

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

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### **I. 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, unless separate regulations or provisions of agreements to which the University is a Party provide otherwise. -/-
2. Students are admitted to the University upon taking an oath. The text of the oath is set forth in the Statutes of the University. -/-
3. Upon taking the oath, 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. An international student holding part of his study at the University may receive an electronic student ID. -/-
5. 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 the financial assistance, referred to in Article 86 of the Law on Higher Education and Science, hereinafter referred to as the "Law".
6. 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) USOS – University System for the Management of Studies. -/-
- 3) APD – Archives of Diploma Theses. -/-

### § 3

1. The Rector shall be the superior of the students of the University. -/-
2. The superior of the students of each Faculty shall be the Dean, who makes decisions in individual student's matters. Relevant provisions of the *Code of administrative procedures* are applied to decisions, while taking into account legal regulations concerning higher education. -/-
3. Year/Years 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 Student Self-Government body of the Faculty shall give an opinion about a candidate for a Tutor within seven days of the date of his /her presentation to the Self-Government body. Failure to give an opinion within the above mentioned time limit shall be deemed to be a favourable opinion. 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. A detailed scope of Tutor's obligations shall be defined by Rector in a separate regulation.
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 create the Student Self-Government. The Student Parliament shall be the representative of all students of the University. -/-
6. A 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 relevant administrative units of the Faculty and 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, if it follows from the regulations, 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. Relevant provisions of the *Code of administrative procedures* are applied to decisions, while taking into account legal regulations concerning higher education. -/-
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 section 1. -/-
3. Should a decision be revoked, the Rector shall decide on the matter. 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. -/-

## II. STUDENTS' RIGHTS AND OBLIGATIONS

### § 5

Students shall have the right to: -/-

- 1) acquire knowledge and skills, and take advantage of 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 fields of study; -/-
- 5) develop their 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 Law and separate regulations on awarding financial assistance, binding at the University; -/-
- 7) receive health benefits stipulated in separate regulations; -/-
- 8) establish 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, programmes of study, 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. Students with disabilities take advantage of special solutions stipulated in the Regulations, whose application may not result in a reduction of the learning outcomes adopted to be achieved;
- 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 Dean's Council. -/-
2. Studies with an individual programme of study, including a plan of study, shall provide the student with 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 a 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 certified average mark for the previous period of study. 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 Dean's Council or -/-
  - 2) the information about enrollment to study as a result of the recognition of learning outcomes. The rules of recognition of learning outcomes achieved outside the University shall be defined in a separate resolution. -/-
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 Dean for approval. -/-
6. Studies with an individual programme of study, including a plan of study, may last for a shorter period than provided for 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 Dean, with reservation of § 8 and § 24 section 3, may agree to the individual course of study 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 Dean agrees to the individual course of study without the obligation to attend classes in relation to individuals studying full-time programmes till the time of their completion who are: -/-
  - 1) pregnant; -/-
  - 2) parents. -/-
3. The individual course of study each time includes a period which is no longer than the academic year, with the exception of cases referred to in section 2, and entails defining of individual deadlines and modes of fulfilling of the obligations resulting from the programme of study, upon a prior consent of the Dean. Obtaining a consent to the individual course of study does not exempt from the obligation to attend classes, subject to provisions of section 2 of this chapter and § 8. -/-
4. The student applying for the individual course 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 / within a month after the commencement of the summer semester. -/-
5. After the expiry of the time limits set out in section 4, the Dean may agree to the individual course of study due to other justified acts of God. -/-

#### § 8

1. The Dean, upon obtainment of a favourable opinion of the University coordinator of the *“UMCS Programme of Double Track Career”*, agrees to enrollment to the *“UMCS Programme of Double Track Career”* of individuals who have national or international outstanding achievements of the following nature: -/-
  - 1) artistic; -/-

- 2) sports; -/-
- 3) on behalf of volunteering; -/-
- 4) in social activities; -/-
- 5) in research activities. -/-
2. The “*UMCS Programme of Double Track Career*” 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 resulting from the programme of study, and in particular: -/-
  - 1) the possibility of exemption from some classes; -/-
  - 2) the possibility to take examinations and credits via means of electronic communication. -/-
3. Making a decision about enrollment to the “*UMCS Programme of Double Track Career*” the Dean appoints a tutor for the student from among the academic staff employed at the Faculty. -/-
4. Detailed rules of award and accomplishment of the “*UMCS Programme of Double Track Career*” shall be defined in a Rector’s regulation. -/-

#### § 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 of 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 student transferring classes credited at a university other than UMCS, including a foreign one, shall be allocated the same number of ECTS points as allocated to learning outcomes achieved as a result of accomplishment of relevant classes and internships at the host entity. If the number of ECTS points is higher than at UMCS, the student shall not bear the cost. If the number of ECTS points is lower than at UMCS, and their shortage would result in inability to obtain the number of points necessary to complete the study, the student shall be obligated to supplement the missing ECTS points by the end of the study period without any costs. -/-
5. The prerequisite to transfer classes credited outside UMCS, including at a foreign university, shall be the acknowledgement of the correlation of the learning outcomes achieved in lieu of points allocated to classes and internships specified in the plan of study and programme of teaching. -/-
6. 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 a 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 not 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 as well as exempt from the obligation to obtain credits in classes the student has credited before the change of the field of study, if such classes are included in the curriculum of a given 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 sections 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 adopted at a given Faculty. The decision on the transfer and making up for the differences in curricula shall be made by the Dean. -/-
5. The prerequisite for a transfer shall be the recognition by the Dean of the learning outcomes achieved and the 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 the host Faculty, if he/she has fulfilled all obligations under the regulations of the Faculty to be left, and has submitted a resignation from continuation of study at a Faculty of UMCS. -/-
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 such a student shall define the year and semester of study as well as the ways of making up for differences in the curricula. -/-

#### § 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, including a sports leave, subject to section 5. -/-
2. At the request of a pregnant student or a student being a parent, the Dean may grant a compassionate leave: -/-
  - 1) a short-term leave, -/-
  - 2) a one-year leave. -/-
3. A student being a parent may apply for a leave due to childcare within 1 year of the day of child's birth. -/-
4. The Dean shall determine a duration of a leave based on reasons for granting thereof. -
5. The Dean, upon obtainment of a favourable opinion of the university coordinator of the *"UMCS Programme of Double Track Career"*, grants a sports leave to a student being a member of the national team in an Olympic discipline in the event he/she has to accomplish sports training in a period of preparations for international championships. Each time the Dean determines the duration of a sports leave. -/-
6. Exceptionally and due to a continued reason, such as in particular a long-term sickness confirmed by an appropriate medical certificate, pregnancy, giving birth to a baby or taking care of a child, a leave may be extended for another year. -/-
7. The student should 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. -/-

8. During a leave, the student shall preserve the student's rights. The rules for obtainment of the financial assistance during the period of a leave are stipulated by separate regulations. -/-
9. During a leave the student may, with the consent of the Dean, participate in certain classes, receive credits and take examinations. -/-
10. 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. -/-
11. 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, yet not later than within a month, 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) timely payment of the financial obligations to the University and payment of fees under the regulations effective at the University, -/-
- 8) compliance with copyright laws, -/-
- 9) making declarations or other documents required by the Law and other generally applicable regulations of the law, -/-
- 10) filling in questionnaires for the assessment of the quality of teaching, -/-
- 11) registration to specified classes through the USOS system,
- 12) checking 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, -/-
- 13) entering a diploma thesis into the APD system. -/-

### § 14

1. Fees for university courses shall be charged for part-time programmes. -/-
2. Fees may be charged also from full-time students, subject to section 3, for: -/>
  - 1) retaking classes due to unsatisfactory performance; -/-
  - 2) participation in classes not included in the plan of study; -/-
  - 3) recognition of the learning outcomes; -/-
  - 4) studies in a foreign language; -/-
  - 5) other services provided for in the generally applicable regulations of law, e.g. concerning documentation of the course of study. -/-
3. Rules concerning international students are specified in separate regulations. -/-
4. The student may, within the entire course of study, pursue additional classes free of charge or on a fee-paying basis. In the event a student participates in additional classes, he/she is obligated to have them credited according to the rules and in the time limits resulting from the plan of the study and the organization of the academic year.

5. 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 in the Bulletin of Public Information on the University website and in the relevant dean's office . -/-

#### § 15

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

#### § 16

1. The student may be awarded a scholarship of the minister competent for higher education for outstanding scientific or artistic achievements related to study or outstanding sports achievements. Rules and mode of granting the said scholarship of the minister are specified in separate regulations. -/-
2. The student that has obtained distinguished academic results, scientific or artistic achievements, or sports achievements in rivalry on at least national level, and in the event of students admitted to the first year of study in the year of passing the final secondary school examination, who is a laureate of international competitions or a laureate or finalist of the central level competition, or a medalist in sports rivalry for at least the Champion of Poland in a given sport, referred to in the regulations about sport, may be granted a Rector's scholarship. Rules and mode of granting the said scholarship are specified in separate regulations. -/-
3. For an especially distinguished attitude and a high average mark or outstanding results in the academic, artistic or sports performance the student may be granted: -/-
  - 1) financial award, -/-
  - 2) congratulatory letter, -/-
  - 3) praise. -/-
4. The distinctions listed in section 3 shall be awarded by the Dean. -/-
5. The Dean's Council may decide on other forms of distinction for students of the Faculty than the ones referred to in section 3. -/-
6. At the request of the Dean the best graduates may be awarded by the Rector with a medal or diploma with honours. -/-

#### § 17

1. A student shall bear disciplinary liability for violation of regulations effective at the University or for an act below dignity of a student. -/-
2. Rules of students' disciplinary liability are defined in separate regulations. -/-

### **III. ORGANISATION OF STUDY**

#### § 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 not less than 5 weeks, -/-
  - 3) periods free from educational activities, lasting a total of not 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 not later than three months before the commencement of the academic year. -/-
4. The Rector or the Dean, with the Rector's approval, may announce days or hours free from classes during the academic year. -/-

#### § 19

1. The programme of study adopted by the Senate upon consultation with the Faculty or University Student Self-Government shall 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 crediting is treated on a par with the lack of credits for any other class. Internships may be held in the teaching periods as well as in periods free from classes. -/-
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 for the account of the internship, if the learning outcomes provided for that internship in the programme of study have been achieved. -/-
5. The scope and procedures of internships to be held shall be defined by the Rector in separate regulations. -/-
6. Programmes of study shall be readily available. -/-
7. 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. 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 Senate. Diploma theses may also be prepared in a foreign language. -/-
3. Majors, specialisations and fields of study at the University may be also conducted in a foreign language. -/-

#### § 21

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. -/-

2. The student may compete for admission to the second major by submitting an application to the Dean, subject to section 3. -/-
3. 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 in the student academic progress reports, -/-
  - 3) in competing for the best student scholarship granted by the Rector the average of all marks received in the completed semesters in the specified courses shall be taken into account, -/-
  - 4 ) the student shall write one diploma thesis (if the programme of study provides for such a requirement), -/-
  - 5) the student shall take one diploma examination, -/-
  - 6) as the basis to determine the study result, the average mark of all specified courses completed during the course of study shall be taken into account, by the Senate, at the request of the Dean's Council, -/-
  - 7) the graduate receives one diploma. -/-

## § 22

1. The semester is the basic crediting period at the University. -/-
2. The Dean's Council, upon consultation with the Faculty Student Self-Government, 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. -/-

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

### § 23

1. All types of educational activities pursued 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 documentation of the course 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 section 3, in particular in:
  - 1) student academic progress reports executed in the form of data printout from the USOS system; -/-
  - 2) credit/ examination records of the subjects, executed in the electronic form in the USOS system; -/-
  - 3) the USOS system. -/-
3. Detailed rules for documentation of the course of study for the first cycle, the second cycle and long cycle programmes, including the documentation maintained in the electronic form, shall be specified in the Rector's regulation. -/-
4. Examinations and credit awards are held on the premises of the University, subject to section 5. -/-

5. Examinations and credit awards may be held outside the University, in particular due to students' health issues or organisational reasons resulting from the specificity of the programme of study. -/-
6. 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
7. Examination and credit marks, as indicated by the Senate at the request of the Dean's Council, subject to section 8, 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, ignoring a mark in the credit award or examination appealed according to § 29 sections 1 and 2, for a credited semester. -/-
8. For calculation of an average mark for the entire course of study marks in Physical Education and general academic lectures shall not be taken into account, subject to § 46 section 1. -/-
9. The results of examinations and credits taken 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. -/-
10. Individual student performance is also evaluated in the scoring system, developed by the Senate on the basis of the ECTS standards. -/-
11. The condition to receive ECTS points allocated to a given course shall be achievement of the expected learning outcomes confirmed by credits for the course. -/-
12. ECTS points shall be allocated to all courses included in the curriculum that are subject to assessment, with the exception of PE classes. -/-

#### § 24

1. The condition for passing a semester/ year is meeting by the student of all the requirements of the programme of study 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. With the consent and based on rules specified by the course instructor the student may take an examination/ credit before the credit-and-examination session.
3. In justified cases the Dean may let the student in his/her last semester of study take credits and examinations earlier than it follows from the schedule to facilitate taking the diploma examination and grant the individual course of study for a period enabling him/her to complete the completion of the programme of study. -/-
4. The student takes an examination or is credited for a course in dates specified by the course instructor and is obliged to show his/her student ID, otherwise he/she may be refused to be admitted to credit awards or examinations. -/-

## § 25

1. The detailed scope of the requirements for a particular course shall be determined by the course instructor and announced to students at the beginning of the course and announced in the USOS system. -/-
2. Student's short-term absences in the class are justified if he/she promptly submits the course instructor a medical certificate or another reliable document, which clearly indicates that the student was unable to attend the class on that day. -/-
3. The course instructor determines the manner and deadlines for the student to make up for legitimate absences. -/-
4. 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. -/-
5. The student with a disability, where justified, may with the consent of the course instructor, take notes in 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 course instructor; he/she may also use other devices or the assistance of persons taking notes. -/-
6. The disabled student, where justified and in particular for health or organisational reasons, may upon a prior agreement with the course instructor, change a class, laboratory, conversational etc. group. -/-
7. 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 permitting for changes to the timetable. -/-

## § 26

1. The examination in the course provided for in the programme of study 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 students 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/ getting credits, if provided for in the programme of study. -/-
4. Students with disabilities, where justified, not 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) an option 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/ credit award dates shall be determined by the examiner in consultation with the Year Representative. -/-
6. A schedule of examinations should be announced to students not 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 did not 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. -/-
9. The student may, in duly justified cases, ask for a postponement of the examination / credit award date by submitting a written application to the Dean, not later than on the day of the examination or credit award. In the event he/she is granted a consent to postponement of the examination/ credit award date, the postponed date becomes the first date of the examination/ credit award. -/-

#### § 27

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 programme of study for a given study period, subject to § 31. Passing a semester/ year is confirmed in the documentation of the course of study. -/-
2. Failure to report for an examination/credit award or re-sit examination/credit award within the prescribed period without justification shall result in entering of the unsatisfactory mark by the dean. -/-
3. 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. -/-
4. The student who has failed to pay the tuition fee referred to in section 3 may be removed from the list of students. -/-

#### § 28

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

#### § 29

1. At the request of the student raising objections to the impartiality of an academic teacher or the form of the examination/ credit award, the Dean may order an examination commission to verify the knowledge and skills of the student, subject to section 2. -/-
2. A request for an examination/ credit award to verify the knowledge and skills before a commission in duly justified cases may be also placed by: -/-
  - 1) an academic teacher conducting classes in a given course; -/-
  - 2) a Faculty Student Self-Government body. Only interested students take an examination/ credit award before a commission. Placement of a request by a Faculty Self-Government body shall not preclude the exercise of the right referred to in section 1. -/-
3. The Dean shall decide about the form of an examination/ credit award before a commission. -/-
4. A request for an examination to verify knowledge and skills before a commission should be placed within three days of the announcement of crediting/ examination results. -/-

5. A credit award or examination before a commission shall take place within 10 days of the request, yet not earlier than on the first day upon expiry of the deadlines for submission of an application. 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 from among the academic teachers. -/-
6. The Dean notifies about the date of the examination/ credit award before a commission the Faculty Student Self-Government, which may send its representative in the capacity of an observer. The (Faculty or University) representative of the Student Self-Government participates in the examination/ credit award before a commission, unless the student taking the examination/ receiving credits raises objections to his/her presence. -/-
7. A mark in credit award/ examination determined by the commission shall be final and shall replace the appealed mark. -/-
8. The Dean shall decide in accordance with § 30 on a student who has not received credit or failed an examination before a commission. -/-

### § 30

1. In relation to a student who failed a semester/ year, the Dean may decide on his/her removal from the list of students or, at the student's request, may decide on a conditional permission to take up study in the next semester/ year of study or a permission to retake the semester/ year of study. -/-
2. The Dean shall remove a student from the list of students, subject to provisions of § 38 section 1, in the event of: -/-
  - 1) failure to undertake the study, -/-
  - 2) resignation from the study, -/-
  - 3) failure to submit a diploma thesis or pass a diploma examination in prescribed dates: -/-
  - 4) legally binding punishment of a student with a disciplinary penalty of expulsion from the University. -/-
3. The Dean may decide about removal of a student from the list of students also in the event of: -/-
  - 1) discovery that a student does not attend classes; -/-
  - 2) discovery of a lack of progress in learning; -/-
  - 3) failure to pay fees related to the pursuit of study. -/-
4. The student should submit to the Dean his/her resignation from study in the form of a written statement. -/-
5. 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 with at least one of the following conditions: -/-
  - 1) absence from matriculation and failure to take the oath; -/-
  - 2) failure to collect the student ID; -/-
  - 3) non-attendance to classes for a period exceeding three weeks from the commencement of a semester. -/-

### § 31

1. A conditional registration for the next semester/ year (with simultaneous retaking of the course/ courses failed) may be allowed to a student who has not received credits or has not passed an examination in at most two courses included in the plan of study in a given period, subject to sections 2 and 7. -/-
2. During the first cycle programme three conditional registrations shall be allowed, each concerning retaking of one course, during the second cycle programme - two conditional

registrations shall be allowed, each concerning retaking of one course, and during the long cycle programmes - five conditional registrations shall be allowed, each concerning retaking of one course. -/-

3. In the event a student has failed to receive credits for the repeated course, he/she may only request for retaking of the semester/ year, in which such course is included in the plan of study. Provisions of § 32 shall apply respectively. -/-
4. Upon passing a retaken course within a retaken semester/ year, a student may apply to the Dean for crediting the semester/ year in which he/she studied conditionally, if he/she has received credits in all courses provided for in the programme of study. -/-
5. If a student cannot retake a course since he has not received credits for a semester preceding the semester, in which retaking was to be made, a granted conditional registration with retaking of a course is treated as unused and a student has the right to apply again for a conditional registration, subject to sections 2 and 7. -/-
6. A conditional registration with a simultaneous retaking of an uncredited course may be granted for the last semester in the last year of study in the event the individual course of study is organised, or on condition an additional course group is organised for a retaken course or a course in another field of study/ specialization is recommended, implementing the learning outcomes in the retaken course. The Dean shall decide about the mode of accomplishment of a retaken course. -/-
7. The Senate, at the request of the Dean's Council, shall define a list of courses, which if non-credited prevent the conditional registration. -/-

#### § 32

1. The student who retakes a semester/ year shall be obliged to receive credits in all courses provided for in the programme of study. -/-
2. In the event of a student who retakes a semester/year, the Dean may credit the classes, in which such a student was awarded a positive mark in the previous period of study and exempt him/her from participation in such courses. The Dean makes a decision in this matter at the student's request before the commencement of the retaken semester/ year. -/-
3. While calculating the average mark according to § 23 section 6, marks for the credited courses are taken into account only once. -/-
4. A student who is allowed to retake a semester/ year shall be given a leave until the time of commencement of the retaken semester/ year. -/-

#### § 33

1. A 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, if the University has the right to conduct study in a given field, level and profile of teaching. -/-
2. An application for the resumption of study may be placed 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 not later than 3 years after a legally valid decision on the removal from the list of students, subject to § 46. -/-
3. Students removed from the list of students due to non-completion of the first semester of study may resume study based on the general principles for admission under separate regulations. -/-
4. In a 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 achieved 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. -/-

## **DIPLOMA THESIS AND EXAMINATION**

### § 34

1. Rules of registration for seminars and lists of persons entitled to conduct thereof shall be determined by the Dean's Council. -/-
2. The student prepares his/her diploma thesis, if provided for in the programme of study, under the supervision of a person with at least the scientific degree title of *doktor*, hereinafter referred to as the supervisor, subject to section 3. -/-
3. In exceptional cases, the Dean's Council may authorise a specialist from outside the University to supervise a diploma thesis. -/-
4. Topics of diploma theses shall be approved by the Dean's Council at the time and in the manner they prescribe. -/-
5. The assessment of a thesis is made by its supervisor and a reviewer appointed by the Dean. -/-
6. The scope and form of the diploma examination shall be determined by the Senate in consultation with the Faculty Student Self-Government and announced to students a year before the scheduled date of graduation. -/-
7. The procedure for appointment of examination boards for diploma examinations shall be determined by the Dean's Council. -/-

### § 35

1. The student shall submit his/her diploma thesis, if its writing is provided for by the programme of study, not later than: -/-
  - 1) by the end of February for studies ending in the winter semester, -/-
  - 2) by 25 September for studies ending in the summer semester in the case of first cycle programmes, and by 30 September in the case of second cycle programmes and long cycle programmes. -/-
2. Before taking a diploma examination the student submits a diploma thesis approved by the supervisor. In the event of a written diploma thesis it is a printout of the electronic version previously entered individually into the ADP system. -/-
3. The written thesis shall be tested with anti-plagiarism software cooperating with the national repository of written diploma works according to the principles specified by the Rector in separate regulations. -/-
4. The thesis is an independent development of a specific scientific, artistic or practical issue, or a technical achievement or an artistic work presenting student's general knowledge and skills related to studies in a given field of study, the level and profile of education and the ability of independent analysis and inference. -/-
5. Detailed rules of the process of diploma award shall be specified by the Senate at the request of the Dean's Council, depending on the specifics of the Faculty. -/-
6. Detailed rules for the submission and archiving of diploma theses shall be determined by the Rector in separate regulations. -/-
7. Copyrights to diploma theses are defined in separate regulations. -/-

### § 36

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, if the programme of study provides for its preparation. -/-
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 should be held on a date determined by the Dean, not later than 4 weeks of the date a thesis is submitted. -/-
4. A diploma examination, if the programme of study does not provide for preparation of a diploma thesis, should be held in time limits referred to in § 35 section 1. -/-
5. The diploma examination is oral. While determining its result, the marks set forth in § 23 section 6 shall apply. -/-
6. If a student received the unsatisfactory mark or failed to take a diploma examination in the prescribed 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. -/-

#### § 37

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 diploma thesis, if the programme of study provides for its preparation, or in the last week of classes in the semester, in which a diploma examination is provided for. 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, if the programme of study provides for its preparation - 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 diploma thesis and the questions related to the problem under discussion, -/-
  - 3) the final mark for the entire period of studies - according to § 40. -/-
4. Information about a public diploma examination and its result shall be announced on the notice board and website of the Faculty. -/-

#### § 38

1. In reference to the student who: -/-
  - 1) did not receive a positive mark for the diploma thesis, -/-
  - 2) did not take the diploma examination, -/-,
  - 3) did not receive a positive mark in the diploma examination, -/-
 - the Dean, at the student's request, may issue a decision on a permission to retake 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 § 35 section 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 § 33, subject to section 4. -/-

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 refer him/her to retake the last year of study with the obligation to supplement the curriculum differences. -/-
5. Within 3 years from the legally valid decision on a removal from the list of students the person who:
  - 1) received credits for the last semester of such study, may apply for re-admission to complete the study; -/-
  - 2) did not pass the last semester, due to the non-completion of the seminar or a diploma course - may apply for a re-admission to receive credits for the seminar or a diploma course based on individual course of study and the submission of the thesis, if the first cycle programme provides for a thesis, and taking the diploma examination in the same field of study, if the University has the right to conduct study in a given field, level and profile of study. -/-

#### § 39

1. Studies shall be completed when the student passes the diploma examination. -/-
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 section 4. For study in the field physiotherapy the date of graduation shall the date of crediting the last internship required by the programme of study. -/-

#### § 40

1. The final result of the study determined according to the rules set out in sections 2 – 4 below shall be entered in the diploma. -/-
2. The basis for calculation of the final result of the study, subject to section 4, shall be:
  - 1) the average mark for the study, calculated in accordance with § 23 section 6; -/-
  - 2) a diploma thesis mark, if the programme of study provides for its preparation; -/-
  - 3) a diploma examination mark. -/-
3. The final result shall be: -/-
  - 1) the sum of: 3/5 of the mark referred to in section 2 subsection 1, 1/5 of the mark referred to in section 2 subsection 2 and 1/5 of the mark referred to in section 2 subsection 3; -/-
  - 2) the sum of: 3/5 of the mark referred to in section 2 subsection 1, 2/5 of the mark referred to in section 2 subsection 3, if the programme does not provide for preparation of a diploma thesis. -/-
4. Due to the nature of study at the Faculty of Arts the rules for calculation of the final result of study shall be determined by the Senate at the request of the Dean's Council.
5. The final result of study shall be rounded according to the principle: -/-
  - up to 3.20 – dostateczny (3.0), -/-
  - 3.21 and above – dostateczny plus (3.5), with an average mark above 3.26, -/-
  - 3.71 and above – dobry (4.0), with an average mark above 3.51, -/-
  - 4.21 and above – dobry plus (4.5), with an average mark above 3.76, -/-
  - 4.51 and above – bardzo dobry (5.0), with an average mark above 4.19. -/-

6. The rounding to the mark referred to in section 4 concerns only an entry in the diploma. In all other certificates the final result of study shall be presented as calculated according to the rules set out in section 2. -/-

## **PARTICIPATION OF PUPILS IN UNIVERSITY CLASSES**

### **§ 41**

1. An exceptionally talented pupil may attend classes provided for in the programme of study in the field of study according to his/her talents. -/-
2. The decision on pupil's participation in classes is made by the Dean of the Faculty at the pupil's request and with the consent of the parents or legal guardians of the pupil and the headmaster of the school where the pupil attends, issued in consultation with the teachers' 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 section 2. -/-

### **§ 42**

1. The pupil shall be obliged to comply with the regulations effective at the University.
2. The pupil 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 Dean shall appoint a tutor of such a pupil from among the academic teachers of the Faculty. -/-
4. The tutor keeps a regular contact with such a pupil, instructs him/her about the programme of study, a detailed timetable as well as the organisation and manner of crediting of particular courses. -/-

### **§ 43**

1. Such a pupil shall pass courses according to the principles included in the relevant provisions in Chapter PASSING A SEMESTER / YEAR OF STUDY. -/-
2. The Dean may decide on an individual mode of passing courses by the pupil. -/-
3. Credits received for courses by such a pupil shall be entered in the academic progress report as applicable for regular students, without entries in the USOS system.

### **§ 44**

1. Admission to university of individuals who have participated in university classes while being a pupil shall be in accordance with the applicable rules of admission adopted by the Senate of UMCS, after receiving a certificate of secondary education. -

## **TRANSITIONAL AND FINAL PROVISIONS**

### **§ 45**

Resolutions of the Dean's Council undertaken within their powers following from these Study Regulations shall be an integral part thereof for the students of a given Faculty. -/-

§ 46

1. § 23 section 8 does not concern students who commenced education in the first year of study before the academic year 2017/2018. -/-
2. Agreements specifying terms and conditions of collecting fees related to pursuing study for educational services signed with students commencing study before the academic year 2018/2019 shall be in full effect on condition the student pursues education in conformity with the period for which the agreement was concluded. -/-
3. In reference to persons removed from the list of students by the day the Regulations come into force, the date of resumption set forth in a valid decision about the removal shall be binding. -/-
4. To determine the average mark of students who commenced study in the academic year 2018/2019 and in previous years, the so far existing rules adopted by the Faculty Council shall be applied. -/-

§ 47

The Study Regulations come into force on 1 October 2019. -/-