

# **The Statutes of Studies at the Lublin University of Technology**

## **1. General regulations**

### **§1**

1. The regulations of the present Statute apply to the B. Sc. and M. Sc. studies which are performed as both B.Sc. studies and M.Sc. studies at the L U T

2. The qualifications used in the Statutes are in agreement with the Act of 27<sup>th</sup> July 2005, Law on Higher Education (i.e. Current Legislation Gazette of 2012, No 572 with a later modification) further called "the Act" and in the instructions concerning the Act and the executive acts to the above mentioned Act and the Statute of the University.

3. The duration of studies is defined by the educational programs for the particular levels, forms of education, faculties and educational profiles.

4. A student who is accepted for a given course of studies on the basis of confirming the effects of his education performs his studies according to the current statutes, providing for an individual studying program established with the Dean's decision as well as the tutelage provided by an university teacher with a doctor's degree at least.

### **§2.**

A student receives a student's book of registration of courses in paper form and an electronic student's identity card. The student's book of registration is a document in which all facts are registered concerning the course and the result of studies and is the property of the student.

## **2. Student Rights and Duties**

### **§3.**

A student is obliged to

1. conform to the rules which are operative at the University;
2. attend classes and organizational activities, enter for exams, take part in internships and satisfy other demands determined by the Statutes of Studies;
3. abide by the good manners of academic community [collectivity];
4. care for a student dignity and the good reputation of the University;
5. get acquainted with the rules, instructions and information proclaimed by the Dean of a given faculty, and comply with them
6. to fill in student inquiries evaluating educational activities performed by the university teachers and the inquiries evaluating the work of University units subject to evaluation.

### **§4.**

1. Student is entitled to:

- 1) studying – with the Dean's approval – according to an individual program, and an individual organization of the course of studies, taking into account scientific tutelage and according to the schedule of didactic obligations accomplishment which results from the plan of studies (further called "schedule") in its individual version;
- 2) presenting their proposals to the organs of the University concerning education programs , the course of studies, the process of education and upbringing, the social-existential conditions and all other rights of the academic community;

3) associating in circles or scientific sections or participating in scientific research carried out at the University; on conditions and in a form settled by the Dean.

4) associating in other student organizations at the University.

#### **§5.**

A student is allowed to change the course of studies at the University or move to the L U T from a different higher school (also a foreign one) by permission and on the conditions determined by the Dean of the accepting faculty, expressed in the form of a decision if he/she has fulfilled all the requirements resulting from the regulations valid at the University he/she is leaving.

#### **§6.**

1. A student is allowed to apply for a change of the form of studies:

1) from extramural to intramural studies:

– not earlier than after obtaining all credits for the first semester;

– after obtaining a respectively high average mark determined by the Faculty Board or Dean for a given year;

2) from intramural to extramural studies – not earlier than two weeks after the beginning of classes.

2. A Dean determines the semester/year of studies, the student should start his studies from, and settles the potential program differences and the time of their supplementing.

#### **§7.**

1. A student has the right to choose his/ her specialization and modules/ subjects that can be selected from among the ones mentioned in the educational program. The criteria of qualification and the date of enrollment are determined by the Dean before the beginning of the semester.

2. The condition of opening selectable specializations and modules/ subjects is a specified number of students in newly created groups, taking into account the instructions of the Senate determined by a Dean. The Dean sets the date of registering as well as the method and criteria of qualification of the students for particular selectable specializations and modules/ subjects.

3. In case of possibilities of choice by the students of the selectable specializations or modules/subjects the Dean sets the criteria of qualification if there is a specified limit. The decision is taken on the basis of a ranking list taking into account the average mark for the hitherto accomplished semesters and the profile of the professional work.

#### **§8.**

A Dean determines the conditions, deadline and method of making up for completing the differences resulting from the educational programs in the following situations:

1) change of the course of studies,

2) change of the form of studies'

3) taking up additional studies at a different course or specialization.

4) accepting a student from a different higher school to the L U T

5) taking up studies in terms of return

6) granting an exeat

7) in other specific cases

## **§9**

A student is obliged to immediately inform the Dean in written form about the change of the course of studies, taking up the next course, giving up studies, the change of one's name, marital status and address. The information should be in written form.

### **3. Organization of Studies**

#### **§10.**

Supervision of the whole process of education and upbringing at a faculty is done by its Dean.

#### **§11.**

1. Students who take up studies of a second or one more specialization within the confines of the same course of education should prepare an independent thesis, or an engineer project as far as it is required by the specific character of the profession. A graduate obtains a diploma of graduating from a specific course of studies with his starting specialization mentioned and a certificate with the final mark, stating the completion of the second specialization.

2. An element of the educational program for a given course, specialization degree and form of studies is a studying plan which includes a list of obligatory and selectable subjects in a semester arrangement with a teaching load and the respective ECTS points, a list of exams, professional internships, regional training and other didactic duties. The plan is rendered accessible at the notice-board and the internet website of the faculty at least three months before starting the educational cycle in a given academic year. Information concerning the rules of registration for the following year of studies which are mentioned in §34 and the list of selectable subjects are made known for the students before the beginning of the academic year.

3. The detailed schedule is determined by the Dean. The schedule is made known for the students no later than – 7 days before the beginning of the semester in case of B.Sc. studies – 3 days in case of M.Sc. studies, at the notice-boards of the Dean's office and the faculty website.

4. Conditions, rules and deadlines agreed with students for obtaining credits for various forms of didactic classes/verification of achieving education result assumed for the subject are made known for the students by the university teachers during the first two weeks of the semester.

5. Announcing the results of credits and exams/verification of the effects of education assumed for a given module/subject is done by the university teacher during the two initial weeks of classes.

6. A student is entitled to have an insight into his/her exam/credit paper no later than the day of the following exam/credit.

7. During the semester the Dean checks the students the pattern of inscription in a student's book of registration of courses.

8. A student is obliged to attend classes included in the plan of studies. Attendance at all classes except lectures is obligatory. The student's attendance of classes may be checked.

9. A student is obliged to meet the deadlines of obtaining credits and internships. The deadlines of obtaining credits and the exam schedule is determined by the Dean, taking into account the organization of the academic year determined by the rector's instruction.

10. The Dean may agree to an individual organization of the course of studies in case of a student's well motivated application – i.e. determine individual choice of group and/or time of

classes in order to enable the student to accomplish his/her duties resulting from educational program, taking into account the time span of a given student. It concerns the students:

- 1) achieving outstanding results in sports
- 2) bringing up children (caring for children)
- 3) disabled
- 4) and in other special cases.

11. Classes at the University as well as knowledge and skills tests, tests of achieving education results of the chosen subjects and also the diploma exams may be done in a foreign language. Diploma works may also be accomplished in a foreign language.

12. At the studies performed in a foreign language (Congress language) a student is obliged to prepare his/her diploma work in this language.

### **§12.**

1. The academic year begins on 1<sup>st</sup> October and is continued until 30<sup>th</sup> September of the following calendar year.

2. The academic year comprises:

- 1) the time of classes divided into two semesters; the winter semester and the summer semester, each of them 15 weeks long;
- 2) three exam sessions: the winter session – closing the winter semester (2 weeks), the summer session – closing the summer semester (2 weeks), the autumn session – after summer holidays (3 weeks);
- 3) professional internship and regional training determined in plans of studying;
- 4) winter, spring and summer holidays lasting no less than 6 weeks together, i.e. 4 weeks of summer holidays and one week long semester break after the winter session.

3. Classes of a diploma semester at the B. Sc. studies last 10 weeks. In certain justifiable cases the Dean of a faculty may determine a different period of time for the classes on condition that the program of studies are fully accomplished.

4. In case of a proposal of the faculty council the studies may start in the 5<sup>th</sup> week of a semester at the latest and no earlier than two weeks before the beginning of the semester.

5. The particular organization of the academic year for full-time studies is determined by the Rector after asking the opinion of the University Student Self-Government and made known at least three months before its beginning.

6. The academic year at extramural studies is determined by the Dean, taking into account the instruction from passage 5 and made known to the students at least two weeks before the beginning of the academic year.

7. The rector may set up some hours or days of the academic year free.

8. The time of obligatory professional internship and regional training as well as the respective number of ECTS points is determined by the educational programs. Internships and regional training should be organized in July, August and September, or at a different time agreed with the Dean.

### **§13.**

1. A student who obtains especially good results may apply to the Dean to be allowed to study according to an individual educational program, supervised by a tutor chosen from a group of the University teachers with an academic degree.

2. A candidate for a tutor prepares an individual plan of studies in cooperation with the student. The plan may comprise an accomplishment of different subjects mentioned in the education program for a given course or specialization on condition of achieving the same education results.

3. The person of a tutor and the individual plan of studies is approved by the faculty council.

4. In case of lack of learning progress the tutor applies to the Dean to withdraw the permission for studying according to an individual plan of studies and setting up a further course of studies for the student to make up for the possible program differences.

#### **§14**

1. The Dean decides whether the modules/subjects credited within the confines of another course of studies may be accepted instead of the modules/subjects determined in the program of studies without the necessity of their repetition or as the additional modules/subjects.

2. Additional modules/subjects after being approved by the Dean are noted down in the documentation of the progress of studies and in the supplement for the diploma. The ECTS points and the marks obtained while crediting the additional modules/subjects are not taken into account at the estimation of the progress of studies and granting the scientific scholarship.

#### **§15.**

1. The disabled students of the University are given special conditions of attending classes and obtaining credits.

2. According to the degree of the disability which could make it difficult to attend the classes in an ordinary way, the University creates a chance of studying according to an individual organization of the course (individualisation through the choice of a student group and/or time of classes so that it enables the student to accomplish his/her obligatory program of studies taking into account time potentialities of the student). The decision concerning such matters is taken up by the Dean of a respective faculty and agreed with the Rector's Disabled Students Plenipotentiary. The changes cannot regard the content of education.

3. With the Dean's consent and the agreement with the Plenipotentiary it is possible to use all the forms of support and assistance during studies which are described in the Rules of helping disabled students in the L U T

#### **4. The ECTS point system and transferring student's credits.**

#### **§16.**

1. The way of achievement estimation is the scale of points mentioned in § 18, passage 1.

2. Obtaining ECTS points ascribed to a given module/subject occurs after the student achieves all the assumed education effects allocated to a given module/subject.

3. A condition of a semester/year of study crediting is obtaining all the ECTS points ascribed in the education program to a given semester/year. Crediting a year of studies is confirmed with an inscription in the progress of studies documentation (and thus also in the students book of registration of courses).

4. The number of points allocated to subjects is a whole number.

5. The number of points assumed by the plan of intramural studies for the semester is less than 30 points and for the academic year—not less than 60 points.

6. In case of prolongation of the time of extramural studies the number of ECTS points for the semester and academic year is respectively lowered.

7. When students move from other faculties of the L U T or other Polish or foreign universities their achieved education results are accepted according to the rules of the system of credit transfer determined in the ordinance of the higher education minister.

8. The decision of credit transfer of the student is taken at the student's proposal by the faculty Dean after getting acquainted with the documentation of the course of studies in a different university presented by the student.

9. Modules/subjects credited in different university than L U T which were not ascribed any ECTS points, get these points ascribed by the Dean.

## **5. Estimating a semester, credits, internships, exams**

### **§17.**

1. The condition of obtaining credit for a semester/year on time is:

1) obtaining credit before the end of the session of the semester in which the classes are performed according the schedule. Repeats of credits and exams are performed at the time determined by the Rector or Dean taking into account the organization of the academic year according to the Rector's instruction;

2) passing the exams no later than the end of the last session of the academic year in which the classes are performed according to the schedule;

3) as far as the studies starting from the summer semester passing exams from the subject performed at the first and second semester – until the end of the session of the winter semester of the following academic year after the year when the student started his/her studies.

2. Organization and the way of crediting the subjects performed using the methods and techniques of distant learning is determined by the Dean.

3. All the marks are written in the protocols. In the case when a student has not obtained a credit or has not passed an exam in the first term the unsatisfactory mark is written in the student's book of registration of courses and the periodic card of student achievement and then the final mark.

4. In case of a well-motivated proposal of an individual student the Dean may prolong the session for him/her for obtaining the lacking credits and passing the exams.

5. The Dean may prolong the session for obtaining the lacking credits and passing exams at an application of a faculty body of the Student Self-Government.

6. Before entering for a credit or an exam a student is obliged to present a student's book of registration of courses.

7. A justification of absence at the credit term may be an illness or a random event exclusively. A document which can be the basis of justification should be presented during the 7-day period from the credit term, personally or by mail to the Dean's office.

8. In the case of unjustified absence at the credit term a student receives an unsatisfactory mark.

### **§18.**

1. There is the following grading scale of the credits and exams at the L U T and the respective grades in the ECTS system or the scales from other universities, also the foreign ones, pointed out in brackets:

very good	5	A	91-100%
good plus	4,5	B	81-90%

good	4	C	71-80%
satisfactory plus	3,5	D	61-70%
satisfactory	3	E	51-60%
unsatisfactory	2	F	50% and less – no credit

In case when there is no possibility of recounting, the decision is taken by the Dean.

2. The faculty council may establish a list of subjects which are credited without any grade.

3. A student who is repeating a semester (year of studies), or is coming back to studying after a leave, or else has moved to the L U T from another university and is enrolled for the semester with the obligatory ECTS point system is subject to the rules of this system. The way of recounting his/her earlier marks into points, if they were not performed in this system, is determined by the Dean.

#### **§19.**

1. If a student takes part in the scientific and research works of the University it may be recognized as having achieved wholly or partially the education effects ascribed to a subject, the student's research work is connected with.

2. Decisions concerning the matters mentioned in Act 1 are taken by the person responsible for a given subject on the students application.

#### **§20.**

1. The estimation of education results achievements concerning the particular forms of education subjects is performed by a person responsible for the classes. The grade is inscribed by the person responsible for the classes or results from an algorithm accepted by the University. The grade is inscribed by the lecturer of a given subject or a person appointed by the Dean, institute director, the head of a study.

2. Each module/subject is finished with a final grade. The final grade is inscribed in the final protocol by the lecturer of a given module/subject or a person appointed by the Dean, institute director, the head of a department/study.

3. In the case when a student does not obtain the credit, he/she has a right to two repeats of a given subject before or during the exam session.

4. A student who has not entered for the repeat for unjustified reasons loses term and receives the unsatisfactory mark.

5. In some justified cases a student may turn to the Dean, institute director, the head of a study during three days following the date of results announcement with a motivated application concerning a committee credit term of the subject. The committee credit term should take place not later than 7 days from the application date.

6. The committee credit term may also be appointed by a Dean, institute director, the head of a study in the case when inconsistency has been noticed in the way of credit imparting or in any other justified circumstances.

7. The committee credit term takes place in front of a committee appointed by the faculty Dean. It consists of: a person pointed out by the Dean as the Committee chairman, a person responsible for the particular classes or a different specialist in the same subject. On the student's application a particular university teacher or a representative of Student Self-Government take part in the committee.

8. In case of absence of any member of the committee appointed by the Dean, it is the Dean's right to appoint another person to the committee.

9. The grade obtained at the committee credit is a final grade. Concerning the studies who has not obtained the committee credit the Dean makes one of the following decisions:

- 1) starting the procedure in order to take the student's name off the list of students
- 2) repetition of the classes.

#### **§21.**

1. Exams are carried out by the lecturers of a given subject.

2. In some justified cases the Dean having informed the institute director, the head of the study may authorize lecturers of related subjects to carry out the exam.

3. The condition of entering for a given subject exam is to obtain a positive grade at all classes ascribed to the subject.

4. The university teacher responsible for the particular classes agrees the session exam terms with the students. The first term exam takes place during the session.

5. With an agreement of a university teacher a student may enter for the exam before the session, at the "zero" term. The exam is treated as an additional one.

6. A justification of absence at the exam may be an illness or an emergency exclusively. A document which is the basis of a justification should be delivered to the Dean's not later than 7 days from the exam date, personally or by mail.

7. In case of unjustified absence at the exam the student obtains an unsatisfactory mark.

#### **§22.**

1. The duration of obligatory internships and their kind are determined by the educational programs.

2. Professional internships are organized on the basis of programs approved by the Dean and obtaining credits from them is obligatory. Particular rules of their organization and crediting are determined by the rector's instruction.

3. In some justified cases a student may obtain the Dean's permission to go through the internship at a different time than that determined in § 12. pass. 8.

4. The Dean may decide that a student obtains credit for an internship partially or fully on the basis of participation in a scientific camp if the program of the camp corresponds with the internship program. On receipt of application for the credit the tutor of the scientific camp grants his/her opinion.

5. The Dean may decide that a student obtains the internship credit for his/her earlier work corresponding with the internship program. On receiving the application for the credit the university teacher who gives internship credits in a given year grants his/her permission.

6. The Dean may appoint an internship plenipotentiary from among the university teachers for the organization of internship at the faculty and supervising their course. The Dean may appoint an internship tutor(s) and determine his/her duties.

#### **§23.**

1. A student who received an unsatisfactory mark at the exam, did not enter for the first term exam because he had not satisfied the requirements determined in §31 passage 3 or did not present any absence justification is entitled to enter for two repeats of the subject.

2. A student who did not enter for the repeat for unjustified reasons loses his right to regain the repeat term and obtains an unsatisfactory mark.

3. Repeat exams during the ordinary time of classes mustn't be organized at the time of the student's obligatory classes.

4. A student who is not satisfied with the repeat exam result or expresses reservations as to its accordance with the regulations may apply to the Dean for a committee exam.

5. The Dean may ordain a committee exam of his own initiative.

6. A student should apply to the Dean for a committee exam not later than three days from the date of the last repeat exam results announcement.

7. A committee exam should take place within 7 days of the date of application or ordaining the exam by the Dean.

8. A committee exam takes place in front of the committee appointed by the faculty Dean. It consists of: the Dean or a person pointed out by the Dean as a chairman of the committee, the person who carried out the latest exam, and another specialist of the same subject of the exam. On the application of the student the exam is carried out with the participation of the university teacher indicated by him/her. The committee exam can be oral, written or mixed.

9. In case of absence of any of the members of the committee appointed by the Dean, it is his/her right to point out another person to complete the committee.

9. As far as a student, who did not pass the committee exam, is concerned, the Dean takes a decision:

1) of starting the procedure to take his/her name off the list of students;

2) of repeating classes.

## **6. Registration for an academic year**

### **§24.**

1. A condition of attending classes is registration for a given semester/year.

2. The condition of registration for the following semester/year of studies is:

1) in case of students after the first semester of B.Sc. studies – submission of the student record books at the time determined by the Dean,

2) in case of further semesters – submission of the student record books during the registration week determined by the rector's instruction mentioned in § 12. pass. 5;

3) in case of first year students of the M.Sc. studies – submission of the student record books until the day of beginning of the next year;

4) obtaining the number of ECTS points for a given subject not less than the number described as the allowed common acceptable deficit of points determined for the semester or year.

3. The common acceptable deficit of points is determined by the Faculty Board up to 15<sup>th</sup> November of a given academic year, taking into account the possibilities of proper accomplishment of the program of studies. In some justified cases the Dean may renounce the determined deficit to the student's advantage.

4. Registration for a definite academic year gives the student the right to attend all classes and credit all subjects comprised by the education program and listed in the student record book.

5. As far as a student is concerned, who has not satisfied the requirements determined in the registration rules and has not submitted an application for a conditional inscription or a repeat

semester or a leave, the Dean starts the procedure of taking the student's name off the list of students.

6. A student may repeat the classes no more than three times. The decision concerning the first and second repeat is taken by the Dean, while the third one is up to the Rector.

## **7. Taking one's name off the list of students**

### **§25.**

1. The Dean takes the student's name off the list of students in case when the student:

- 1) does not take up the studies
- 2) gives up studies
- 3) does not submit his/her thesis or pass the diploma exam on time
- 4) is punished with a disciplinary measure of relegation from the University

2. Not taking up studies is understood as unjustified absence at the matriculation and oath ceremony.

3. The Dean may take the student's name off the list of students in case of:

- 1) the lack of educational progress
- 2) not obtaining credit of a semester or year at a definite term
- 3) not paying the fees concerned with studying
- 4) not signing by the student the agreement presented by the University, concerning the conditions of payment for the studies or educational services.

4. The lack of educational progress of a student may be stated when the stage of accomplishment of the education program and the learning effects achieved during the semester exclude the possibility of obtaining credit of the semester/year of studies.

5. A student may apply to the Rector within 14 days of the date of obtaining the decision of taking his/her name off the list of the students. The appeal is submitted through the mediation of the Dean of respective faculty. The decision of the Rector is final.

## **8. Resumption of studies**

### **§26.**

1. A first year student who gave up studies or his/her name was taken off the list of students during the first semester, may be accepted as a student only on the general rules of recruitment valid at the University.

2. A student who obtained the number of ECTS points no smaller than the one allocated to the first semester of studies and whose name was taken off the list of students, is entitled to resume his studies.

3. The subjects without credit which the student had taken up before his name was taken off the list are treated after the resumption of studies as being repeated.

4. Resumption of studies is possible on condition that:

1) the University performs the course of studies at the same level that the student is entitled to resume;

2) the student fulfills all his duties towards the University that were stated before his being taken off the list of students.

5. In case of resumption of studies by a student who had accomplished the whole program of studies besides its integral part, "the thesis" the student is obliged to accomplish this point of the program of studies attending repeat classes.

6. Resumption is possible in the form and profile being performed at the time of application for resumption.

7. The agreement for studies resumption is issued by the Dean, who determines the semester and the possible program differences.

## **9. Leaves from classes**

### **§27.**

1. A student who has obtained credit for at least the first semester of studies may be granted a long term absence for a semester or a year or a short term leave lasting less than a semester.

2. A leave from educational classes is granted by the Dean on a written, well motivated application of the student.

3. The Dean may grant the student a leave from educational classes:

1) a health leave in case of an illness confirmed by a respective justification given by a medical committee

2) parental leave, resulting from giving birth to a child or a period of taking care of the child

3) circumstantial leave.

4. A student may be granted a leave no longer than one year at a time. The rule does not apply to e.g. the health leave.

5. A student may be granted a leave from educational classes not more than twice during the whole course of studying, however, the cumulative time of the leave cannot exceed two years – the rule does not apply to the health leave.

6. The Dean may grant a leave to a student on the basis of a doctor's opinion about the health condition of the student.

7. Parental leave because of giving birth to a child or taking care of a child is granted on the basis of the student's application supplemented with the birth certificate of the child.

8. A student should apply for a leave immediately after the occurrence of the reason for its granting.

9. During the leave from educational classes a student may, on the Dean's permission, attend certain classes and enter for credits and exams.

10. After the leave a student pursues the course of studies according to the obligatory program of education. In case of program differences the Dean determines the term of making up for them.

11. Granting the leave is confirmed with an inscription in a student record book.

12. Granting a leave prolongs the time of graduation.

## **10. Exchange studies, local and foreign**

### **§28.**

1. A student may accomplish a part of the program of studies (also internships) at a different university (also a foreign one) on the basis of a recommendation by the University, if on the day of starting the accomplishment of use:

1) he/she has obtained the credit for the first year of B.Sc. studies or has a status of an M.Sc. student;

2) fulfills the criteria of qualification at the levels determined by the Dean, obligatorily comprising weighted average of the grades for the time settled by the Dean and the command of the native language of the country of the different university or the language of instruction of the

University (and facultative for a given recruitment year: the state of crediting of the hitherto course of studies, the hitherto attendance of programmes concerning the international exchange, performing some activities in student organizations, scientific circles, attending conferences, publications);

3) has presented the list of subjects, he/she is going to accomplish in the different university, prepared on the basis of its educational offer;

4) has obtained an acceptance of the qualifying committee and the Dean's agreement;

5) fulfills the conditions of the other university or the recruitment institution, especially the condition of elimination of the criteria from p. 2;

The level of the above mentioned criteria which entitle the student to departure in a given academic year is determined by the Dean.

2. A student may pursue the course or internships exceeding the program of studies, demanding appointment by the University or verification of the candidates by the University, on condition of fulfilling the demands determined in pass. 1., points 1-5.

3. The decision from pass. 1 apply respectively to recruitment of students for internships, also the graduate ones that demand appointment by the University of verification of the candidates by the University.

4. The L U T assures a student who pursues a course of exchange studies that his achievements (marks and ECTS points) will be acknowledged to the extent to which they correspond with the education programs and the learning effects at the particular study courses in the L U T

5. Decision about acknowledging the ECTS points is taken by the Dean of the parent faculty after getting acquainted with the documentation of the course of studies presented by the student. If the documentation presented in English and Polish does not evoke any doubts, the number of ECTS points obtained in another university.

6. The possible surplus of points, mentioned in pass. 5, whose basis expressed by effects does not have any counterpart in the program of studies in the L U T , is not counted in the number of points demanded for issuing a diploma but should be inscribed, formally or on the student's application, in the supplement to the diploma, together with the subject name functioning in the other university.

7. The achievements made within the confines of qualification, mentioned in pass. 2, are to be inscribed in the diploma, together with the name of the subject functioning in the other university.

8. Documentation of the course of studies concerning the part of program being accomplished in a different university is done at the University according to the rules applying to the part of program accomplished at the University and with the name of the subject valid for the other university is filled in on the basis of the Learning Agreement for Studies (LAS) or a certificate, or in case of internships on the basis of the Learning Agreement for Traineeships (LAT) or a certificate in English or in Polish.

9. A student is obliged to present a certificate of the host university to the Dean of the parent faculty. The certificate should include a list of subjects in which he/she has obtained credits along with the program contents, ECTS points and marks. On the basis of the presented documentation the Dean settles the further course of studies. If the documentation presented in English and Polish does not evoke any doubts, the number of ECTS points obtained in another university.

10. The University is obliged to issue a confirmation of acceptance to the student, e.g. a certificate named: The Sending Institution's Transcript of Records (does not apply in case of internships exceeding the program studies).

11. In case when the student cannot obtain the number of ECTS points mentioned in § 16, pass. 5, he/she is obliged to complete the lacking number of points after his/her return to the University according to the rules settled by the Dean.

12. A student who decides to take up exchange studies in spite of crucial program differences rendering it impossible to obtain the semester credits presents declaration of being ready to obtain the credit in subjects pointed out by the Dean.

13. The mode of qualifying and directing students to foreign studies mentioned in pass. 1-3, including the necessary documents, deadlines and the way of appointing the qualifying commission, the procedure of appeal, and the procedure of determining the art of the program of studies to be accomplished in another university, keeping of which is the condition of the validity of the guarantee mentioned in pass. 4-7 and the range of the inscription in the supplement of the information concerning the accomplishment of a part of the program of studying in a different university is determined by the rector's instruction.

## **11. Thesis/ Engineer project.**

### **§29.**

1. A student prepares the thesis/engineer project under the supervision of a professor, an assistant professor or a doctor.

2. The Dean, on receipt of opinion of the faculty council may also appoint other specialists to supervise preparing the thesis/engineer project.

### **§30.**

1. To settle the subject of a thesis/engineer project the student's interests should be taken into account, as well as the usefulness of the thesis and the scientific plan of the institute and also the chances of completing it on time.

2. The subject of a thesis/engineer project should be settled not later than half a year before the planned graduation.

3. In some justified cases the subject of the thesis/engineer project may be changed as well as the supervisor.

### **§31.**

1. A work completed within the confines of student scientific movement may also be approved as a thesis/engineer project.

2. Theses/ engineer works may have a character of team works.

3. However, both in passage 1, and 2 it must be possible to estimate the undergraduate's input in the preparation of a thesis/project.

### **§32.**

The thesis/ engineer project is evaluated by a professor conferring a degree and a reviewer.

### **§33.**

1. A B. Sc. student should present a thesis/engineer project both in a coherent printed form and in an electronic form, until the 30<sup>th</sup> June at the latest if the course of studies is finished with the summer semester or until the 30<sup>th</sup> January if the course of studies is finished with the winter semester after checking the thesis by an anti-plagiarism system and its acceptance by the Professor.

2. An M. Sc. student should present his thesis both in a coherent printed form and in an electronic form, until the 30<sup>th</sup> of September at the latest if the course of studies is finished with the summer semester or until the 30<sup>th</sup> April if the course of studies is finished with the winter semester.

3. The Dean may prolong the term of a thesis/engineer project by three months at a well motivated application of the student.

4. A student who has not presented his thesis by the terms presented in pass. 1-3 is taken off the list of students.

5. A person who has been taken off the list of students may resume his studies on the conditions determined in § 26, ass. 5.

6. In case of absence of the professor conferring a degree or any other circumstances causing a delay in the thesis submission by the student, the Dean (on the student's application) may appoint a person who will take over the duties connected with supervising the thesis and may prolong the term of thesis submission. In this case the restriction from pass. 4 does not apply.

## **12. Graduation**

### **§34.**

Graduation follows the candidate's final examination passed with a positive mark.

### **§35.**

1. Conditions of being admitted to the final examination are:

1) fulfilling all the demands determined in the program of studies;

2) presenting one's thesis on time;

3) obtaining a positive mark for the thesis and a positive opinion of the reviewer of the thesis,

4) submitting in the Dean's office of:

- 4 up-to-date photographs of the dimensions: 45x65mm,

-the card of student's achievements,

-the completed student's record book,

- the document confirming the fact of closing cooperation with any University agenda

5) regulating all the financial obligations towards the University.

2. In case when the reviewer's mark for the thesis/engineer project is negative, the Dean takes the decision concerning the candidate admission for the final examination having asked about the opinion of another reviewer.

### **§36.**

1. The final examination is held in front of a committee called by the Dean. The committee consists of: the Dean or another university teacher authorized (appointed, empowered, commissioned) by the Dean as chairman, supervisor, reviewer, secretary and at least one university teacher entitled to supervise theses.

2. The Dean may appoint a specialist from outside the University to take part in the committee.

**§37.**

The final examination should be held not later than one month from the thesis submission at the B. Sc. studies and not later than three months at the M. Sc. studies. While setting the term of the final examination the periods free from classes resulting from detailed academic year organization should be omitted.

**§38.**

1. The final examination is an oral and/or written exam. The form and organization of the final examination is determined by the faculty council.

2. During the final examination a student should demonstrate his/her knowledge concerning the definite course of studies and especially the subjects concerning the thesis and/or specialization.

3. Evaluation of the final examination is based on the grades determined in §18, pass. 1.

4. On a student's application the final examination may be an open one. The student should submit such an application along the thesis submission and name the people who are to take part in it. The participants of the open exam who are not members of the committee must not take part in the debates of the closed part of the exam evaluation. The chairman of the exam committee may order checking the identity of the people admitted to the examination room, and if anyone disturbs the serious character of the exam they will be expelled. If anyone does not conform to the rules, the exam will be stopped.

**§39.**

1. In case of obtaining an unsatisfactory mark or failing to enter the final examination at the settled time without justification the chairman of the committee settles another term as the ultimate one.

2. The second examination may be held:

1) no earlier than within two weeks and no later than within one month of the date of the first examination – in case of B. Sc. studies which are finished in the winter semester,

2) no earlier than within one month and no later than within three months of the date of the first examination – in case of the B. Sc. studies which are finished in the summer semester and the M.Sc. studies.

3. While settling the terms mentioned in passage 2 the periods free from classes resulting from the detailed organization of the academic year should be omitted.

4. A student who has failed to pass the final examination with a positive mark for the second time will be taken off the list of students.

**§40.**

1. The ultimate result of studies is a sum:

1)  $1/2$  of the weighted mean mark of the whole course of studies is given by with the formula:

$$\frac{\sum_{i=1}^n O_i \times P_i}{\sum_{i=1}^n P_i}$$

the weighted mean mark =

where:

P<sub>i</sub> = ECTS points allocated to the i - numbered subject

O<sub>i</sub> = the final mark obtained for the i – numbered subject

2) 1/4 of the thesis/ engineer project mark

3) 1/4 of the final examination mark.

2. The figures inscribed in the course of studies diploma is the ultimate course of studies result made even according to the rule:

1) up to 3.30 – satisfactory (3.0)

2) from 3.31 to 3.70 – satisfactory plus (3.5)

3) from 3.71 to 4.10 – good (4.0)

4) from 4.11 to 4.40 – good plus (4.5)

5) from 4.41 to 5.0 – very good (5.0)

3. In case when the ultimate result of studies settled according to the rules determined in passage 1 of the current paragraph is a sum from 4.8 to 5.00, the student obtains a graduation diploma with distinction. Passage 5 of this paragraph does not apply.

4. The obtained final mark is inscribed in the diploma only, other certificates quote the result determined in passage 1.

5. The examination committee may in some justified cases heighten or lower by 1/2 of a grade the mark settled according to the rules from passage 1.

6. The examination committee may award the thesis. The fact is mentioned in a diploma supplement.

#### **§41.**

Within 30 days of the final examination day the University prepares the graduation diploma and delivers it to the graduate. Up to the date of obtaining the diploma the graduate should regulate all his/her obligations towards the University. It is the condition of delivering the diploma to the graduate according to the instruction concerning the documentation of the course of studies.

### **13. Conditions and mode of participation in academic classes by the especially exemplary pupils**

#### **§42.**

1. Especially exemplary pupils on their own application may participate in classes included in the program of studies pursuing the courses compatible with their talents.

2. Registration for the classes should take place no later than 14 days before the beginning of classes.

3. The decision concerning a pupil's participation in certain subjects is taken by the faculty Dean after obtaining consent from the pupil's parents and the headmaster of the school which the pupil attends.

4. The pupils are obliged to conform to the compulsory rules of the University.

5. The pupils are entitled to make use of the classrooms and equipment of the University and to receive help from the university teachers. They may also take part in the activities of student scientific movement.

6. Evaluation of the education results achieved by a pupil follows the rules determined in the Statutes of University Studies. The faculty council may settle an individual mode of obtaining credits by the pupils.

7. Pupils obtain credits for definite subjects by inscription in a pupil's achievement card.

8. After finishing classes the Dean of the faculty signs the certificates for the pupils concerning their participation in the classes and obtaining credits for particular subjects.

9. Pupils registered for the course of studies where they had participated in classes before their studies are relieved of the duty of obtaining credits they had obtained previously, if there were no changes in the education effects obtained during their accomplishment.

10. Pupils registered for studies at a different course may be relieved of the duty of obtaining credits they had obtained before starting their studies if the classes are included in the education program of this course. Decision concerning the matter is made by the faculty Dean.

#### **14. Transitory rules**

##### **§43.**

1. The rules of the present paragraph are applied to the studies begun before the 1<sup>st</sup> October 2011, as far as the qualifications related to obtaining education effects are concerned.

1) Obtaining credits for all types of classes of which a particular subject is composed and passing an exam if it is included in the studying plan is equivalent to obtaining the points allocated to the subject.

2) The condition of obtaining credit for the whole semester is obtaining the credits for all subjects and internships included in the plan of studies, so that the total number of points during the whole academic year is not less than 60.

3) A student who takes part in scientific research work of the University may obtain complete or partial credit for the particular classes and exams of the subject that the research work of the student is concerned with.

4) Students obtain credits for particular classes from the university teacher responsible for them. The credits are signed by the teacher responsible for the classes or a person appointed by the Dean, director of an institute, head of the study.

5) A condition of entering for an exam is obtaining credit for the classes.

2. For students who began their studies before the 1<sup>st</sup> October 2013 up to the day of graduation they get marks for particular types of classes allocated to a given subject according types of classes ascribed to a given subject according to §20 passage 1 of the present Statute and the ultimate result of studies is expressed by the sum:

1) 1/2 of the weighted mean mark for the whole course of studies is given by by the formula:

$$\text{the weighted mean mark} = \frac{\sum_{i=1}^n O_i \times P_i}{\sum_{i=1}^n P_i}$$

where:

Pi = ECTS points allocated to the i-numbered subject

$O_i$  = the arithmetic mean value of the marks obtained for the i-numbered subject (in case of obtaining negative marks the weighted mean mark is counted on the basis of the negative mark and the final one).

- 2) 1/4 of the thesis/engineer project mark
- 3) 1/4 of the final examination mark.

## **15. Final regulations**

### **§44.**

The problems concerning the order and mode of studying, which are not regulated by the present Statutes, are settled by the Dean's decisions.

### **§45.**

1. A student may appeal to the Rector against the decisions taken on the basis of the present Statute.
2. An appeal to the Rector is made through the Dean of a respective faculty.

### **§46.**

The Statute resolved by the Senate of the L U T on the 30<sup>th</sup> April 2015 after being agreed with the Student Self-Government comes into force on the 1<sup>st</sup> October 2015.