



The announcement of the Vice-Dean for Students Affairs of FE UMCS

Dear Students of the Faculty of Economics, in connection with the upcoming exam session, I would like to remind you about several important dates and obligations/rights:

1. **Winter examination session lasts from 04 February to 17 February 2025.**
2. **Re-sit examination sessions finishes on 28 February 2025.**
3. **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 (in the USOS system).
4. **Students obligation is 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**.
5. **All types of applications/letters**, in accordance with the Rector's Regulation 80/2022, **should be submitted to the appropriate Dean using the USOSweb system** ("applications"/"podania" module).
6. In principle, the student may not take an examination in the courses, in which he/she has no received previously required credits.
7. Before the exam, the student is obliged to show the student ID card to the tutor (in exceptional cases, another document with a photo – e.g. passport, driving license is permitted).
8. 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.
9. 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.
10. The Dean, at the request of the student raising justified objections to the proper conduct of a credit mark/an examination, may order an examination commission to verify the knowledge and skills of the student (only in the case of reservations as to the teacher's impartiality or the way the examination was conducted); the application for a committee test of knowledge and skills is submitted within 3 days from the date of refusal to grant the credit/retake exam, and the exam takes place within 10 days from the submission of the application.
11. **Session extensions** will be granted only in justified cases (e.g. illness, serious random case). Appropriate applications (together with documents confirming the reason justifying the extension of the session) should be submitted via the USOS system **by February 28**.



12. Any **applications for conditional registration or repetition of a semester** should be submitted by **March 07**. Failure to obtain a credit/pass the exam on time, in the absence of consent to extend the session/conditional entry/repeat of the semester, results in striking off the list of students on **February 28, 2025**. *Please note that in the event of failure to pass the condition, the Student may only apply for repetition of the semester/year in which the subject is included in the study plan - please make well-considered decisions.* In addition, by the decision of the Dean's College, it is not possible to receive a conditional entry for two subjects at the same time in the first year (during the **first cycle programme three** conditional registrations shall be allowed, **during the second cycle programme - two** conditional registrations shall be allowed, each concerning retaking of one course).
13. Students applying for **IOS** (meeting the conditions for applying for **individual organization/course of studies**) submit appropriate applications within 30 days from the beginning of the semester; IOS for professional work may be granted in exceptional situations in the last semester of studies (*other reasons for IOS are specified in paragraph 7 of the Study Regulations*).
14. The full text of the Study Regulations of UMCS in Lublin is available at the following link: <https://www.umcs.pl/en/umcs-study-regulations,15054.htm>.

I wish all of You a peaceful session and a good rest during winter holidays.

Sincerely,

Mariusz Lisowski

