

UNIVERSITY OF LIFE SCIENCES IN LUBLINIE

REGULATIONS OF STUDIES

**AT THE UNIVERSITY OF
LIFE SCIENCES IN LUBLIN**



1 OCTOBER 2019 r.

General Provisions

§ 1

1. Regulations of studies determine both the organisation and the course of studies as well as the related rights and obligations of students of full-time and extramural programmes conducted at the University of Life Sciences in Lublin.
2. The University undertakes activities aimed at ensuring equal opportunities for the implementation of the study programme for the disabled students, taking into account the specificity of the given field of studies.
3. Persons who are not Polish citizens may undertake and continue studies under conditions specified by the Law – Act on Higher Education and Science and the Rector's directives.
4. A person enrolled on a degree programme begins studies and acquires the rights of a student the moment he/she has taken the oath, which is confirmed with his/her own signature.
5. A student is issued an electronic student identity card for a fee by the University. The student identity card attests the student's status and its validity is confirmed every semester by the Dean's office employee.
6. The student identity card is valid until the day of graduation, suspension of student rights or discontinuation from the students' register list and in case of graduates of first-cycle programmes until 31 October of the academic year.

§ 2

1. The Rector is the principal of the university students.
2. The Dean of the Faculty is the direct principal of the faculty students.

§ 3

1. The only representative of all university students is the Student Self-Government whose statutory authorities of different levels have exclusive competence to represent students and are called upon to protect their interests.
2. Student organisations operating within the University are authorised in the scope of their statutory activity to submit applications to the authorities of the University and the Student Self-Government in matters concerning students and the functioning of the university.

Student's rights and obligations

§ 4

Students are obliged to participate in didactic and organisational classes, to do an internship programme, to obtain credits as well as sit examinations within the deadlines scheduled in the study programme and act in accordance with accepted norms of social coexistence and the taken oath.

§ 5

1. In particular students are obliged to:
 - 1) comply with the statutes of the University;
 - 2) comply with the regulations of studies as well as health and safety regulations applicable at the organisational units at the University;
 - 3) obtain credits ethically, respect copyrights during didactic classes and while preparing any works/projects;
 - 4) observe good manners and care for the culture of academic community;
 - 5) care for their own dignity and good name of the University, care for and respect the University property
 - 6) immediately notify the Dean of the Faculty where they study about any changes of marital status, surname, mailing address and email address.

2. Students undertaking studies in another field of study are obliged to implement the study programme in each of chosen fields of study, understood as compulsory attendance on all didactic classes , credits and examinations scheduled in the study programme.

§ 6

1. Students have the right to:
 - 1) study a particular field of study or more than one field of study;
 - 2) form scientific societies and participate in the academic and research activities of the University and in voluntary work;
 - 3) study according to the individual course of studies taking into account the provisions included in §18;
 - 4) form student and social organisations in accordance with the rules laid down in relevant regulations;
 - 5) develop their own scientific, cultural, tourist and sports interests under the internal regulations of the University and use the didactic and educational facilities in that purpose, as well as use the help of academic teachers and organisational units;
 - 6) report through their Student Self-Government representatives to: Programme Councils, the Senate, the University authorities and Councils of Students' Residences, postulates related to the didactic process and all matters related to the academic world;
 - 7) participate in the decisions of the University authorities through their representatives;
 - 8) receive awards and honours in accordance with applicable regulations

- 9) study part-time at another university, also abroad, upon the Dean's of the Faculty consent;
 - 10) receive the training in students' rights and obligations. The training is run by Student Self-Government in cooperation with the Parliament of Students of the Republic of Poland.
2. Students have the right to submit a request to reconsider any administrative decisions issued by the Dean under the authority of the Rector. The request is submitted in writing to the Dean within 14 days from the date of delivery of the administrative decision.
 3. Students' rights and obligations expire on the day of graduation or on the day of ultimate discontinuation from the students' register list.

§ 7

Students and student families (non-working spouses and their children) are entitled to benefits specified in Regulations of Student Benefits at the University of Life Sciences in Lublin.

Transfers

§ 8

1. Students, who obtained credits after at least the first semester, may transfer to another university, including a foreign university, upon the Dean's consent of the receiving department, in the form of a decision, provided they have fulfilled all obligations under the rules of the home institution.
2. Students of another university or other field of studies, having obtained all credits after at least the first semester, may be admitted to study upon the Dean's consent of the receiving department, in the form of a decision, if they have provided a certificate confirming the student status and information that they have fulfilled all obligations under the regulations applicable at the university they are leaving, and they meet the requirements for a particular field of study at the host institution. Persons moving within first-cycle programme or long-cycle programme are required to meet admission requirements of the subjects taken at secondary school graduation examination and the number of admission points entitling to being admitted in the recruitment process. The requirement for the number of obtained credits applies to persons admitted for II, III, IV semester of first-cycle programme and long-cycle programme.
3. In case of a student's transfer, the Dean's duties include:
 - a) issuing the statement of convergence of learning outcomes obtained by the student with the effects specified in the study programme of the selected field in the host unit;
 - b) assigning to a student learning outcomes obtained out-of-unit such number of ECTS points as assigned to learning outcomes obtained as a result of implementation of relevant classes and internship programmes in the host unit;
 - c) designating supplementary subjects to cover the missing learning outcomes in case of discrepancies in the amount of no more than 24 ECTS points. Implementation of

supplementary subjects should be spread over the first two semesters after transfer;
d) in case of transferring to the II semester the number of ECTS points corresponding to the unaccomplished learning outcomes cannot exceed 12.

4. The Dean is the authority to make decisions concerning issues mentioned in article 3.

Implementation of classes not included in the study programme

§ 9

1. After completing the first semester of first-cycle programme or long-cycle programme and second-cycle programme, students may participate in classes which are not included in the study programme from individually chosen subjects in other fields of study on specific level and profile.
2. The above mentioned classes are implemented by students upon the consent of the Dean of the Faculty, where the classes are conducted. Students submit a declaration of attendance in the first week of classes.
3. Students are enlisted to existing groups or an additional group is created. Students pay a fee, according to the rules specified in separate regulations, for the implementation of classes not included in the student's chosen study programme and approved by the Dean.
4. Classes not included in the study programme are entered into the documentation of the course of study and are listed in the diploma supplement. The grades received are not taken into account when awarding the Rector's scholarship for the best students and when calculating the final mean grade of the course of study.
5. The requirements for crediting the classes not included in the study programme are the same as for the classes included in it.
6. Students of second-cycle programme complementing learning outcomes, take part in classes specified by the Dean in the declaration of the related field of study without paying the fee provided that the ECTS points assigned to the subjects do not exceed 16. When the number of ECTS points required to complete learning outcomes is higher, students have to pay the fee specified in the separate regulations.
7. Students referred to in article 6 are obliged to complement learning outcomes during two semesters of full-time programme and three semesters of extramural programme.
8. The requirements for crediting the subjects which complement learning outcomes at second-cycle programme are the same as for the classes included in the study programme.

Implementation of part of the study programme under student exchange programmes

§ 10

1. Students may implement the part of the study programme outside their home university at another Polish or foreign university, in particular on the basis of intercollegiate agreements resulting from the participation of the University of Life Sciences in Lublin in national and international student exchange programmes (MOST-AR, ERASMUS PLUS).
2. The implementation of a specified part of the study programme outside home university is done upon the Dean's consent according to procedures applicable to specific programmes.
3. Students of other Polish and foreign universities can participate in didactic classes as part of national or international exchange programmes.

Change of study form

§ 11

1. Students can apply for a change in the study form from full-time programme to extramural programme after completing the first semester.
2. Extramural students can apply for a transfer to full-time programme in the following cases:
 - 1) long-cycle programme in Veterinary Medicine – after completing the eighth semester;
 - 2) first-cycle engineer's degree programme (8 semesters) – after completing the sixth semester;
 - 3) first-cycle engineer's degree programme (7 semesters) – after completing the fifth semester;
 - 4) Bachelor's degree programme – after completing the fifth semester;
 - 5) second-cycle programme – after completing the second semester
3. The decision concerning the change of the study form, as referred to in article 1 and 2, is made by the Dean.

Organisation of the academic year

§ 12

1. The academic year runs from 1 October until 30 September of the following calendar year.

2. The academic year includes:
 - 1) two semesters of didactic classes: winter and summer ;
 - 2) two examination periods and re-sit examination periods (winter and summer);
 - 3) winter and spring holidays and summer holidays lasting no less than six weeks altogether, provided that summer holidays should last for a continuous period of at least two weeks;
 - 4) internship programme or field classes if scheduled in the study programme.
3. On full-time and part-time programmes (Veterinary Medicine) each semester lasts for 15 weeks of didactic classes (except for VII semester of full-time programme (the final year) and the first semester of full-time second-cycle programme beginning with summer semester) while examination periods last no shorter than 1-2 weeks each.
4. On extramural programme, each semester covers not less than 5 two- or three-day sessions. The examination period lasts no less than two weeks after the end of classes.
5. The Rector may establish days or hours free of didactic classes during the academic year.

§ 13

1. The entire teaching process is supervised by the Rector of the University and the Dean of the particular Faculty.
2. The detailed organisation of the academic year including the beginning and the end of the semester or the examination period is decided on by the Vice- Rector for Student Affairs and Education at least three months before the new academic year begins.
3. The dates for extramural programme sessions are decided on by the Dean and approved by the Vice-rector for Student Affairs and Education and are made known at least five months before the semester begins.
4. The central foreign language examination on first-cycle programme and long-cycle programme takes place at the following dates:
 - 1) I date: June, first working day after the end of the didactic classes on the second-cycle programme;
 - 2) II date: last Friday of the first re-sit examination period (June);
 - 3) III date: last Friday of the second re-sit examination period (September).
5. A detailed timetable of didactic classes , approved by the Vice-Rector for Student Affairs and Education, is made known at least two weeks before the beginning of the semester.
6. The change of institution, field of study, study form, establishment of the individual course of studies and resumption of studies, except for a one-time resumption of studies for the purpose of sitting a diploma examination, takes place at the student's written

request in inter-semester periods or at the beginning of the semester but not later than 2 weeks after the new semester begins. The decision in the above mentioned cases is made by the Dean.

Organisation of studies

§ 14

1. Students study in a given field of study, level and profile based on the study programme established by the University of Life Sciences Senate. Any changes in the study programme for a given field are approved by the Senate upon the request of the Programme Council until 30 April of a given year.
2. First-cycle engineer's degree programme of general academic profile lasts at least 7 semesters, undergraduate's programme at least 6 semesters and second-cycle programme 3-4 semesters .
3. First-cycle extramural engineer's degree programme of general academic profile lasts 7-8 semesters, undergraduate's programme 6-7 semesters and second-cycle programme 3-4 semesters.
4. Practical profile degree programme may be extended by one semester in relation to the programme of general academic profile.
5. Long –cycle degree programme lasts 11 semesters.
6. Students' achievements are represented in accordance with the European Credit Transfer and Accumulation System (ECTS). Each classes are assigned with a total number of ECTS points, with the exception of Physical Education classes. The ECTS points measure student's average workload necessary to obtain learning outcomes. Each ECTS point corresponds to 25-30 hours of student's work including classes run by the university together with his/her individual work connected with those classes.
7. In case of extramural programmes , if they last longer than full-time degree programmes , the number of points assigned to one semester is respectively smaller, maintaining the same number of points for the whole programme as on full-time programme.

§ 15

1. The study programme specifies the duration of degree programmes, timetable in each semester together with the number of ECTS points assigned, methods of conducting classes and their number of hours in each semester and the number of ECTS points obligatory for crediting the semester, specifying classes which are elective for students.
2. The conditions for choosing different specialties and elective classes are established by the Dean after consultation with students.
3. Didactic classes can be conducted by means of methods and techniques of distance learning.

4. Didactic classes as well as knowledge and skills tests can be conducted in a foreign language, providing all students in the group agree to it. Final examinations can also be taken in a foreign language if a student agrees to that. Students can write their diploma thesis in a foreign language.

§ 16

1. Lectures at the University are open to students.
2. Student's attendance in didactic classes, seminars, foreign language classes and specialisation classes is obligatory. The attendance in lectures is obligatory in case of classes which are conducted only in that form.
3. An absence in didactic classes should be accounted for during (7) seven days to the person conducting the classes. The lecturer decides on the way and the date of covering the material, which the student missed due to his/her accounted absence.
4. A person responsible for the module is obliged to :
 - 1) describe the educational module ;
 - 2) establish the regulations of classes: the mode of testing, the mode and date of crediting the classes including the mode of announcing the results of tests, projects and other forms of getting the credit, the mode of accounting for absences and the form of examination;
 - 3) establish precise rules on crediting the module including: obligatory requirements as well as the proportion of how each particle grade and examination grades influence the final grade.
5. Students can, upon the consent of the lecturer, take notes for personal use in any alternative form e.g. through recording or taking photos.

§ 17

1. The Dean appoints the tutor of the year out of academic lecturers for the entire period of study in a given year.
2. The tutor of the year is responsible for helping with educational and organisational activities taken by the Faculty, in particular:
 - 1) putting forward candidates for distinctions and praises, but also warnings;
 - 2) participating in settlement of conflict cases;
 - 3) participating in examinations conducted in front of the examination board;
 - 4) helping students in organisation of examination periods in agreement with the given year representatives;
 - 5) organising students' meetings at least once a semester.

§ 18

1. In justified cases the Dean can agree on the individual course of studies to students who:

- 1) have distinctive achievements in the field of the Student Self-Government, culture and sport (properly certified) ;
 - 2) study two or more fields of study;
 - 3) study partly at other domestic or foreign universities;
 - 4) find themselves in exceptionally difficult life situations;
 - 5) are disabled.
2. The consent for the individual course of studies cannot be refused until they are completed, in case of full-time programmes, by a pregnant student or students who are parents.
 3. The individual course of studies refers to modifications of weekly timetable of didactic classes through the choice of particular classes conducted at particular time, which enables students to implement the obligatory study programme.
 4. Students applying for the individual course of studies should submit an application to the Dean until 7 October for the winter semester and until 28 February for the summer semester. In justified cases the Dean may consider the application submitted at another time. A schedule of completed didactic classes, approved by lecturers, is supposed to be attached.
 5. Students together with lecturers establish the requirements for class attendance, times of crediting and sitting examinations. The above mentioned requirements , after the consultation with the head of the organisational unit, are approved by the Dean for the period of no longer than an academic year.

Studies on the basis of learning outcomes confirmation

§ 19

1. The organisation confirming the learning outcomes is specified by the resolution of the Senate and it includes:
 - 1) rules, conditions and the mode of learning outcomes confirmation;
 - 2) the way of appointing and the mode of work for boards verifying the learning outcomes.
2. Students accepted for studies as a result of learning outcomes confirmation are in a regular studying mode. The Dean, in the decision of accepting a student to the University, specifies the semester and the conditions of studying, taking into consideration the individual study programme together with the scientific supervision.
3. Students accepted for studies on the basis of learning outcomes confirmation are obliged to follow the rules and the mode of studying specified in the above regulations.

4. Students, referred to in article 2, accepted for extramural programme pay the fee which is proportionally reduced for the modules credited as a result of learning outcomes confirmation.
5. Students, referred to in article 4, pay the fee only for the modules necessary to supplement their individual study programmes in accordance with the rules specified in separate regulations.
6. The modules credited on the basis of learning outcomes confirmation are included into the mean grade based on the verification protocol and the transcript of academic record.

Crediting the semester

§ 20

1. The crediting period is the semester. Classes resulting from the study programme can finish with :
 - 1) examinations;
 - 2) credits.The results of both examinations as well as credits are defined by means of a grade in accordance with the grading scale described in §25 article 1.
2. The condition for crediting the semester for students is obtaining learning outcomes by means of crediting the classes and students' internship programmes included in the study programme, with a certain number of ECTS points assigned, within the periods specified in the organisation of the academic year.
3. Students, who obtained credits during the semester, are by the Dean's decision enrolled to the next semester.
4. Students can apply for the conditional promotion for the semester by submitting a written request to the Dean until 28 February after the winter examination period or 30 September after the summer examination period. Students of the first semester of first-cycle programme or of long-cycle programme cannot apply for the conditional semester promotion.
5. Students may obtain the Dean's consent for the conditional promotion of the semester if the number of non-credited classes assigned with no more than 8 ECTS points does not exceed two in a given semester. Obtaining the conditional promotion for the next semester in a given academic year is only possible if the total number of non-credited classes does not exceed three in a given academic year to which no more than 12 ECTS points have been assigned. The Dean may refuse the conditional promotion of a semester if a non-credited class is a prerequisite (sequence) for the implementation of the study programme in the next semester of academic year.
6. Classes to be covered , which students were not allowed to take because of sequences of programme content, are treated as not credited (condition free of charge).

7. The obligatory sequences of classes required to implement the study programme are established by the Programme Council.
8. The student's ECTS points discrepancies in relation to the number scheduled in the study programme cannot exceed 12 ECTS points at any moment of the studies.
9. At a student's written request, if he/she does not obtain the semester credit, submitted until 28 February after the winter examination period or 30 September after the summer examination period, the student is directed by the Dean to retake the semester. The student who does not submit the request in the above mentioned deadline is discontinued from the students' register list.
10. The right to apply for the semester retake does not apply to students of the first semester of first-cycle programmes and long-cycle programmes.
11. Students can get permission to retake the same semester not more than once in the course of studies, except when the reason for not crediting the semester the second time was a long-lasting illness or other important issues properly accounted for and documented. The decision is made by the Dean.
12. Examination ,credit, test, essay, classes and project grades can be made public only after obtaining students' consent and encoding personal data:
 - 1) on the information boards only at the University premises;
 - 2) on the websites belonging to the University;
 - 3) by means of group email address .
13. Academic teachers, at a student's request, may recognise learning outcomes and grades obtained by the student in other fields of study, after analysing compatibility of learning outcomes of the currently implemented subject with the learning outcomes achieved in another subject in another field of study.

Students' internship programmes

§ 21

1. Students' internship scheduled as obligatory in the study programme is assigned with ECTS points , which are included in the total number of points in the semester in which the internship takes place.
2. Participation in the science camp can constitute the basis for crediting the whole or part of students' internship on condition that the learning outcomes achieved during the camp are compatible with the requirements of the internship. The decision is made by the Dean.
3. The Dean can accept the student's job as the whole or part of the internship programme, on condition that in the course of work he/she achieves learning outcomes convergent with the those assumed for the internship.
4. The manner and mode of student apprenticeship are specified in student apprenticeship

programme for each field of study and apprenticeship regulations. The apprenticeship examination takes place in front of the board appointed by the Dean and involves checking the level of mastery of the assumed learning outcomes.

Crediting classes

§ 22

1. Academic teachers are responsible for crediting the classes they run.
2. Crediting in the first term takes place before the beginning of the examination period on the basis of partial credits obtained throughout the semester.
3. Students who do not obtain credits, as referred to in article 2, are entitled to two re-take terms whereby the second term is final.
4. Students have the right to appeal to the Dean against the results of crediting the classes in the first re-take term within three days from the date of announcing the results. The Dean can then order the commission examination board to check the level of knowledge in given classes.
5. Crediting, as referred to in article 4, takes place in front of a commission board called by the Dean. The board includes: the Dean as the chairperson, a person responsible for the classes, another expert in the classes, a representative of Student Self-Government and the tutor of the year. Commission crediting may involve checking and evaluating tests and projects by the commission board or checking by the commission board the answers to questions randomly drawn by students during the crediting.
6. Disabled students may request the Dean for an additional member of the commission board, appointed by the student, if the designated person proves to be indispensable for an undisturbed communication between the student and the commission board.
7. The questions are prepared by the teacher responsible for the classes.
8. The result of the commission crediting is decided on through voting. In case there is an even number of commission board members and the lack of voting result the final decision is made by the Dean. Commission board members cannot abstain from voting or cast an invalid vote.

Examinations

§ 23

1. Classes that finish with an examination are credited by the academic teacher responsible for the implementation of classes on the basis of conditions specified in class description (module).
2. Students continuing their education, as referred in §55 article 3, sit the examination with a student record book. Students who implement education based on electronic

documentation of the course of studies when sitting the examination are obliged to show a valid student identity card.

3. The academic teacher responsible for given classes together with the student representative determine the dates of examinations. The information concerning examination dates should be made known to students 2 weeks before the examination period starts at the latest.
4. Students can enter into the examination before the factual examination period begins on the terms defined by the academic teacher responsible for the module.
5. The number of examinations cannot exceed eight in the academic year and five in a single examination period. The examination schedule should be organised so that there is no more than one examination per single day of the examination period.
6. Students sit an examination on a set date during the examination period and in case of a re-take examination during the re-sit examination period. In justified cases, and upon the Dean's consent, students can sit an examination after the re-sit examination period has finished, however in period not exceeding 28 February of the winter examination period and 30 September of the summer examination period. In case of non-full-time programmes (extramural) the period cannot exceed the date of the first class session of the next semester.
7. Final year students of full-time first-cycle programmes, scheduled to finish in the winter semester, can sit the re-take examination after the re-sit examination period is over, however no later than one week after the re-sit examination period has finished.
8. Students, referred to in § 55 article 3, except for final year students, submit the student record book not later than on 28 February of the winter examination period and on 30 September of the summer examination period.
9. Final year students, referred to in § 55 article 3, of the field of study other than Veterinary Medicine submit the student record book not later than on 31 January, if the programme is scheduled to finish in the winter semester, or on 30 June, if the programme is scheduled to finish in the summer semester. In justified cases the Dean, at the final year student's request, may prolong the deadline of submitting the student record book but the period cannot exceed 20 February, for programmes scheduled to finish in the winter semester and 15 September for programmes scheduled to finish in the summer semester.
10. Final year students, referred to in § 55 article 3, of Veterinary Medicine submit the student record book not later than on 31 March. In justified cases, the Dean, at the final year student's request, may prolong the deadline of submitting the student record book but the period cannot exceed 30 September.

§ 24

1. In exceptional and justified cases the Dean can authorise another academic teacher,

responsible for implementation of classes, to conduct the examination.

2. Students have the right to view their assessed written examination papers before the re-sit examination period and in the case of the second re-take examination within 2 weeks after the examination date.

§ 25

1. The following grading scale is used for examinations and credits:

very good	(5,0)
good plus	(4,5)
good	(4,0)
satisfactory plus	(3,5)
satisfactory	(3,0)
unsatisfactory	(2,0).

2. The examination date or the class crediting date which is recorded in the protocol must correspond with the date of the particular examination or credit.
3. The academic teacher, responsible for the classes, is obliged to submit the properly filled in protocol within 5 (five) working days from the date of the examination/credit.
4. The semester/year mean grade is the weighted arithmetic mean calculated from all examination and credit grades, excluding the Physical Education classes grade, recorded in protocols of a given semester/year of studies and their assigned ECTS points within the field of study implemented in accordance with the study programme. The module grade is understood as the arithmetic mean of all grades obtained within the examination period and two re-sit examination periods. The weighted arithmetic mean is calculated according to the following formula:

$$\text{weighted arithmetic mean of a semester/year} = \frac{\sum_{i=1}^k (\text{module grade} \times \text{ECTS})}{\text{ECTS points total in a given semester/year}}$$

k – the number of modules in a given semester/year

To calculate a module grade in case of an ‘unsatisfactory’ grade number 2 is assigned.

§ 26

1. In case of obtaining an ‘unsatisfactory’ grade in an examination, students are entitled to double re-take examinations in each module, assuming that the second re-take examination is final.
2. If students do not sit the examination, they or other people authorised by them, are obliged to submit the justification of the absence in the Dean’s office within 7 (seven) working days from the examination date.

3. Students, who do not comply with the obligatory regulations of crediting classes as referred in § 16 article 4 item 3, until the next examination date, receive an 'unsatisfactory' grade.
4. In case students do not sit the examination, the academic teacher enters 'nz' (did not report) in the protocol. If the Dean authorises the student's absence on the examination, a person working in the Dean's office documents it in the IT system of the University in 'Course of study' tab in the form of a comment: absence accounted for.
5. In case of the absence accounted for, understood as documented by submitting a medical certificate or other document proving student's inability to sit the examination:
 - 1) one or two examinations in a given module, on the dates set for in the examination period schedule, the Dean, at the student's request, sets an additional examination date but not later than 28 February after the winter semester examination period and 30 September after the summer semester examination period;
 - 2) in case of all examinations in a given module set for in the examination period schedule (examination, first and second re-take examination), the Dean sets one date on which a student is obliged to pass the examination in a given module until 28 February after the winter examination period and until 30 September after the summer examination period.
6. An unaccounted absence on the examinations on a set date results in losing the opportunity to sit the examination and the abbreviation „nz” is automatically changed for 'unsatisfactory' result by the IT system, which is later on included in counting the weighted arithmetic grade from the semester.

Commission board examination

§ 27

1. At the students' request submitted within three days from the day the first re-take examination results are announced, the Dean may order a commission board examination. The commission board examination may also be initiated by the Dean out of his/her own initiative.
2. The Dean appoints examination commission board which consists of: the Dean as the chairperson, the examiner (an academic teacher responsible for the module), another expert in the module under examination, a representative of the Student Self-Government and the year tutor. The examination has to be conducted within three weeks from the date the student's request has been submitted. An observer, appointed by the student, may take part in the commission board examination.
3. Disabled students may request for an additional member of the examination commission board if the designated person is proved to be indispensable for a thorough understanding and undisturbed communication between the student and the examination board.

4. The examiner is obliged to prepare between three to five sets of questions each set consisting of at least three questions. The student draws one set and answers the selected questions in random order. Only answers to questions included in the drawn set are assessed.
5. The result of the commission board examination is decided on by a secret ballot conducted by the Dean. In the event of an even number of members and indecisive voting result the final decision is made by the Dean. The members of the commission board cannot abstain from voting or cast an invalid vote.
6. In the event of absence, which is not accounted for, the student loses the right to take the examination on a different date.
7. The result of the commission board examination is final.

Discontinuations

§ 28

1. The Dean decides to discontinue a student when:
 - 1) he/she fails to commence studies under circumstances referred to in § 32 article 4 or when the person admitted for studies does not meet at least one of the following requirements :
 - a) failure to take the oath within 1 month from commencing studies,
 - b) unjustified absences from all didactic classes for 4 consecutive weeks on first-cycle programme or for 2 consecutive sessions on extramural programme, after obtaining information from academic teachers responsible for the classes.
 - 2) he/she submits written resignation from studies;
 - 3) he/she fails to submit the diploma thesis or pass the diploma examination in due time;
 - 4) he/she is liable to disciplinary expulsion from the university.
2. The Dean may decide to discontinue a student in the event of:
 - 1) reporting, by the academic teacher responsible for the classes, 4 consecutive absences in compulsory classes not accounted for, which makes it impossible to achieve the expected learning outcomes;
 - 2) observing the lack of progress in case of re-taking the classes or semester many times, not meeting the requirements for crediting the classes specified in the module description;
 - 3) not crediting the summer semester until 30 September or in case of the winter semester until 28 February;
 - 4) not paying tuition fees in due time.
3. With the Rector's authorisation the Dean issues a written decision to discontinue a

student from the students' register list in accordance with the regulations of the Code of Administrative Proceedings.

4. The person discontinued from the students' register list is obliged to settle all obligations, pay overdue fees, submit the university leaving card and return the electronic student identity card.

Reinstatement

§ 29

1. Any person discontinued, due to their failure to complete the first semester of studies, may be reinstated according to the procedures for admission to the first year of studies.
2. Students, who have been discontinued after crediting the first semester, may be reinstated once, upon the Dean's consent, but only within the period of three years after discontinuation.
3. In particularly justified cases the Dean may give his consent to a person's reinstatement after the period longer than three years after the discontinuation.
4. The reinstatement commences with the beginning of a semester. The Dean decides on the validity of the module credited before the discontinuation and indicates the semester commencing the reinstatement or denies reinstatement altogether. The Dean can also appoint classes which need to be credited to complement programme discrepancies so that all learning outcomes required by the current study programme can be implemented. If consent on reinstatement is obtained, the student is obliged to study according to the study programme which is obligatory in the semester, he was reinstated.
5. Reinstatement procedure is applied only to people, who were the students of the University of Life Sciences in Lublin and when the field of study is still being implemented.

Leaves of absence

§ 30

1. Students may be granted a long-term leave of absence by the Dean for the period of one academic year, provided that if it concerns the seventh semester of first-cycle programme (the final year) the leave of absence can last for only one semester in the event of:
 - 1) prolonged illness affirmed with medical certificate – the sick leave;
 - 2) important and well-documented fortuitous circumstances – the special leave of absence;
 - 3) undertaking foreign studies, apprenticeships, internships or participating in projects – the vocational leave of absence;

- 4) without giving a reason – the Dean’s leave of absence.
2. Foreign students can be granted a short-term leave of absence by the Dean for the period not longer than 2 weeks once in an academic year because of the trip to the country of origin.
3. Students applying for the sick leave, the special leave of absence or the vocational leave of absence submit a well-documented request to the Dean, promptly after the reason for the leave of absence occurred.
4. Unsatisfactory results in academic achievements cannot be the reason for being granted the sick leave. The leave cannot be granted for the period of the previous semester or academic year.
5. The Dean’s leave of absence without giving a reason is granted once in the course of studies after the previous semester of studies, for which the leave is granted, has been credited. Students may apply for being granted the leave of absence after at least the first year of first-cycle programme or long-cycle programme has been credited and in case of second-cycle programme after crediting the first semester. The application to the Dean should be submitted in inter-semester periods, however not later than 2 weeks after the next semester commences.
6. Students studying one or more fields of studies can apply for the leave of absence at all or only at one field of study simultaneously.

§ 31

1. A leave of absence can be granted by the Dean in the event of:
 - 1) a student being pregnant – the maternity leave;
 - 2) a female or male parent student in order to take care of a child – the parental leave of absence.
2. In case referred to in article 1 item 1,a properly-documented application should be submitted promptly after the reason for being granted the leave occurred. The leave is granted from the date of childbirth, however if the end of the leave falls on the middle of the semester, it can be extended until the end of the given semester.
3. In case referred to in article 1 item 2, a properly-documented application should be submitted within a year from the date of childbirth. The leave is granted for the period of one year, however if the end of the leave falls on the middle of the semester, it can be extended until the end of the given semester.

§ 32

1. While being on the leave of absence, students retain their rights, however the rights of being granted financial aid during the leave are specified in separate regulations concerning this matter.

2. The date of the graduation is rescheduled due to the leaves of absence.
3. Students, returning from the leave of absence, can be obliged by the Dean to compensate for the discrepancies in the study programme resulting from any changes in the study programme.
4. Students, referred to in article 3, are obliged to submit an application for reinstatement in the Dean's office, so that they can be enrolled on a proper semester of the studies. In case students fail to comply with this requirement, they will be discontinued from the students' register list because of failure to undertake studies.
5. Following the sick leave, students submit a health certificate validating their ability to continue studies in the Dean's office.
6. While being on the leave of absence, excluding the sick leave, students can upon the Dean's consent participate in some didactic classes scheduled for the next semester with the possibility of undergoing verification of achieved learning outcomes together with obtaining credits and sitting examinations.
7. The fact of being granted the leave of absence is confirmed in the university IT system.
8. The extension of the leave of absence resulting from the same cause is possible only upon the Vice-Rector's for Student Affairs and Education consent.

Diploma thesis

§ 33

1. The diploma thesis submitted in both paper and electronic form is understood as either:
 - 1) an Engineer's degree thesis or Bachelor's degree thesis on first-cycle programme,
 - 2) a Master's degree thesis on second-cycle programme.
2. If the diploma thesis is a written work, the supervisor is obliged to verify the thesis before the diploma examination, using the Uniform Anti-plagiarism System.
3. The diploma thesis enters the records repository promptly after successful result of the diploma examination.

§ 34

1. The diploma thesis is written by a student under the supervision of an academic teacher employed by the University, holding the scientific degree of *doctor habilitowany* (Post-doctoral degree) or Doctor (Ph.D.).

2. In exceptional cases, the Dean may authorise a specialist outside the university , who holds the degree of at least Doctor (PH.D) , to supervise the diploma thesis.
3. The diploma thesis can be written in a foreign language, however the student is then obliged to attach a translation or a detailed summary in the Polish language. If that is the case, upon the Dean's consent, the student passes the diploma examination in a foreign language which is understandable for the board members.
4. At a student's or supervisor's request the Dean may order an open diploma examination. The request should be submitted together with the copy of the diploma thesis. The Dean announces the venue and the date of the open examination on the Faculty notice board and on the website at least three days prior to the date of the examination.

§ 35

1. The choice of subjects/issues for diploma thesis takes place according to the following rule:
 - 1) students choose subjects/issues for their diploma thesis in particular didactic units,
 - 2) the Dean organises seminar groups and appoints the person responsible for the module before the semester (the module is scheduled for) commences.
2. In justified cases and at the request of the student's supervisor the Dean may change the subject of the thesis.

§ 36

The diploma thesis can be written by two students provided that the co-authors determine precisely their scope of work which will later be assessed separately by the supervisor and the reviewer.

§ 37

1. The diploma thesis is assessed by the academic teacher supervising the work and one reviewer appointed by the Dean from the academic teachers holding the scientific degree of Professor or *doctor habilitowany* (Post-doctoral Degree).
2. The Engineer's degree thesis or the Bachelor's degree thesis is assessed by the academic teacher supervising the work and the reviewer appointed by the Dean from the academic teachers holding at least the scientific degree of Doctor (Ph.D.) on condition that if the person supervising the work holds the degree of Professor or *doctor habilitowany* (Post-doctoral degree) then the reviewer cannot hold the scientific degree of Doctor (PH.D.).

§ 38

1. Students should submit their diploma thesis not later than:
 - 1) 15 January - when the studies finish in the winter semester,
 - 2) 30 June – when the studies finish in the summer semester.
2. In case of students referred to in article 1 item 2 the Dean, at the request of the supervisor or a student, may prolong the diploma thesis submitting date until 1 September. The student, for whom the diploma thesis submitting date is prolonged, retains the rights of the student.
3. In case of students referred to in article 1 item 1 the Dean, at the request of the supervisor or a student, may prolong the diploma thesis submitting date until the end of the examination period of a given semester.
4. Students, who failed to submit the diploma thesis by the date referred to in item 1 or item 2 or item 3, are discontinued from the students' register list but preserve the right to submit the diploma thesis and taking the diploma examination within a year from the date of being discontinued. If that is the case, discontinued students are obliged to submit a request for a single reinstatement in order to take the final examination. In justified cases, the Dean at the supervisor's approval may give the consent to submit the diploma thesis and organise the diploma examination within the period not longer than 3 years from the date of discontinuation.
5. In case of a prolonged absence of the diploma thesis supervisor, which may delay the date of thesis' submitting, the Dean out of his/her own-initiative or at the student's request, appoints another academic teacher as the supervisor, after consulting the head of the unit in which the thesis is implemented, who takes over all responsibilities connected with diploma thesis supervision.
6. In the event of circumstances other than those referred to in article 5 there is a possibility, at the request of a student, to change the diploma thesis supervisor not later than a month before the planned date of graduation. The decision is made by the Dean after consultation with the head of the unit or units, whom the case concerns.

Diploma examination

§ 39

1. The condition for graduation is passing the diploma examination .
2. The condition for admission to the diploma examination in all fields of study, except for Veterinary Medicine, is:
 - 1) obtaining credits in all classes and internship programmes resulting from the study programme;
 - 2) submitting the diploma thesis and obtaining two positive grades both from the academic teacher supervising the thesis and the reviewer;
 - 3) submitting all required documents in the Dean's office.

3. In case of one 'unsatisfactory' grade in the diploma thesis the decision whether to allow the student to sit the diploma examination is made by the Dean.
4. The final grade in the diploma thesis is an arithmetic mean of grades given by the supervisor and the reviewer.

§ 40

1. The date of the diploma examination is assigned by the Dean.
2. The diploma examination should take place once a student completed the last semester of studies within 3 weeks following the submission of the diploma thesis.
3. In the event of extending the diploma thesis submission date, the diploma examination should take place within 3 weeks from the diploma thesis submission.
4. The Dean can assign an individual diploma examination date for a student, who submitted the diploma thesis before the deadline referred in § 38 article 1.

§ 41

1. The diploma examination takes place in front of the examination board appointed by the Dean and consisting of: the Dean or the Vice-Dean as the chairperson, the academic teacher supervising the thesis and the reviewer. In justified exceptional cases the Dean can appoint an academic teacher holding the scientific degree of Professor or *doctor habilitowany* (Post-doctoral degree) as the chairperson of the examination board.
2. The Dean can extend the examination board.

§ 42

1. The diploma examination is an oral examination.
2. During the diploma examination a student makes the diploma thesis presentation and answers three questions asked by the members of the examination board. The questions asked may be connected with all modules of study implemented in the course of study and with the diploma thesis.
3. The diploma examination is assessed by the examination board, referred to in § 41, during the classified part of the meeting. The assessment of the diploma examination is established on the basis of partial grades given for the answers to all questions asked and the diploma thesis presentation.
4. While assessing the diploma examination and the diploma thesis the scale of grades specified in § 25 article 1 is applied.
5. A protocol from the diploma examination is drawn up and signed by all members of

the examination board.

6. Immediately after passing the diploma examination the chairperson, in the presence of the examination board members, announces the result of the examination, together with the grades obtained during the examination, and the graduation result.
7. In the event of positive result of the diploma examination the examination board makes a decision to give the professional degree and the graduation diploma in a given field of study.

§ 43

1. In the event of 'unsatisfactory' grade or unjustified missing the diploma examination within the assigned period, the Dean sets a new examination date which is understood as final.
2. The second examination can take place not earlier than after a month's period and not later than in a three-months' period from the first examination date.
3. In the event of not passing the diploma examination in the second period the Dean makes a decision to discontinue a student from the students' register list.
4. Missing the diploma examination can be justified by the Dean at a written, justified request of a student, submitted within the period of 7 days from the assigned date of the examination. In that case the Dean assigns a new diploma examination date.

§ 44

1. Students of Veterinary Medicine are obliged to pass examinations and obtain credits after the last semester of studies until 31 March of a given academic year.
2. The final deadline for passing the examinations and obtaining credits referred to in article 1 can be prolonged upon the Dean's decision at the request of a student until 30 September of a given academic year. After this deadline the condition to graduate from university is re-taking the last semester of studies.

Graduation result

§ 45

1. Graduation result in all fields of studies, except for Veterinary Medicine, is the sum of:
 - 1) 3/5 weighted arithmetic mean of all grades in examinations and credits documented in the protocols in the course of studies together with corresponding ECTS points within the field of study, calculated according to article 3;
 - 2) 1/5 of the grade in the diploma thesis;
 - 3) 1/5 of the grade in the diploma examination.
2. The final graduation result in Veterinary Medicine is expressed by weighted arithmetic

mean of all grades in examinations and credits documented in the protocols in the course of studies together with corresponding ECTS point, calculated according to article 3.

3. For the purpose of calculating the final graduation result, the weighted arithmetic mean of all grades in examinations and credits, except for the grade in Physical Education, documented in the protocols in the course of studies together with corresponding ECTS points within the field of studies implemented in accordance with the study programme, is calculated using the following formula:

$$\text{weighted arithmetic mean of studies} = \frac{\sum_{i=1}^k (\text{module grade} \times \text{ECTS})}{\text{ECTS points total for a given field of studies}}$$

k – the number of modules for the field of studies

The grade in a module is understood as the arithmetic mean of grades obtained in examination and re-sit examination periods. In order to calculate the module grade in case of an 'unsatisfactory' grade number 2 is assigned.

4. Graduation result is calculated up to three decimal places and later rounded to two decimal places, also for the means of obtaining a student loan.
6. On graduation diploma and diploma supplement in all fields of study, except for Veterinary Medicine, the final graduation result is written according to the rule:

below 3,20	- satisfactory
from 3,20 to 3,60	- satisfactory plus
from 3,61 to 4,10	- good
from 4,11 to 4,50	- good plus
4,51 and higher	- very good

7. On Veterinary Medicine graduation diploma and diploma supplement the final graduation result is written according to the rule:

below 3,20	- satisfactory
from 3,20 to 3,50	- satisfactory plus
from 3,51 to 3,99	- good
from 4,00 to 4,30	- good plus
4,31 and higher	- very good

8. Equalisation of graduation result to the grade value according to article 6 and 7 refers only to the graduation diploma and diploma supplement entry.

§ 46

1. Students after passing the diploma examination become university graduates and

receive the university graduation diploma in a specified field of study and profile confirming higher education and professional degree.

2. Graduates before receiving diplomas are obliged to settle all obligations to the university and in particular to submit the university leaving card and pay all required fees.
3. Within 30 days from graduation, a graduate receives the diploma together with the diploma supplement and two certified copies, including a certified copy in a foreign language upon the graduate's request.

§ 47

1. The graduation date is the date of passing the diploma examination and in case of Veterinary Medicine the date of passing the last examination or credit scheduled in the study programme.
2. The planned duration of university studies corresponds with the approved study programme for a given field of study, and the planned date of graduation for studies finishing in the winter semester is 28 February, and for studies finishing in the summer semester 30 September. For Veterinary Medicine the planned date of graduation is 31 March.

Awards, honours and scholarships

§ 48

1. Students may be granted the following awards and honours:
 - 1) the Rector's awards and honours;
 - 2) awards funded by state institutions, scientific societies and social organisations;
 - 3) the diploma for a distinctive student – awarded on terms referred to in §53 of the following regulations;
 - 4) the diploma for a distinctive diploma thesis.
2. Students are entitled to apply for financial aid in the form of:
 - 1) social scholarship,
 - 2) scholarship for the disabled,
 - 3) the Rector's scholarship,
 - 4) the Minister's scholarship for outstanding results,
 - 5) benefits.
3. Rules for appointing financial aid are provided by separate regulations.

§ 49

1. *The distinctive graduate* diploma is awarded by the Rector upon the Dean's request.
2. The diploma can be awarded to a graduate in every field of study, except for Veterinary

Medicine, who meets the following requirements :

- 1) submitted the diploma thesis on time, as scheduled in the study programme in accordance with § 38 article 1 of the following regulations;
 - 2) obtained a 'very good' grade in the diploma thesis;
 - 3) obtained a 'very good' grade in the diploma examination;
 - 4) achieved the weighted arithmetic mean not lower than 4,31 of all grades in examinations and credits documented in the protocols in the course of studies together with corresponding ECTS points within the field of study ;
 - 5) in the course of studies acted in accordance with the taken oath.
3. The diploma can be awarded to a Veterinary Medicine student who meets the following requirements:
- 1) completed studies within the period scheduled in the study programme;
 - 2) achieved the weighted arithmetic mean not lower than 4,31 of all grades in examinations and credits documented in the protocols in the course of studies together with corresponding ECTS points within the field of study;
 - 3) in the course of studies acted in accordance with the taken oath.

§ 50

The diploma for the distinctive diploma thesis is awarded by the Rector upon the Dean's request to a graduate who obtained a 'very good' grade in the diploma thesis and the proposal for the award is included in the thesis review.

Fees

§ 51

1. Payment conditions for studies or educational services in case of extramural programmes or foreign students are regulated by an agreement between the University and a student in written form.
2. Principles of charging the fees and conditions for partial or full exemptions from such fees are regulated by the resolution of the Senate. The amount of fees is established by the Rector in the form of a directive.

§ 52

Documentation of the course of studies

1. The course of studies is documented in:
 - 1) class crediting protocols, performed in the form of printouts of data from the IT system;
 - 2) periodic cards of students' achievements, performed in the form of printouts of data from the IT system;
 - 3) grades profile in the IT system or in a student record book in paper form, in case of students who have paper record books and continue education.

Transitional and final provisions

§ 53

1. Proposals for introducing changes in the following regulations may be brought by:
 - the Senate,
 - the Rector and Vice-Rectors,
 - the Faculty Councils,
 - the statutory authorities of the Student Self-Government.
2. Any changes to the following regulations may be made in a written form, in the same manner as it was established, or by introducing a set of new regulations.

§ 54

In exceptionally justified cases the Rector may make a different decision than it may result from the resolutions of the following regulations.

§ 55

1. Regulations of Studies adopted by the Senate of the University of Life Sciences in Lublin (resolution nr 82/2011-2012 from 25 May 2012 later amended) are repealed.
2. Regulations come into force on 1 October 2019 however, decisions and settlements taken in individual cases of students issued before 1 October 2019 remain in force.
3. Students, who started their studies before the academic year 2018/2019 and have paper students record books document their course of studies as before until graduation.