conditions specified by the Dean of the Faculty in accordance with § 34, subject to points 4 and 7.
4. If a different programme of study is binding in the academic year in which the student is to take the diploma examination than in the year in which the student received credits for the last semester, the Dean may direct him/her to repeat the last year of study with the obligation to supplement the curriculum differences. -/-
5. In the period of 5 years since the expiry of courses in a specific field of study and level of education a student who: -/-
  - 1) received credits for the last semester of study may apply for re-admission in order to complete study, -/-

- 2) failed the last semester due to the non-completion of the seminar - may apply for re-admission in order to receive credits for the seminar based on individual organisation of study, the submission of the thesis and taking the diploma examination. -/-
6. In the event of the long cycle studies that expired within the period referred to in point 5, provisions of point 4 shall apply with the reservation, that a referral to repeat the last year relates to the first-cycle programme. -/-
7. Within 5 years from the valid decision on a removal from the list of students the person who did not pass the last semester, due to the non-completion of the seminar - may apply for a re-admission to receive credits for the seminar based on individual organisation of study, the submission of the thesis and taking the diploma examination.

#### § 40

1. Studies shall be completed when the diploma examination is passed with a positive mark. -/-
2. The graduate shall receive a diploma of higher education with the professional title of *magister*, *licencjat* or *inżynier*, depending on the level of the completed study. -/-
3. The date of graduation is the date of the diploma examination. Having passed the diploma examination the graduate loses student's privileges with the reservation of § 1 point 4. -/-

#### § 41

1. The final result of the entire study determined according to the rules set out in points 2 – 3 shall be entered in the diploma. -/-
2. The basis for calculation of the final result of the entire study, subject to point 3, shall be:
  - 1) the average mark for the entire period of study, calculated in accordance with § 24 point 6, -/-
  - 2) a diploma thesis mark, -/-
  - 3) a diploma examination mark. -/-

The final result is the sum of: 3/5 of the mark referred to in point 1, 1/5 of the mark referred to in point 2 and 1/5 of the mark referred to in point 3. -/-

Due to the nature of studies at the Faculty of Arts the rules for calculation of the final result of the entire study shall be determined by the Faculty Council. -/-

3. The basis for calculation of the final result of the entire study in relation to studies whose plan of study does not provide for the thesis shall be: -/-
  - 1) the average mark for the entire period of study, calculated in accordance with § 24 point 6, -/-
  - 2) a diploma examination mark. -/-

The final result is the sum of: 3/5 of the mark referred to in point 1, 2/5 of the mark referred to in point 2. -/-

4. The final result of the entire study shall be rounded according to the principle: -/-

up to 3.20 – dostateczny (3.0) -/-

above 3.21 – dostateczny plus (3.5), with an average mark above 3.26, -/-

above 3.71 – dobry (4.0), with an average mark above 3.51, -/-

above 4.21 – dobry plus (4.5), with an average mark above 3.76, -/-

above 4.51 – bardzo dobry (5.0), with an average mark above 4.19. -/-

5. The rounding to a mark referred to in point 4 concerns only an entry in the diploma and student record book. In all other certificates the final result of study shall be presented as calculated according to the rules set out in point 2. -/-

## **PARTICIPATION OF SECONDARY SCHOOLS STUDENT IN UNIVERSITY CLASSES**

### § 42

1. An exceptionally talented secondary school student may attend classes provided for in the curriculum in the field of study according to his/her talents. -/-
2. The decision on such student's participation in classes is made by the Dean of the Faculty at the student's request and with the consent of the parents or legal guardians of the student and the headmaster of the school where the student attends, issued in consultation with the teaching board of the school. -/-
3. An application may be also submitted by institutions caring for the very talented youth, while observing the procedure specified in point 2. -/-

### § 43

1. The secondary school student shall be obliged to comply with the regulations effective at the University. -/-
2. The secondary school student shall have the right to take advantage of classrooms and facilities of the University and to the assistance of its staff and bodies. He/she may also participate in the activities of students' scientific associations. -/-
3. The Faculty Council shall appoint a tutor of such a student from among the academic teachers of the Faculty. -/-
4. The tutor keeps a regular contact with such a student, instructs him/her about the plan of study and curriculum, a detailed timetable as well as the organisation and manner of crediting of particular classes. -/-

### § 44

1. Such students shall pass classes according to the principles included in the relevant provisions of Chapter PASSING A SEMESTER / YEAR OF STUDY. -/-
2. The Faculty Council may decide on an individual mode of passing classes by the secondary school student. -/-
3. Credits received for classes by such a student shall be entered in the student academic progress report as applicable for regular students. -/-

### § 45

1. Admission to university of individuals who have participated in university classes while being a secondary school student shall be in accordance with the applicable rules of admission adopted by the Senate of MCSU, after receiving a certificate of secondary education. -/-
2. A person admitted to the field of study in whose courses he/she participated before the commencement of his/her regular study, is exempted from the obligation to obtain credits for the courses, which he/she has previously completed. -/-
3. A person admitted to a different field of study may be exempted from the obligation to receive credits for the courses that he/she passed before the regular study, if such classes are provided for in the plan of study of the selected field of study. A decision on this matter shall be made by the Dean of the Faculty. -/-

### **TRANSITIONAL AND FINAL PROVISIONS**

#### **§ 46**

The resolution of the Faculty Council undertaken within their powers following from these Study Regulations shall be an integral part hereof for the students of a given Faculty. -/-

#### **§ 47**

1. Students who in the academic year 2015/2016 start the first year of study or repeat the first year of study do not receive student record books in the previously existing form.
2. Students continuing education shall maintain student record books till the completion of study in a given field of study and level of education. -/-

#### **§ 48**

The Study Regulations come into force on 01 October 2015. -/-

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*I do hereby certify that this is a true and correct translation of the original document presented to me in the Polish language.*

*Repertory No. 52/2015*

*Lublin, 29 July 2015*