**UNIVERSITY OF LIFE SCIENCES IN LUBLIN**

## Regulations for Study

**of the University of Life Sciences in Lublin**



**1 October 2021**

**General provisions**

**Art. 1**

1. Regulations for Study define the organisation and course of studies and the related rights and responsibilities of full-time and part-time students at the University of Life Sciences in Lublin.
2. The University shall take measures to ensure equal opportunities for students with disabilities to complete the curriculum, taking into account the specific nature of a given field of study.
3. Persons who are not Polish citizens may take up and complete studies under the conditions defined in the Act - the Law on Higher Education and Science as well as the rector's orders.
4. A person admitted to the University commences studies and acquires student rights at the moment of taking the oath, which he/she confirms with a signature.
5. The University issues to the student, for a fee, an electronic student ID card which is a document certifying the status of a student. A student ID card is valid for one semester and must be renewed or extended by an employee of the dean's office.
6. Student ID card is valid until the graduation date, suspension of student rights, or removal from the register of students, and – in the case of first-cycle degree programme graduates - by 31 October of the year of graduation.

**Art. 2**

1. The supervisor of the students of the University is the rector.
2. The immediate supervisor of students in a faculty is the dean of that faculty.

**Art. 3**

1. The only representative of the student body of a higher education institution shall be the student government, whose statutory authorities of different levels shall have exclusive competence to represent students and shall be appointed to protect their interests.
2. The representative of students in a given year shall be the academic year representative. The procedure for the election of the academic year representative, his or her powers and duties shall be specified in the student self-government regulations.
3. Student organisations active in a higher education institution shall be authorised, within the scope of their statutory activities, to submit requests to the institutional authorities and the student government on matters relating to students and the operation of the institution.

**Student Rights and Responsibilities**

**Art. 4**

A student is obliged to participate in classes, undertake a work placement, get credits and pass examinations within the deadlines provided for in the curriculum and behave in accordance with the accepted principles of social coexistence.

**Art. 5**

1. In particular, a student shall be obliged to:
2. observe the regulations in force at the University of Life Sciences in Lublin and carry out the orders of the authorities;

2) act in accordance with the oath and observe the study regulations as well as the regulations and safety rules in force in the organisational units of the university;

3) get credits in an ethical manner, respect copyright during classes and while preparing any work;

4) observe good practice and preserve the culture of the academic community;

5) preserve their own dignity and the good name of the University, and preserve and respect the property of the University;

6) immediately inform the dean of the faculty in which he/she is studying of any change in his/her marital status, last name, correspondence address, and e-mail address.

1. A student attending a course in another field of study shall be obliged to follow the curriculum in each of the fields of the study he/she has taken up, with the obligation to participate in all classes provided for in the curriculum and to get credits and pass examinations.

**Art. 6**

* + - 1. The student shall have the right to:

1. undertake a course or courses in selected fields of study;
2. become a member of scientific associations and participate in the scientific and research activities of the higher education institution, as well as perform voluntary service;
3. undertake a course in accordance with an individual curriculum plan, taking into account the requirements specified in Art. 18.
4. associate with student and social organisations according to the rules specified in the relevant legislation
5. to develop their own scientific, cultural, tourist and sporting interests within the framework of the internal regulations of a higher education institution; to use for this purpose the classrooms and facilities of the institution, as well as the assistance of academic staff and organisational units of the institution;
6. to voice, through representatives of the student government, their demands concerning the teaching process and all matters related to the academic community;
7. participate, through their representatives, in decisions of the institutional authorities;
8. receive awards and distinctions in accordance with the applicable legislation;
9. complete a part of their course in another higher education institution, including a foreign institution, upon the consent of the dean of the faculty;
10. to be trained in the rights and responsibilities of the student. The training shall be conducted by the student government in cooperation with the Students' Parliament of the Republic of Poland.
    * + 1. A student has the right to submit a request for reconsideration of an administrative decision issued by the dean on behalf of the rector. The request shall be submitted in writing to the dean within 14 days of the date of delivery of the administrative decision.
        2. In cases that do not require an administrative decision, the student may send the request to the dean/deputy dean by e-mail at the dean's office e-mail address, which can be found on the university's website. In such a case, the student shall also receive a reply to the sent application by e-mail.
11. The student's rights and responsibilities expire on the date of graduation or removal from the register of students.

**Art. 7**

Students and student's families (spouses and their children) are entitled to the benefits specified in the Regulations of Benefits for Students of the University of Life Sciences in Lublin.

**Transfers**

**Art. 8**

1. After completing at least the first semester of study, the student may transfer to study at another higher education institution, including a foreign institution, with the approval of the dean, if they have fulfilled all of the obligations set forth in these regulations and the curriculum for the field of study in question.
2. A student of another higher education institution, including a foreign one, as well as of a different field of study at their home institution, after completing at least the first semester, may be transferred with the consent of the dean of the receiving faculty. In this case, the student must submit an application to the dean of the receiving faculty together with a justification, opinion of the dean of the faculty from which he/she intends to transfer, and documents confirming his/her previous education and course of study. Transferring students attending first cycle degree programme or long-cycle Master's degree programme are obliged to fulfil the recruitment requirements with respect to the courses taken as part of the secondary school final examinations (matura), as well as the number of points for admission in the recruitment process. The number of points requirement applies to students admitted by transfer to Semester 2,3 and 4.
3. In the case of the transfer of a student, the dean's responsibilities include:
4. to ascertain the convergence of the learning outcomes achieved by the student with the outcomes defined in the curriculum of the chosen field of study at the receiving faculty;
5. assigning to the student ECTS credits for the learning outcomes achieved in the former institution corresponding to the learning outcomes achieved through the relevant classes and placements in the receiving faculty;
6. in the case of curriculum differences of no more than 24 ECTS credits, the dean designates courses to be completed in order to achieve the learning outcomes missing in the curriculum. The aforementioned courses shall be completed over the first two semesters after transfer;
7. for transfer to the second semester, the number of ECTS credits corresponding to the unachieved learning outcomes cannot exceed 12.

**Classes not included in the curriculum**

**Art. 9**

1. After completing the first semester of first-cycle degree programmes or long-cycle Master's degree programmes and during the second-cycle degree programme, the student may participate in courses not included in the curriculum in any chosen course in other fields of study, cycle and programme profile.
2. The student shall take such classes after receiving permission from the dean of the faculty in which the classes are conducted. The student shall submit a declaration of participation in such classes to the dean's office during the first week of classes.
3. The student is added to an existing group or an additional group may be created. For classes that are not included in the curriculum, chosen by the student and approved by the dean, the student shall pay a fee in accordance with the rules laid down in separate regulations.
4. Courses not included in the curriculum are entered in the documentation of the course of study and listed in the diploma supplement. The grades obtained are not taken into account when the rector's award for outstanding academic achievement given or when the final average grade is calculated.
5. The conditions for getting credit for classes not included in the curriculum are the same as for classes included in the curriculum.
6. The student achieving the learning outcomes on the second-cycle degree programme completes the classes specified by the dean in the declaration of the related field of study without paying fees if the number of ECTS credits allocated to the classes taken does not exceed 16. In case the ECTS credits corresponding to the necessary learning outcomes to be completed is higher, the student pays a fee as specified in separate regulations.
7. The student referred to in section 6 shall be required to achieve the learning outcomes within two semesters for full-time programmes and within three semesters for part-time programmes.
8. The conditions for passing courses not included in the curriculum to achieve learning outcomes in second-cycle degree programmes shall be the same as for courses included in the curriculum

**Completion of part of the curriculum as a part of a student exchange programme**

**Art. 10**

1. A student may complete a part of the curriculum outside his/her home institution in another Polish or foreign university, in particular on the basis of Inter-institutional Agreements resulting from the participation of the Lublin University of Technology in national or international student exchange programmes (MOST-AR, ERASMUS PLUS).
2. The completion of a specified part of the curriculum outside the home institution is conducted with the consent of the dean according to the procedures for individual programmes.
3. Students of other Polish or foreign institutions may participate in classes as part of national or foreign exchange.

**Changing the mode of study**

**Art. 11**

1. The student may apply to change from full-time to part-time mode of study if he or she has completed the first semester.
2. A part-time student may apply for transfer to a full-time programme in the following cases:
3. long-cycle Master's degree programme in veterinary medicine - upon completion of the eighth semester;
4. first-cycle degree engineering programme (8 semesters) - upon completion of the sixth semester;
5. first-cycle degree engineering programme (7 semesters) - upon completion of the fifth semester;
6. bachelor degree studies - upon completion of the fifth semester;
7. second-cycle degree programme - upon completion of the second semester.
8. The decision to change the mode of study referred to in section 1 and 2 shall be made by the dean.

**Organisation of the academic year**

**Art. 12**

1. The academic year runs from 1 October to September 30 of the following calendar year.
2. The academic year includes:
3. two semesters: winter and summer;
4. two examination sessions and re-sit examination sessions (winter and summer);
5. winter and spring breaks and summer holidays lasting a total of no less than six weeks, of which summer holidays should be of at least two weeks' duration;
6. work placement, field practice if provided for in the curriculum.
7. In the seventh semester of full-time first-cycle degree programme and the first semester of full-time second-cycle degree programme beginning in the summer semester, a semester lasts 13 weeks. In the case of full-time and part-time degree programmes in veterinary medicine, as well as other full-time degree programmes, each semester lasts 15 weeks. Examination sessions last no less than 1-2 weeks each.
8. For part-time degree programmes, each semester comprises no fewer than 5 two- or three-day sessions. The examination session lasts no less than two weeks after the end of classes.
9. During the academic year, the Rector may set class-free days or hours.

**Art. 13**

1. The overall supervision of the teaching process in a given higher education institution is exercised by the rector, and in a faculty by the dean.
2. The detailed organisation of the academic year, including the dates of commencement and completion of semesters and examination sessions, is established by the rector in regulation at least three months before the beginning of an academic year.
3. At the request of the dean, the Rector may establish an individual organisation of the academic year for a given field of study and a given year with regard to the dates of undertaking work placement.
4. The dates of sessions for part-time degree programmes shall be set by the dean and published at least five months before the beginning of a semester. Those shall be approved by the Vice-Rector for student affairs and education.
5. Central Foreign Language Proficiency Examination for first-cycle degree programmes and long-cycle Master's degree programmes shall be held on the following dates:
6. 1st date: June, the first working day after the end of the course in first-cycle and long-cycle Master's degree programmes;
7. 2nd date: last Friday of the first re-sit examination session (June);
8. 3rd dates: last Friday of the second re-sit examination session (September).
9. The detailed course schedule approved by the Vice-Rector for student affairs and education is announced at least two weeks before the beginning of a semester.
10. The change of higher education institution, field of study, mode of study, the establishment of an individual curriculum plan and resumption of studies, with the exception of one resumption of studies in order to take a diploma examination, take place during break between semesters or at the beginning of a semester, however, no later than two weeks after the beginning of the subsequent semester, at the student's written request. The decision shall be made by the dean.

**Organisation of studies**

**Art. 14**

1. Students attend studies in the selected field of study, cycle and profile on the basis of a curriculum established by the Academic Senate of the University of Life Sciences in Lublin. Changes in the curriculum for a specific field of study at the request of the curriculum council are approved by the Academic Senate by 30 April of a given year.
2. The duration of a full-time first-cycle degree programme of general academic profile in engineering is at least 7 semesters, Bachelor's degree programme at least 6 semesters, and second-cycle degree programme – 3-4 semesters.
3. The duration of a part-time first-cycle degree programme of general academic profile in engineering is 7-8 semesters, Bachelor's degree programme – 6-7, second-cycle degree programme – 3-4 semesters.
4. The duration of studies of a practical profile can be extended by one semester in relation to studies of general academic profile.
5. The duration of long-cycle Master's degree programmes is 11 semesters.
6. Student achievements are expressed in accordance with the European Credit Transfer and Accumulation System (ECTS). Courses are allocated a total number of ECTS credits, with the exception of physical education courses. ECTS credits are a measure of student's average workload necessary to achieve learning outcomes. An ECTS credit corresponds to 25-30 hours of student's work comprising classes organised by the higher education institution and their individual work related to these classes.
7. For part-time programmes where the duration is longer than full-time programmes, the number of ECTS credits allocated to a semester shall be correspondingly lower, while retaining the same number of ECTS credits as for full-time programmes.

**Art. 15**

1. The study plan shall specify the duration of the course of study, the schedule of classes in individual semesters together with the number of ECTS credits allocated, the basic form of courses and the number of hours, the number of ECTS credits required to complete a semester with the number of elective courses selected by a student.
2. The principles for students' choice of major and elective courses shall be specified by the dean after consultation with students.
3. Classes and examinations may also be conducted using online methods.
4. Courses and examinations may be conducted in a foreign language after the approval of all students in the group.

**Art. 16**

1. Lectures at the University are open.
2. Student attendance at classes, seminars, lectures and major classes is mandatory. Attendance at lectures is mandatory for courses delivered in lecture form only.
3. The excuse for absence from classes should be submitted to the academic teacher within (7) seven working days. The academic teacher shall decide on the manner and timing of making up any arrears resulting from a student's excused absence from classes.
4. The academic teacher responsible for a given course shall draw up a syllabus, a shortened version of which shall be posted on the faculty website.
5. At the beginning of classes, the academic teacher conducting classes shall be obliged to familiarise students with the course description referred to in sec. 4 and shall additionally provide students with:
6. course regulations: the method for monitoring the outcomes of classes, the procedure and schedule for getting credit, including the method and procedure for publishing the results of tests, projects and other forms of course completion, the rules for excusing absences from classes, and the form of examination;
7. detailed requirements for passing classes, including mandatory requirements and proportions of the influence of component grades and the grade of the examination on the final grade.
8. The information referred to in sec. 5, point 1 and 2, may be sent by the academic teacher conducting classes to the academic year/group representative, obliging him/her to pass it on to the other students.
9. A student, with the permission of the academic teacher, may take notes for personal use in an alternative form, e.g. by recording, taking pictures.

**Art. 17**

1. The dean appoints year tutors from among the academic staff for the entire period of study in a given year group.
2. The task of year tutors is to assist in the educational and organisational activities undertaken by the faculty, in particular:
3. applying for distinctions and commendations, as well as admonitions;
4. participating in conflict resolution;
5. participating in board examinations;
6. providing assistance to students in organising examination sessions in consultation with academic year representatives;
7. organising meetings with students at least once a semester.

**Art. 18**

1. In justifiable cases, the dean may grant permission for individual curriculum plan to students who:
2. stood out in local government, cultural or sporting activities (properly documented);
3. attend two or more fields of study;
4. attend part of their studies at other domestic or foreign higher education institution;
5. are in a difficult life situation;
6. are individuals with disabilities.
7. Permission for developing an individual curriculum cannot be refused until the completion of the programme in the case of full-time studies to pregnant students and students who are parents.
8. The individual curriculum consists of modifying the weekly schedule by selecting a class group and a class hour in such a way that the student is able to follow the current curriculum.
9. A student requesting an individual curriculum should submit an application to the dean during the break between the semesters or at the beginning of a semester, but no later than two weeks after the beginning of the semester. In justifiable cases, the dean may consider a student's application submitted by another deadline. The application must be accompanied by a schedule of classes agreed upon with the academic teachers.
10. Attending classes, the dates of getting credits and passing examinations shall be arranged by the student with the individual academic teachers. These arrangements shall be approved by the dean for a period not longer than one academic year.

**Study based on confirmation of learning outcomes**

**Art. 19**

1. The organisation of the confirmation of learning outcomes is defined by the resolution of the Academic Senate and includes:
2. the principles, conditions and procedures for the confirmation of learning outcomes;
3. the procedure for the appointment and operation of committees verifying learning outcomes.
4. Students admitted to the university as a result of the confirmation of learning outcomes are included in the regular course of study. The dean determines the semester to which the student might be admitted and the conditions for the completion of the course of study, taking into account the individual curriculum and academic guidance.
5. Students admitted based on the confirmation of learning outcomes are bound by the rules of study and mode specified in the regulations.
6. Students referred to in sec. enrolled as part-time students shall pay a fee for a semester proportionally reduced by the courses taken as a result of the confirmation of learning outcomes.
7. Students referred to in sec. 4 pay a fee for courses necessary to complete their individual curriculum according to the rules set forth in separate regulations.
8. Courses completed on the basis of confirmation of learning outcomes are included in the average grade of studies on the basis of the verification protocol and the academic record.

**Credit for a semester**

**Art. 20**

1. Grading period during the studies is one semester. Classes being a part of a curriculum are completed after:
2. passing an examination;
3. getting a credit.

The result of an examination and credit is determined in accordance with the grading scale described in Art. 25, sec. 1.

1. In order to complete a semester, a student must achieve learning outcomes through completing courses and work placement, with ECTS credits allocated, established in the curriculum within the period specified in the organisation of the academic year.
2. A student who has successfully completed a semester is registered for the next semester, by the dean's decision.
3. A student may apply for conditional registration for a semester by submitting a written application to the dean by 28 February, and in the case of studying veterinary medicine by 10 March after the winter examination session and by 30 September after the summer examination session. The right to apply for conditional registration for a semester does not apply to students of the first semester of first-cycle degree programmes or long-cycle Master's degree programmes.
4. A student may obtain the dean's consent for conditional registration for a semester if the number of failed courses does not exceed two per semester and the number of allocated ECTS credits is less than 8. Conditional registration for a subsequent semester in an academic year is possible only if the total number of failed courses does not exceed three in an academic year and the number of allocated ECTS credits is less than 12. The dean may refuse conditional registration for a semester if the failed course is a prerequisite to get credit in the subsequent semester or year.
5. Courses to be taken to which the student has not been admitted due to the reasons specified above are treated as not credited (conditional pass without a fee).
6. The necessary course arrangement required to get credit is determined by the curriculum council and announced not later than 30 April of the academic year preceding the validity of the introduced arrangement.
7. At any point during the course of study, a student's ECTS credit deficit may not exceed 12 ECTS points.
8. At the request of a student who has not completed a semester, submitted by 28 February, and in the case of studying veterinary medicine by 10 March after the winter examination session and by 30 September after the summer examination session, the dean shall send the student to retake the semester. A student who has not submitted an application by the specified deadline is removed from the register of students.
9. The right to apply to retake a semester does not apply to students of the first semester of first-cycle degree programmes or long-cycle Master's degree programmes.
10. A student may be permitted to retake the semester no more than once during his or her course of study unless the reason for not retaking the semester is long-term illness or other valid reasons that are properly justified and documented. The decision shall be made by the dean.
11. Grades from examinations, credits, tests, practicals and projects may be disclosed, after obtaining students' consent and encoding personal data:
12. on notice boards on university property only;
13. on university websites;
14. by group e-mail.
15. At the student's request, an academic teacher may recognise the learning outcomes and grades obtained by a student attending courses in other fields of study after analysing the compatibility of the learning outcomes of the course currently being studied with the learning outcomes achieved in a credited course in another field of study.

**Student work placement**

**Art. 21**

1. Work placement indicated in the curriculum as mandatory is allocated ECTS credits, which are included in the total number of ECTS credits in the semester in which the work placement takes place.
2. The manner and procedure of undertaking work placement are specified in the framework programmes of work placement for each field of study and in the work placement regulations. The work placement examination is held in front of an examination board appointed by the dean and verifies the extent to which students have achieved the expected learning outcomes.

**Credit for a course**

**Art. 22**

1. Credit for a course shall be given by the academic teacher conducting a course.
2. Credit for a course is awarded on the first date before the start of an examination session on the basis of component grades obtained during the semester.
3. Students who have not obtained credit for a course referred to in sec. 2 are entitled to two re-sit examinations, with the second re-sit examination being the final one.
4. Students have the right to appeal within three days of the announcement of the results of the first re-sit examination to the dean, who may order a review of the level of knowledge in a given course.
5. The credit referred to in sec. shall take place in front of a board appointed by the dean comprising: the dean as a chairperson, the academic teacher conducting the course, another academic specialising in the subject, a representative of student government and the year tutor. Examination in front of the board may consist in reviewing and evaluating the student's previous course assessments or projects, or reviewing the answers to questions drawn by the student during the examination.
6. A student with a disability may request the dean to supplement the board with an additional member designated by the student if this is necessary for full communication between the student and the board.
7. Questions shall be prepared by the academic teacher conducting the course.
8. The outcome of the exam taken in front of a board shall be decided by a vote. In the event of an even number of votes board, the final decision shall be made by the dean. Board members may not abstain from voting or cast an invalid vote.

**Examination**

**Art. 23**

1. Credit for a course completed with an examination is given by the academic teacher conducting the course on the basis of the requirements specified in the syllabus.
   1. The student continuing education referred to in Art. 56 sec. takes an examination with a course record book. A student having an electronic course record is required to present a valid student ID card when taking an examination.
   2. The academic teacher sets examination dates in consultation with the academic year representative. Information on examination dates should be disclosed to students at least 4 (four) weeks before the beginning of an examination session.
   3. A student may take an examination on an early examination date before the beginning of the examination session in accordance with the rules specified by an academic teacher conducting a course.
   4. The number of examinations may not exceed eight per academic year and five per examination session. The schedule for examinations should be arranged in such a way that there is not more than one examination per session day.
   5. Students take examinations on an established date during the examination session, and in the case of a re-sit examination, during the re-sit examination session In justifiable cases, with the approval of the dean, the student may take the examination after the end of the re-sit session, but not later than by 28 February, or, in the case of veterinary medicine, by 10 March after the winter examination session and by 30 September after the summer examination period, or, in the case of part-time degree programmes, by no later than the first session of the following semester.
   6. Senior students of the full-time first-cycle degree programme ending in the winter semester may take the final examination after the end of the re-sit examination session, but within a period not longer than one week from the end of the re-sit examination session.
   7. Students of veterinary medicine referred to in Art. 56 sec. 3, with the exception of senior students, return the course record book no later than by 10 March after winter semester and by 30 September after summer semester.
   8. Senior students of veterinary medicine referred to in Art. 56, sec. 3 shall return his student record book no later than by 31 March. In justifiable cases, the dean, at the request of a senior student, may extend the deadline for returning the course record book, but not beyond 30 September.

**Art. 24**

1. In exceptional and justifiable cases, the dean may authorise an academic teacher who was not holding the course to conduct the examination.
2. Students have the right to inspect the assessed written examination paper in the period preceding the next examination date, and in the case of a second re-sit examination, within a period of two weeks following the examination.

**Art. 25**

* + 1. The following grading system for examination and credits is used:

very good (5.0)

good plus (4.5)

good (4.0)

satisfactory plus (3.5)

satisfactory (3.0)

unsatisfactory (2.0).

1. The date of the examination or course credit entered in the minutes shall correspond to the date of the examination or course credit.
2. The academic teacher conducting the course shall submit correctly completed minutes to the dean's office within five (5) working days of the date of the credit/examination.
3. The grade point average for a semester/year is a weighted average of all grades from examinations and credits, with the exception of the grade from physical education classes entered in the minutes for a given semester/year of study and the corresponding ECTS credits within a course of study conducted in accordance with the curriculum. The grade is understood as an arithmetic average of the grades earned during the examination sessions and re-sit examination sessions. The weighted average is calculated using the following formula:

k

Weighted average for a semester/year = ∑ (grade x ECTS)

i=1 sum of ECTS credits required

to complete a semester/year

k - number of classes and work placements in a semester/year

A failing grade must be assigned the number 2 to calculate the class and work placement grade.

**Art. 26**

1. If a student receives a failing grade in an examination, they have the right to take a re-sit examination for each course twice, assuming that the second re-sit examination is the final attempt.
2. If a student fails to take an examination, he/she or a person authorised by the student must submit an excuse to the dean's office within seven (7) working days of the examination date.
3. Students who have not fulfilled the requirements for completing a course as defined in Art. 16, sec. 5, point 2 until the next examination date receives a failing grade.
4. If a student does not take the examination, the teacher enters "nz" (did not take the examination) in the minutes. In the event that the dean justifies a student's absence, an employee of the dean's office enters the comment "excused absence" in the University's computer system, in the "course of study" ("tok studiów") tab.
5. In the case of an excused absence, understood as the submission of a medical certificate or other document indicating that the student was unable to take:
   1. one or two examinations within the deadlines set in the examination session schedule, the dean, at the student's request, designates one additional examination date by 28 February, and in the case of students of veterinary medicine, by 10 March following the winter examination session, and by 30 September following the summer examination session;
   2. all examinations on dates specified the examination session schedule (examination, first re-sit, second re-sit), the dean shall designate one date on which the student shall be required to take the examination by 28 February, and in the case of students of veterinary medicine by 10 March following the winter examination session and by 30 September following the summer examination session.
6. Unexcused absence on an examination shall result in failing the examination, and the system will automatically assign a failing grade to the student's record, which will be added to the weighted average for the semester.

**Examination conducted in front of an examination board**

**Art. 27**

1. At the request of a student submitted within three days of the announcement of the results of the first re-sit examination, the dean may order conducting an examination in front of an examination board. The dean may also order conducting an examination in front of an examination board on his/her own authority.
2. The dean shall appoint a board for such an examination, composed of the dean as chairperson, the examiner (the academic teacher conducting the course), another academic specialising in the subject, a representative of student government and the year tutor. The examination must be conducted within a period of three weeks after submitting an application. An observer appointed by the student from among academic teachers or students may take part in the examination.
3. A student with a disability may request the dean to supplement the board with an additional member designated by the student if this is necessary for full communication between the student and the board.
4. For the examination conducted in front of an examination board, the examiner is required to prepare three to five sets of questions, containing at least three questions per set. The student draws one set of questions and answers the drawn questions in any order. Only the answers to the questions in the set drawn are assessed.
5. The result of the examination is determined by secret voting conducted by the dean. In the event of an even number of votes board, the final decision shall be made by the dean. Board members may not abstain from voting or cast an invalid vote.

1. In the case of an unexcused absence, a student loses the right to take the examination at any date.
2. The result of the examination conducted in front of an examination board is the final one.

**Removals from the register of students**

**Art. 28**

1. The Dean shall decide to remove the student from the record of students in the case of:
2. failure to take up studies under the circumstances specified in Art. 32 sec 4 and if a person enrolled for studies fails to meet at least one of the following conditions:
3. failure to take the oath within 1 month of the beginning of studies;
4. failure to attend (unexcused) all classes for 3 (three) consecutive weeks for full-time studies or in 2 consecutive meetings for part-time studies, after receiving information from teachers;
5. resignation from the studies upon the student's written request;

3) failure to submit the diploma thesis within the deadline or failure to pass the diploma examination;

4) being punished with a disciplinary penalty of the expulsion from the university.

1. The Dean may decide to remove the student from the record of students in the case of:
   1. the lack of student's participation in obligatory classes at the request of the teacher who ascertains 3 (three) unjustified absences of the student from obligatory classes which makes progress with the studies impossible;
   2. the lack of progress in learning in the case of repeated repetition of the same course, semester, failure to meet the requirements for passing the course specified in the course description sheet;
   3. failure to obtain summer semester credit by 30 September or by 28 February, and for students of veterinary by 10 March for the winter semester.
   4. failure to pay fees related to studying on time.
2. Under the authority of the Rector, the Dean issues a decision to strike off a student from the register of students in writing in accordance with the provisions of the Code of Administrative Procedure.
3. A person removed from the register of students is obliged to settle with the university, pay outstanding fees, submit a clearance slip and return the electronic student ID card.

**Resumption of studies**

**Art. 29**

1. Re-enrolment of a person who has been struck off the register of students due to failure to complete the first semester of studies shall be conducted in accordance with the recruitment rules for the first year of studies.
2. A student who has been struck off from the register of students after completing the first semester of studies may, with the permission of the dean, resume studies once, but no later than three years after being struck off from the register of students.
3. In particularly justifiable cases, the dean may give permission for students to return to their studies after a period of more than three years from the time of their removal from the register of student.
4. Studies are resumed from the beginning of the semester. The dean decides whether to recognise credit for courses earned before the studies was discontinued, indicates the semester from which the studies may be resumed, or may deny resumption. The Dean may designate courses to make up curriculum differences in order to complete all learning outcomes of the current curriculum. If approved for resumption, the student shall study according to the program of study in effect for the semester for which the student was resumed.
5. The procedure of studies resumption is applied only to persons who previously studied at the University of Life Sciences in Lublin and only for the field of studies that is still being realised.

**Leaves**

**Art. 30**

1. The dean may grant a student a long-term leave of absence from classes for a period of one academic year, with the provision that if it is the seventh semester of the first-cycle degree programme (the final year), the leave may last only one semester in the case of:
2. long-term illness confirmed by a medical certificate - sick leave;
3. important random circumstances properly documented - special leave;
4. studies abroad, work placement, internship, project participation - vocational leave;
5. without giving any reason - dean's leave.
6. The Dean may grant a foreign student a short-term leave of absence for a period not exceeding 2 weeks, once during the academic year due to travel to his/her home country.
7. A student who applies for sick, special or vocational leave shall submit a properly documented application to the dean immediately after the occurrence of the reason constituting the basis for granting such leave.
8. Unsatisfactory learning achievements cannot be the reason for applying for sick leave. A leave cannot be granted for the previous semester or academic year.
9. Dean's leave without any reason is granted once during the course of study after completion of the semester preceding the semester for which the leave is granted. A student may apply for this leave after completing at least the first year of the first-cycle degree programme or long-cycle Master's degree studies, and in the case of the second-cycle degree programme - after completing the first semester. The application to the dean should be submitted between semesters and, in justified cases, no later than 2 weeks after the beginning of the next semester.
10. A student attending more than one field of study may request a leave of absence from all fields at the same time or from only one.

**Art. 31**

1. The Dean grants a leave of absence from classes in the case of:
   1. a pregnant student - maternity leave;
   2. a student who is a parent in order to take care of a child - parental leave.
2. In the case referred to in sec. 1 point 1 a properly documented application must be submitted immediately upon the occurrence of the underlying cause. This leave shall be granted for the period up to the day of childbirth, except that if the leave finishes during a semester, it may be prolonged until the end of semester.
3. In the case referred to in sec. 1 point 2 a properly documented application must be submitted within one year of the day of childbirth. This leave shall be granted for the period up to one year, except that if the leave finishes during a semester, it may be prolonged until the end of semester.

**Art. 32**

1. During the period of leave, the student retains his/her rights as a student; however, eligibility for benefits during this period is governed by separate regulations concerning financial assistance.
2. The scheduled graduation date is postponed due to the leave.
3. A student who returns from a leave/leaves may be required by the dean to make up curriculum differences resulting from changes that have occurred in the curriculum.
4. The student referred to in section 3, is required to submit an application to the Dean's Office to enroll in the appropriate semester of study before the beginning of the semester. Failure to do so will result in the student being struck off from the register of students due to failure to take up studies.
5. After a sick leave, a student submits to the Dean's Office a medical certificate stating that there are no health contraindications to continuing studies.
6. During a leave, with the exception of a sick leave, a student may participate in some of the classes of the following semester with the approval of the dean, with the possibility of the verification of the learning outcomes achieved in those classes, and may also take credit and examinations.
7. The granting of leave is confirmed by an entry in the university's computer system.
8. Prolonging a leave for the same reason is possible only with the approval of the Vice-Rector for student affairs and education.

**Diploma thesis**

**Art. 33**

1. The diploma thesis, submitted in paper and electronic form, is:
   1. for the first-cycle degree programme, an engineering thesis or a bachelor's thesis, respectively, if the curriculum stipulates the obligation to prepare such a thesis,

2) for the second-cycle degree programme, a master's thesis.

1. If the diploma thesis is a written dissertation, the supervisor is obliged to verify the thesis before the diploma examination using the Uniform Anti-Plagiarism System.
2. After passing the diploma examination, the diploma thesis is immediately entered into the repository.

**Art. 34**

1. The diploma thesis shall be submitted by a student under the supervision of an academic teacher employed by the institution who holds the academic title of professor or the associate professor (doktor habilitowany) or doctoral degree.
2. In exceptional situations, the dean may authorise a specialist from outside the university with at least a doctoral degree to supervise the thesis.
3. The thesis may be prepared in a foreign language. A student must attach a translation or a comprehensive abstract in Polish to a thesis in a foreign language. In this case, the student, after obtaining permission from the dean, will take the diploma examination in a foreign language understood by the examination board.
4. At the request of the student or the supervisor, the dean shall order an open diploma examination. The request should be submitted with a copy of the diploma thesis. The dean announces the location and date of the open diploma examination on the department's bulletin board and website at least three days before the scheduled examination date.

**Art. 35**

1. The selection of thesis topics/issues is done in the following order:
2. students select thesis topics/issues in their individual teaching units,
3. the dean creates seminar groups and designates the teacher responsible for the seminar before the beginning of the semester in which the seminar is scheduled.
4. In justified cases, the dean, at the request of the thesis supervisor or the student, may change the topic of the thesis.

**Art. 36**

The diploma thesis may be written by two students, provided that the contribution of each co-author is precisely defined. The contribution of each co-author is subject to separate evaluation by the supervisor and the reviewer.

**Art. 37**

1. The diploma thesis is assessed by the academic teacher supervising the thesis and by one reviewer appointed by the dean out of academic teachers with the academic title of professor or the academic degree of assistant professor (doktor habilitowany).
2. The engineering thesis or bachelor's thesis is assessed by the academic teacher supervising the thesis and by one reviewer appointed by the dean out of academic teachers with at least a doctoral degree, with the provision that if the thesis is supervised by a professor or assistant professor, the reviewer cannot be a person holding a doctoral degree.

**Art. 38**

1. Students shall submit their thesis no later than:
   1. 15 January - for students graduating in the winter semester;
   2. 30 June - for students graduating in the summer semester.
2. In the case of students to whom section 1 point 2 apply, the dean, at the request of the thesis supervisor or at the request of the student, may extend the deadline for submission of the diploma thesis to 1 September. A student whose deadline for submission of the thesis has been extended retains his/her student rights.
3. In the case of students to whom section section 1 point 1 apply, the dean, at the request of the thesis supervisor or at the request of the student, may extend the deadline for submission of the diploma thesis to the end of the examination session in the current semester.
4. A student who failed to submit their diploma thesis within the deadline indicated in section 1, section 2 or section 3 shall be struck off the register of students, without losing the right to submit this thesis and to pass the diploma examination within one year from the date of striking off. In this case, the person struck off the register is obliged to apply for a one-time resumption of studies in order to take the diploma examination. In justifiable cases, the dean, with the consent of the thesis supervisor, may give permission for the student to submit the diploma thesis and take the diploma examination within a period of no more than three years from the date of disenrollment from the students register.
5. In the event of a prolonged absence of the academic teacher supervising the diploma thesis that might result in a delay in the submission of the thesis by the student, the dean, on his/her own initiative or at the request of the student, shall designate another academic teacher to take over the duties connected with supervising the diploma thesis, after consultation with the head of the unit in which the thesis is realised.
6. In circumstances other than those set forth in section 5 at the request of the thesis supervisor or the student, it is possible to change the thesis supervisor no later than one semester before the planned date of graduation. The decision is made by the dean in consultation with the head of the unit or units involved.

**Diploma examination for studies with curriculum that requires the preparation of a diploma thesis**

**Art. 39**

1. The conditions for admission of a student to a diploma examination for studies with curriculum that requires the preparation of a diploma thesis are as follows:
2. completion of all courses and work placements required in the curriculum;
3. submission of the diploma thesis and receiving two positive grades from the thesis supervisor and reviewer;
4. submission of all required documents to the Dean's Office.
5. In the event that one of the diploma thesis grades is negative, the Dean decides whether the student will be admitted to the diploma examination.
6. The final grade for the thesis is the arithmetic average of the supervisor's and reviewer's grades.

**Art. 40**

1. The diploma examination date is set by the dean.
2. The diploma examination should take place after the completion of the last semester of studies within 3 weeks of the submission of the diploma thesis.
3. If the thesis submission deadline is extended, the diploma examination should be held within 3 weeks of the thesis submission date.
4. The dean may set an individual date for the diploma examination for a student who has submitted the diploma thesis before the deadline set forth in Art. 38 sec. 1.

**Art. 41**

1. The diploma examination is taken before a examination board appointed by the dean and composed of: the dean or deputy dean as the chair, the academic teacher supervising the thesis, and the reviewer. In justified cases, the dean may appoint an academic teacher with the academic title of professor or the academic degree of assistant professor (doktor habilitowany) as the chair of the examination board.
2. The Dean may expand the composition of the examination board.

**Art. 42**

1. The diploma examination is an oral exam.
2. During the diploma exam, the student presents their thesis and answers a minimum of three questions posed by the members of the examination board. Questions may be related to all modules taken during the course of study and to the topic of the thesis.
3. The diploma examination shall be graded by the examination board referred to in Art. 41 during a closed session. The grade for the diploma exam is determined by the partial grades for the answers to all the questions asked and for the presentation of the thesis.
4. When assessing the diploma examination and diploma thesis, the grades applied are the ones specified in Art. 25 sec. 1.
5. The diploma exam report shall be drawn up and signed by all members of the examination board.
6. Immediately after taking the diploma examination, the chair of the examination board, in the presence of its members, announces the result of the diploma examination along with the grades earned on the examination and final result of studies.
7. In the case of a positive result of the diploma examination, the examination board decides that the student receives a degree and a diploma of graduation in a particular field of study.

**Art. 43**

1. In the event that a student receives an unsatisfactory grade or fails to take the diploma examination by the set deadline without justification, the dean designates a second examination date as the final examination date.
2. A re-take of the diploma examination may be held no earlier than one month and no later than three months after the date of the first examination.
3. In the event of failure to take the diploma examination on the second exam date, the dean shall issue a decision to remove a student from the register of students.
4. The dean may excuse a student's failure to take the diploma examination upon a written, justified request submitted by the student within seven (7) working days of the scheduled examination date. In this case, the dean will set a new date for the diploma examination.

**Art. 44**

**Diploma examination for studies with curriculum that does not require the preparation of a diploma thesis**

* + - 1. The conditions for admission of a student to a diploma examination for studies with curriculum that does not require the preparation of a diploma thesis are as follows:

1. completion of all courses and work placements required in the curriculum;
2. submission of all required documents to the Dean's Office.
   * + 1. In the case referred to in sec. 1 the rules of conducting the diploma seminar and the course of the diploma examination for the first-cycle degree programmes leading to the degree of engineer or bachelor for the study cycles that started from the academic year 2019/2020 are defined by the Rector by means of an order.

**Art. 45**

**Studies with no diploma examination in curriculum**

1. The curriculum of a degree programme in veterinary medicine does not include a diploma examination. Students of this programme are required to take examinations and obtain credits after the last semester of studies by 31 March of the academic year.
2. The deadline for passing the examinations and obtaining credits for students referred to in section 1 may be postponed by decision of the dean at the request of the student until 30 September of a given year. After this date, a student must repeat the final semester to graduate.

**Final result of studies**

**Art. 46**

1. The final result of studies for fields of study with curriculum that requires submission of the diploma thesis is the sum of:

1. 3/5 of the weighted average of all grades from examinations and credits entered in the records during studies and the corresponding ECTS credits within the field of study, calculated according to section 5;
2. 1/5 of the diploma thesis grade;
3. 1/5 of diploma examination grade.

2. The final result of studies of a degree programme in veterinary medicine is determined by the weighted average of all grades from examinations and credits entered in the protocols during studies and the corresponding ECTS credits, calculated in accordance with section 5.

* + - 1. The final result of studies referred to in Art. 56 sec. 4 (curriculum provides for a diploma examination, including a defence of an engineering project) is the sum of:

1. 3/5 of the weighted average of all grades from examinations and credits entered in the records during studies and the corresponding ECTS credits within the field of study, calculated according to section 5;
2. 1/5 of the grade from the practical part of the diploma examination (defence of an engineering project);
3. 1/5 of the grade from the theoretical part of the diploma examination.
   * + 1. The final result of studies referred to in Art. 56 sec. 5 (curriculum provides for a diploma examination) is the sum of:
4. 3/5 of the weighted average of all grades from examinations and credits entered in the records during studies and the corresponding ECTS credits within the field of study, calculated according to section 5;
5. 1/5 of the grade from the practical part of the diploma examination.
6. 1/5 of the grade from the theoretical part of the diploma examination.
   * + 1. For the purpose of calculating the final result of studies, the weighted average of all grades from examinations and credits, with the exception of grades from physical education classes entered in the records during studies, and the corresponding ECTS credits within the field of study conducted in accordance with the curriculum, is calculated according to the following formula:

k

Weighted average of studies = ∑ (grade x ECTS)

i=1 sum of ECTS credits for the field of study

k - number of classes and work placements in the field of study

The grade is understood as an arithmetic average of the grades earned during the examination sessions and re-sit sessions. An unsatisfactory grade must be assigned the number 2 to calculate the class and work placement grade.

* + - 1. The final result of studies is calculated to three decimal places and rounded to two decimal places, including for student loan purposes.
      2. The final result of studies shall be entered in the diploma of completion of studies ​and in the supplement, with the exception of a degree programme in veterinary medicine, according to the following rule:

below 3.20 - satisfactory

3.20 to 3.60 - satisfactory plus

3.61 to 4.10 - good

4.11 to 4.50 - good plus  
 a grade of 4.51 and above - very good

* + - 1. The final result of studies for a degree programme in veterinary medicine shall be entered in the diploma of completion of studies ​and in the supplement according to the following rule:

below 3.20 - satisfactory

3.20 to 3.50 - satisfactory plus

3.51 to 3.99 - good

4.00 to 4.30 - good plus  
 a grade of 4.31 and above - very good

* + - 1. Equalisation of the final result of studies to the value of the grade according to sec. 7 and 8 apply only to the entry to the diploma of completion of studies ​and to the supplement.

**Art. 47**

1. After passing the diploma examination, the student becomes a graduate of the university and receives a diploma of completion of studies in a specific field, level and profile certifying the obtainment of higher education and a professional degree
2. Before receiving the diploma, a graduate is obliged to settle all obligations towards the university, in particular to submit a clearance slip and pay the required fees.
3. Within 30 days from the date of the graduation, the graduate receives a diploma validating the completion of studies, a diploma supplement and 2 copies thereof, including, at the student's request, submitted at the date of the graduation:
4. copy of diploma in English, French, Spanish, German, Russian;
5. a copy of the diploma supplement in English.
6. At the request of a student or a graduate, the University issues an additional copy of the diploma validating the completion of studies or a copy of the diploma supplement in Polish or in a foreign language referred to in sec. 3.

**Art. 48**

1. The date of graduation is the date of passing the diploma examination, and in the case of a degree programme in veterinary medicine, it is the date of passing the last examination or obtaining credit required by the curriculum.
2. The planned duration of studies is in accordance with the approved curriculum for the field of study; the planned graduation date is 28 February for studies ending in the winter semester and 30 September for studies ending in the summer semester, and for a degree programme in veterinary medicine, it is 31 March.

**Awards, distinctions and scholarships**

**Art. 49**

1. A student may receive the following awards and distinctions:
2. awards and distinctions from the rector of the university;
3. awards founded by state institutions, scientific societies, social organisations;
4. a diploma of outstanding graduate - according to the rules specified in Art. 50 of the Regulations;
5. A diploma for an outstanding diploma thesis.
6. A student may apply for the following benefits:

1) maintenance grant;

2) scholarships for persons with disabilities;

* 1. the rector's scholarship;
  2. allowances;
  3. the minister's scholarship.

1. The rules for granting the benefits referred to in sec. 2. are governed by separate regulations.

**Art. 50**

1. "*The diploma of outstanding graduate* is awarded by the rector on the proposal of the dean.
2. If the curriculum requires the preparation of a diploma thesis, the graduate may be awarded the diploma referred to in sec. 1, if he/she has met the following conditions:
3. has submitted his/her diploma thesis by the deadline stipulated in the curriculum pursuant to Art. 38 sec. 1 of the Regulations;
4. received a very good grade on the diploma thesis;
5. received a very good grade on the diploma examination;
6. obtained a weighted average not lower than 4.70 of all grades for examinations and credits entered in the records for studies and the corresponding ECTS credits for the field of study;
7. during studies he/she acted in accordance with an oath taken.
8. If the curriculum does not require the preparation of a diploma thesis, the graduate may be awarded the diploma referred to in sec. 1, if he/she has met the following conditions:
9. received a very good grade on the diploma examination;
10. obtained a weighted average not lower than 4.70 of all grades for examinations and credits entered in the records for studies and the corresponding ECTS credits for the field of study;
11. during studies he/she acted in accordance with an oath taken.
12. The diploma referred to in sec. 1 may be awarded to a graduate of a degree programme in veterinary medicine who has met the following requirements:
13. has completed their studies within the time period specified in the curriculum;
14. obtained a weighted average not lower than 4.31 of all grades for examinations and credits entered in the records for studies and the corresponding ECTS credits for the field of study;
15. during studies he/she acted in accordance with an oath taken.

**Art. 51**

A diploma for an outstanding diploma thesis is awarded by the rector, on the proposal of the dean, to a graduate who has received a very good grade on his/her diploma thesis and the review of this thesis included a proposal for distinction.

**Tuition fees**

**Art. 52**

1. The conditions of payment for studies or educational services in the case of part-time degree programmes and foreign students are specified in an agreement concluded in writing between the higher education institution and the student.
2. The rules for charging fees and the conditions for exemption from these fees in whole or in part are regulated by a resolution of the Academic Senate. The amount of tuition fees is determined by the rector by means of a regulation.

**Art. 53**

**Documentation of the course of studies**

* 1. The course of studies is documented in:

1. class credit reports prepared in the form of data printouts from the computer system;
2. periodic student achievement cards prepared in the form of data printouts from the computer system;
3. the grade summaries in the computer system or in the index in paper form for students who have indexes and continue their education.

**Transitional and final provisions**

**Art. 54**

1. Motions to amend these regulations may be made by:

* Academic Senate,
* rector and vice-rectors,
* Councils of the Faculty,
* statutory authorities of the Student Government.

1. Any amendments to the Regulations may be made in writing, in the same mode as the establishment of the Regulations, or by means of introducing new Regulations.

**Art. 55**

In exceptionally justified cases, the Rector may make a decision different from the provisions of these regulations.

**Art. 56**

1. Regulations for Study adopted by the resolution No. 122/2018-2019 of the Academic Senate of the University of Life Sciences in Lublin of 28 April 2019 are hereby repealed.
2. These Regulations shall come into force on 1 October 2021, except that decisions and determinations made in individual student cases issued prior to 1 October 2021 remain in effect.
3. Students of a degree programme in veterinary medicine who began their studies prior to the 2018/2019 academic year and have paper-based indexes shall document their course of studies under the prior rules until graduation.
4. Students who have commenced first-cycle programme leading to the degree of engineer since the academic year 2019/2020 and the curriculum of these studies does not require the submission of a diploma thesis, prepare an engineering project and take a diploma examination in accordance with the rules set out in the regulation of the Rector of the University of Life Sciences in Lublin issued on this matter.
5. Students who have commenced first-cycle programme leading to the bachelor's degree since the academic year 2019/2020 and the curriculum of these studies does not require the submission of a diploma thesis, take the diploma examination in accordance with the rules specified in the regulation of the Rector of the University of Life Sciences in Lublin issued on this matter.