



POLITECHNIKA
LUBELSKA

**Resolution No. 14/2023/III
of the Senate of the Lublin University of Technology
of 23 March 2023.**

***on the adoption of the Rules of Procedure for Studies
at the Lublin University of Technology***

Pursuant to Article 28(1)(2) and Article 75 of the Act on Higher Education and Science dated 20 July 2018 (consolidated text, Journal of Laws of 2022, item 574, as amended) The Senate concludes as follows:

§ 1

The Senate of Lublin University of Technology hereby adopts the Rules of Procedure for Studies at Lublin University of Technology, as set out in the Appendix to this Resolution.

§ 2

The Resolution shall enter into force on the day of signing by the Rector of Lublin University of Technology, effective from 1 October 2023. On this date, Resolution No. 16/2021/IV of the Senate of the Lublin University of Technology of 29 April 2021 on the adoption of the Rules and Regulations for Studies at the Lublin University of Technology shall be repealed.

Chairperson
of the Senate of the Lublin University of
Technology

Chancellor
Prof. Zbigniew Pater PhD, Eng.

STUDY REGULATIONS OF THE LUBLIN UNIVERSITY OF TECHNOLOGY

1. GENERAL PROVISIONS

§ 1

1. The provisions of these Study Regulations, hereinafter referred to as the *Regulations*, shall apply to bachelor's and master's degree programmes offered at the Lublin University of Technology, hereinafter referred to as the *University*.
2. The terms used in the Regulations are consistent with those in the Act on Higher Education and Science dated 20 July 2018 (consolidated text, Journal of Laws 2022, item 574, as amended), hereinafter referred to as the *Act*, or in the regulations to the Act.

§ 2

1. The University's course of study is documented in electronic form.
2. The University provides the student with access to study records kept in electronic form.
3. The student receives an electronic student card.

2. STUDENT RIGHTS AND OBLIGATIONS

§ 3

The student is required to:

- 1) comply with the regulations applicable at the University;
- 2) participate in classes and organisational activities, obtain credits, take examinations, undertake student internships (hereinafter referred to as *internships*), provided that they are included in the study programme, and fulfil the obligations provided for in the Regulations;
- 3) familiarise themselves with, and comply with, resolutions, orders, instructions and information concerning the students made public in the usual manner by the Rector or the Dean;
- 4) fill in student questionnaires evaluating classes taught by academic staff and questionnaires evaluating the work of the University entities.

§ 4

In addition to the rights included in the generally applicable regulations, students have the right to:

- 1) study – upon the approval of the Dean – according to an individual study programme, including a study plan, taking into account academic supervision, and according to a schedule of teaching duties resulting from the study plan (hereinafter referred to as the *schedule*) in the individual version;

- 2) to submit demands to the University authorities concerning study programmes, the course of studies, the process of education and upbringing, social and living conditions and all other rights of the academic community;
- 3) to participate in research conducted at the University under the conditions and in the form established by the study programme or the Dean;
- 4) to associate with university student organisations.

§ 5

The university advises students to have accident insurance (personal accident insurance).

§ 6

A student may change their field of study at the University or transfer to Lublin University of Technology from another higher education institution, including a foreign institution, with the consent and under the conditions set out by the Dean of the faculty providing the target course of study. Upon transfer, the Dean shall enrol the student, specify the semester and any programme differences to be made up.

§ 7

1. A student may apply for a transfer:
 - 1) from part-time to full-time study:
 - not earlier than after the completion of the first semester,
 - after obtaining a sufficiently high average grade, as designated for the year by the Faculty Board or the Dean;
 - 2) from full-time study to part-time study – no later than 14 days after the start of full-time courses in a given semester.
2. The Dean specifies the semester and year of study from which the student shall commence their studies, and determines any programme differences and deadlines for making up such differences. Curricular differences become a deficit of ECTS credits when they are not credited within the deadline set by the Dean.
3. The Dean shall determine the list of courses that supplement the learning outcomes required for entry to and completion of a master's degree programme, taking into account the requirements of the conditions of recruitment.

§ 8

1. Students have the right to apply for a selection of subjects: elective or optional from those offered at the University. Eligibility criteria and enrolment dates are determined by the Dean before the start of the semester.
2. In order to open elective or optional courses, it is necessary to maintain the number of student groups set by the Dean, taking into account the Rector's guidelines in this respect.
3. If students are able to choose elective or optional courses, eligibility with a limited quota is decided by the Dean on the basis of a ranking list that takes into account the average of the grades in the semesters up to that point and, in the case of professional work, also the work profile.

§ 9

The Dean determines the conditions, deadline and manner in which the student shall make up the differences resulting from the study programmes in the following situations:

- 1) change of course of study,
- 2) change in the form of study,
- 3) undertaking additional studies in another degree course,
- 4) transfer to the Lublin University of Technology from another university,
- 5) resumption of studies,
- 6) granting of leave,
- 7) other special cases.

§ 10

1. Students are required to notify the Dean immediately of a change in their course of study, resignation from the course of study, change of personal data given to the University, address of correspondence (postal and e-mail) and a contact telephone number. The notification shall be made in writing.
2. Students are required to keep up to date with the Dean's Office electronic support system and email in the domain pollub.edu.pl.

3. ORGANISATION OF STUDIES

§ 11

1. The Dean supervises the entire educational process of the faculty. In individual student matters, they shall take decisions to which Article 107 § 3 and Article 268a of the Code of Administrative Procedure of 14 June 1960 (consolidated text, Journal of Laws of 2022, item 2000, as amended) shall apply accordingly.
2. Decisions other than administrative shall be delivered to students at the e-mail address referred to in § 10(2). The student shall submit applications in matters resolved by non-administrative decisions by e-mail as referred to in § 10, Section 2, under pain of being deemed not to have been submitted.
3. As from the date of the launch of the electronic document circulation at the University, the submission of applications and the delivery of decisions referred to in Section 2 by students admitted to the first year of study as of the academic year beginning 1 October 2023 shall be made exclusively using this system.

§ 12

1. The planned study duration is determined by the study programmes for the individual courses, levels, profiles and forms of study.
2. An element of the study programme for a given field of study and level of study, form of study and educational profile is the study plan, which includes the list of courses: compulsory, elective or optional in a semester arrangement with the hourly requirements and assigned ECTS points, the list of exams, internships, field practice and other teaching duties. The study programme is made available on the University's website prior to the start of the academic year's. Information on the registration rules for the following year of

study, as referred to in § 24, and a list of elective or optional courses shall be made available to students prior to the beginning of the academic year.

3. The schedule of classes set by the Dean shall be made known to students no later than:
 - 7 days for bachelor's degree programmes,
 - 3 days for master's degree programmes,prior to the start of classes on the Dean's Office notice boards or on the faculty website.
4. The requirements and rules for assessments and examinations for the various types of learning activities (verification of the achievement of the learning outcomes set for the course) are communicated to students by the course instructors during the first class.
5. The results of assessment and examinations (verification of learning outcomes) are communicated to students by the course instructors in at least one of the ways (display of the list, announcement of results in the Dean's Office electronic system, electronic means, oral announcement) chosen by the instructor no later than 48 hours before the next date for assessment or examination.
6. The student has the right to review their examination paper or assessment not later than the day of the next examination or assessment in the subject.
7. The student is obliged to attend and actively participate in the learning activities provided for in the study plan. Student attendance in lectures may be checked and in all other classes is compulsory.
8. Absences from classes of up to 14 days may be excused by the course instructor; longer absences of up to 30 days may be excused by the Dean. Grounds for excusing absences may include, in particular, medical certificates of temporary inability to study.
9. The necessary documentation to justify an absence shall be submitted by the student within 7 calendar days after the reason for the absence has ceased.
10. In the case of other fortuitous events and failure to provide documentation of excused absences, decisions are made by the Dean.
11. The student is obliged to obtain credits, including internships, in a timely manner. The dates and timetable of the examination session, taking into account the organisation of the academic year as established by the Rector's order, are set by the Dean at the request of the Faculty Student Government Board of Lublin University of Technology.
12. The Dean, at the justified request of the student, may establish a schedule of individual organisation of studies (by choosing a student group or hours of study in such a way that the compulsory programme of studies can be fulfilled with the adjustment of the to the student's time capacity) for students:
 - 1) achieving outstanding sporting results,
 - 2) with mobility disabilities,and in other particular cases.
13. The draft of the schedule referred to in Section 12 shall be determined by the student with the course instructors and submitted together with the application within 3 weeks of the start of the semester.
14. Learning activities at the University and the verification of learning outcomes, including diploma examinations, may be conducted in English, German, French, Spanish and Russian to the extent specified in the content of the study programme and provided that

these activities are offered in a given academic year. Theses may also be completed in the aforementioned languages.

15. For studies conducted in a foreign language, the student shall prepare the diploma thesis in that language. The Dean, at the request of the student or the thesis supervisor, may give permission to do the thesis in another language.
16. Students who are not Polish citizens are taught a foreign language on the basis of the rules applicable to Polish citizens, but such a language cannot be the student's mother tongue or the bureaucratic or official language of the student's country of origin.

§ 13

1. The academic year includes:
 - 1) Two learning periods (referred to as *semesters* in the Regulations): winter and summer, each with 15 weeks of learning activities;
 - 2) three examination sessions: winter, summer and autumn;
 - 3) internships and field practice as specified in the study plans;
 - 4) winter, spring and summer holidays and a break after the winter session, lasting a total of no less than 6 weeks, including 4 weeks of uninterrupted summer holidays – this does not apply to courses with a practical profile.
In case of internships on a practical profile course, the Dean decides on the organisation of holidays.
2. Classes in the diploma semester in full-time bachelor's degree programmes last 10 weeks. In justified cases, the Dean of the faculty may set a different period for the completion of courses, provided that the full implementation of the study programme is preserved.
3. Classes in part-time programmes assigned to a semester may begin no earlier than two weeks before the start of the semester, on a date set by the Dean.
4. The Rector, in a regulation after consultation with the institutional body of the Student Government Board, shall indicate the dates including the aforementioned principles and make them known to students at least three months before the beginning of the academic year.
5. The timetable of classes for part-time studies shall be established by the Dean, taking into account the regulation referred to in Section 4, and shall be made available to students at least 2 weeks before the start of classes.
6. The Rector may establish days or hours free from learning activities during the academic year, and the Dean may establish hours free from classes.
7. The duration of compulsory internships and field practice as well as the number of ECTS credits allocated to them are determined by the study programmes. Practices and field practice should be organised in the months of July, August and September, and upon the Dean's approval at other times.
8. As part of a work internship provided for in the study programme, the Dean may acknowledge employment, service, business activity, traineeships, voluntary work, if they have made it possible to achieve the learning outcomes specified in the study programme for the work internship – as determined by the course assessor – and the period of their cumulative activity is no shorter than the required duration of the work internship, and the

activity in question was carried out no more than five years from the date of the application for credit.

9. Section 8 shall not apply to the professional internship applicable during the 7th semester of the Bachelor of Architecture course.

§ 14

1. A student with good academic performance may apply to the Dean for permission to study according to an individual study programme, including a study plan, under the guidance of a supervisor chosen amongst academic staff holding a degree.
2. The candidate supervisor, in consultation with the student, prepares an individual study programme, including a study plan, which may provide for the implementation of subjects other than those included in the study programme for the course, on condition that the same learning outcomes are achieved.
3. The supervisor and the individual study programme, including the study plan, are approved by the Faculty Board.
4. Should there be a lack of academic progress, the Dean, at the request of the supervisor, shall revoke permission with effect from the next semester and establish any programme differences.

§ 15

1. The Dean decides whether subjects completed in another degree programme can be recognised in place of the subjects set out in the degree programme without having to be retaken, or as extra-curricular subjects.
2. The extra-curricular courses, once approved by the Dean, shall be noted in the documentation of the course of study and in the Diploma Supplement. ECTS credits and grades obtained as a result of completing extra-curricular courses are not taken into account when calculating the student's course of study and awarding a scholarship for academic performance. Final grades in extra-curricular subjects are not included in the final degree result.

§ 16

The University allows students with disabilities to take and complete courses in accordance with the University's internal legal regulations in force.

4. ECTS CREDIT SYSTEM AND TRANSFER OF STUDENT ACHIEVEMENT

§ 17

1. The method for expressing achievement is the grading scale referred to in § 19(1).
2. The ECTS credits allocated to a subject are obtained when the student achieves all the assumed learning outcomes defined for the subject.
3. To pass a semester and a year of studies, all ECTS credits and required credits assigned in the study programme for the semester and year must be obtained. Successful

completion of the semester and year is confirmed by an entry in the course of study documentation.

4. When transferring students from other faculties of Lublin University of Technology or from Polish or foreign universities, the educational results achieved to date are recognised.
5. The decision to transfer and recognise a student's ECTS credits shall be made by the Dean at the student's request after reviewing the documentation of the course of study presented by the student.
6. Courses completed outside the University that have not been assigned ECTS credits are assigned these credits by the Dean.

5. EVALUATION OF THE SEMESTER/YEAR, CREDITS, INTERNSHIPS, EXAMINATIONS

§ 18

1. In order for a student to complete a semester and a year on time, it is necessary to obtain credits and examinations by the end of the examination session of the semester in which the given classes are conducted according to their schedule.
2. All grades are to be entered in the records within the timeframes stipulated by the organisation of the academic year. A failing grade is entered in the student's transcript of record if the student has not passed or failed to take an examination on the first date, as well as a final grade.
3. Prior to taking an assessment or examination, the student is required to show a document with a photograph for proof of identity.
4. Excuses for absence from an assessment or examination may only be justified by illness, a fortuitous event or other important circumstances recognised by the Dean. The documentation constituting the basis for the excuse should be provided within 3 days from the date of the assessment and examination, in person or by post to the Dean's Office.
5. In the event of an unexcused absence from an assessment or examination, the student shall receive a failing grade.
6. Where there is a reasonable suspicion that a student's work is not their own, this work may not be used as the basis for obtaining credit or passing an examination. This may be the premise of disciplinary and criminal liability.

§ 19

1. Lublin University of Technology uses the following grading scale for examinations and assessments, which corresponds to the grades in the ECTS system and the conversion rates for scales from other universities, including foreign universities, indicated in brackets:
 - very good 5.0 (A = 91-100%)
 - good plus 4.5 (B = 81-90%)
 - good 4.0 (C = 71-80%)
 - sufficient plus 3.5 (D = 61-70%)
 - sufficient 3.0 (E = 51-60%)
 - insufficient 2.0 (F = 50% and below).

An insufficient grade is a failing grade (requiring improvement). The remaining marks on the scale are positive marks (confirming the achievement of specific learning outcomes). The percentage is rounded to a whole number according to the rules of mathematical rounding.

If recalculation is not possible taking into account the above rules, the Dean shall decide.

2. The Faculty Board may establish a list of subjects to be taken without a grade.
3. The evaluation of the achievement of the learning outcomes of the various subject forms is carried out by the course instructor or results from an algorithm approved by the University. The grade entry is made by the course instructor or a person designated by the Dean, Head of Department or study.
4. A final mark shall be obtained for each subject, expressed on the scale defined in Section 1. The final grade takes into account the grades obtained from the individual forms of courses included in the course and the number of ECTS credits allocated to these forms within the course. In the case of passing grades in all forms of the course, the value of the final grade F_G for the course is determined by the weighted average of the grades in each form of course. The weighted average (O_{SM}) is calculated using the formula:

$$O_{SM} = \frac{\sum_{i=1}^n O_{Zi} \cdot P_i}{\sum_{i=1}^n P_i},$$

where:

- n – is the number of activities provided for in the study programme for a given subject,
- O_{Zi} – is the grade obtained for this form of course included in the subject, given on the scale described in Section 1,
- C_A – is the number of ECTS credits allocated to this form of course by the Dean.

The relationship between the F_G final grade and the O_{SM} weighted average is set out in the table below:

Ranges of the O_{SM} weighted average value	Final grade F_G from the subject
up to 3.25 (including)	sufficient (3.0)
from 3.25 to 3.75 (including)	sufficient plus (3.5)
from 3.75 to 4.25 (including)	good (4.0)
from 4.25 to 4.75 (including)	good plus (4.5)
from 4.75	very good (5.0)

5. Should a student fail to pass at least one course within a given subject (i.e. receive a failing grade for that course), the final grade for the course shall also constitute a failing grade. Following a possible passing grade in a failed course, the final grade for that course shall be the arithmetic mean of the first failing grade and the passing grade. Final grade of a course passed in a remedial mode shall be determined in accordance with the procedure described in Section 4, using the final grades from all forms of study in the course to calculate the weighted average.
6. Final grade shall be entered by the course instructor or a person designated by the Dean, Head of Department or study.

§ 20

1. Students participating in research work at the University may be granted full or partial recognition of the achievement of the learning outcomes defined for the subject to which the student's research work is linked thematically.
2. A decision on the matter referred to in Section 1 shall be taken at the request of the student by the course instructor or the Dean.

§ 21

1. Students are entitled to three credit terms for a given subject: the first, understood as the basic course and obtained before the session, and the second and third – understood as corrective – credits obtained before or during the session; these credits shall be obtained on dates set by the Dean, taking into account the organisation of the academic year as established by the Rector's order.
2. The second and third credit dates should be set before the second examination date. (if applicable to the subject).
3. In special cases involving subjects that do not end with an examination, the Dean may agree to set a third date for credit after the examination session at a time that does not conflict with learning activities.
4. A student who has not taken the assessment and does not have an excuse for this shall forfeit the right to reinstate the date for this assessment and shall receive a failing grade.
5. In justified cases, a student may, within three days of the results being announced, submit a reasoned request to the Dean for permission to a final attempt before a faculty committee. The committee assessment should take place no later than 7 days from the date of application.
6. A committee assessment may also be designated by the Dean in the event of irregularities in the conduct of the assessment or in other justifiable circumstances.
7. Committee assessment shall take place before a committee appointed by the Dean of the faculty, consisting of: the Dean or a person appointed by the Dean as chairperson of the committee, the person teaching the course in question and another specialist in the subject in question. At the student's request, credit shall be given in the presence of an observer designated by the student.
8. In the event of the unavailability of any of the members of the committee appointed by the Dean, the Dean has the right to appoint another person to the committee.
9. The grade received at the commission assessment is the final grade.
10. In relation to a student who has failed to pass a committee assessment, the Dean, under the authority of the Rector, shall take a decision to initiate proceedings to remove the student from the list of students for failure to pass the semester or year.

§ 22

1. Examinations are conducted by the lecturers of the subject.
2. In justified cases, the Dean, with the agreement of the Head of Department or Study, may authorise other persons teaching related subjects to conduct examinations.

3. A requirement for taking an examination in a subject is obtaining satisfactory grades in all other forms of coursework assigned to that subject.
4. Failure to meet the requirement in Section 3 will result in a failing grade in the examination on the first date.
5. A student who received an insufficient grade in the first examination date or who did not take the examination on that date without justification is entitled to a second and third examination date in that subject.
6. A student in whom the circumstances outlined in Section 5 occur may not take a second or third examination date until they have obtained positive grades in all other forms of coursework assigned to that subject.
7. A student who fails to take the second or third examination date for unexcused reasons forfeits the right to reinstate the date for that examination and receives a failing grade.
8. All examinations applicable in the winter term must be taken during the winter examination session. The first examination dates applicable in the summer semester must take place during the summer examination session and the remaining examinations should take place during the autumn examination session. In special cases, the Dean may agree to set a third date of the examination after the examination session at a time that does not conflict with learning activities.
9. Upon the consent of the instructor, a student may take an examination before the session on a 'zero' date. This examination is treated as an additional date.
10. A student who does not agree with the result of an examination conducted on the second or third date, or who raises objections to the validity of the examination, may apply to the Dean for a committee examination.
11. The Dean may order a committee examination on their own initiative.
12. A request for a committee examination should be submitted to the Dean no later than 3 days from the date of announcement of the results of the examination with which the student disagrees.
13. The committee examination should be held no later than 7 days from the date of the request or order for the examination by the Dean.
14. The committee examination shall be held before a committee appointed by the Dean of the faculty, consisting of: the Dean or a person appointed by the Dean as chairperson of the committee, the person who conducted the last examination and another specialist in the subject in question. At the student's request, the examination shall take place with the participation of an observer appointed by the student. The committee examination shall be in written, oral or combined form.
15. In the event of the unavailability of any of the members of the committee appointed by the Dean, the Dean has the right to appoint another person to the committee.
16. In relation to a student who has failed to pass a committee assessment, the Dean, under the authority of the Rector, shall take a decision to initiate proceedings to remove the student from the list of students for failure to pass the semester or year.

§ 23

1. The duration of compulsory work internships and their type are determined by the study programmes.
2. Internships are subject to compulsory assessment and are organised on the basis of programmes approved by the Dean. Detailed rules for organising and completing internships are laid down by the Rector by means of an order.
3. The Dean may, at the justified request of the student, grant permission to carry out an internship or placement not included in the study programme.
4. The Rector appoints internship supervisors from among the academic staff to organise internships at the faculty and to supervise their progress.

6. REGISTRATION FOR THE SEMESTER AND ACADEMIC YEAR

§ 24

1. Registration for a given semester authorises the student to attend all classes and to pass the courses included in the study programme.
2. Registration for the next semester of study requires that the number of ECTS credits allocated to the semester, taking into account the deficit of credits adopted by the Faculty Council, be obtained by the deadline set by the Dean.
3. The acceptable cumulative deficit of credits for the following academic year is determined by 30 June by the Faculty Council, following the opinion of the Faculty Student Government Board, taking into account the possibility of proper implementation of the study programme. In justified cases, the Dean may waive the deficit thus determined in favour of the student.
4. With respect to a student who has not fulfilled the condition set out in Section 2 and has not completed a semester or a year on time without submitting an application for conditional enrolment or repetition of a semester or a leave from classes, the Dean, under the authority of the Rector, shall initiate proceedings to remove the student from the list of students.
5. A student may be allowed to repeat a course no more than three times. The decision regarding the first and second repetition is made by the Dean and the third by the Rector.

7. DELETION FROM THE LIST OF STUDENTS

§ 25

1. The Dean, under the authority of the Rector, removes a student from the list of students in the case of:
 - 1) failure to undertake studies,
 - 2) resignation from studies,
 - 3) failure to submit the diploma thesis or to take the diploma examination on time,
 - 4) punishment by the disciplinary penalty of removal from the University.
2. When declaring that a course of study has not been undertaken, the Dean shall take into account in particular the unjustified non-attendance of the student within the first 15 days of the beginning of the course of study included in the study schedule or the failure to register for classes complementing the learning outcomes required for admission to a

master's degree programme in a given degree course. The Dean decides on the justification of the circumstances referred to above.

3. The Dean, under the authority of the Rector, may remove a student from the list of students in the case of:
 - 1) failure to attend at least 20% of compulsory classes excluding excused absences or lack of academic progress,
 - 2) failure to obtain credit for the semester or year by the specified deadline,
 - 3) the non-payment of tuition fees.
4. A student's lack of progress may be determined when the degree of completion of the programme of study and the degree of attainment during the semester of the learning outcomes specified for the subject exclude the possibility of passing the semester and year of study.
5. Within 14 days of the date of delivery of the decision to remove, the student may appeal to the Rector by means of a request for reconsideration. The Rector's decision is final.

8. RESUMPTION OF STUDIES

§ 26

1. A first-year student who has withdrawn from the course or who has been removed from the list of students in the first semester may only be admitted to the course under the general admission rules of the University.
2. A student who has obtained no less than the number of ECTS credits assigned to the first semester of study and has been removed from the list of students is entitled to resume their studies.
3. Uncompleted courses that a student had taken before being removed from the list of students shall, upon resumption of study, be considered to be taken by way of repetition.
4. The resumption of studies is possible provided that:
 - 1) the studies at the University are conducted in the course, level and form of study in which the right of resumption was acquired;
 - 2) all obligations incurred towards the University prior to the removal are fulfilled.
5. Should the University fail to offer a course of study in a degree programme and at a level of study, the Dean may give permission for the resumption of study in another course in accordance with the arrangements for the confirmation of learning outcomes.
6. In the case of resumption of studies by a student who has completed the entire study programme beyond the "thesis", the student is obliged to complete this point in the study programme by means of course repetition.
7. Resumption is possible in the form and in the profile carried out at the time of application.
8. Approval for resumption is granted by the Dean, specifying the semester and programme differences, if any.

9. LEAVE FROM CLASSES

§ 27

1. A student who passed at least the first semester of study (not applicable to medical leave) may be granted a long-term leave of absence covering a semester or a year, or a short-term leave of absence lasting 4 weeks for full-time studies or 2 sessions for part-time studies, subject to the rights under Article 85(2)-(4) of the Act.
2. A leave from classes is granted by the Dean at the written, justified request of the student.
3. The Dean may grant a student a leave from classes:
 - 1) due to health, in the case of illness confirmed by a medical certificate of inability to attend classes;
 - 2) special leave.
4. No leave longer than one year shall be granted at a time. This does not apply to leave granted for, for instance, health reasons.
5. A student may be granted leave from classes no more than twice during the entire study period, with the total amount of leave granted not exceeding 2 years – this does not apply to medical leave.
6. Parental leave due to the birth or care of a child is granted on the basis of a request submitted by the student together with a copy of the child's birth certificate.
7. The student should apply for a leave immediately after the underlying reason occurs.
8. Upon a justified request from a student, the Dean may give permission for the student to undertake assessment and examinations during a leave of absence in respect to the learning outcomes specified in the study programme.
9. Studies after a leave from classes follow the current study programme. If programme differences occur, the Dean shall set a deadline for their correction.
10. The granting of a leave extends the completion deadline.

10. INTERCHANGEABLE, NATIONAL AND INTERNATIONAL STUDIES

§ 28

1. A student may complete a part of the study programme (including an internship) at another higher education institution (including a foreign institution) on the basis of a referral from the University, if, at the latest on the date of commencement of the said completion or utilisation:
 - 1) they passed the first year of bachelor's degree studies or have a status of a master's degree student;
 - 2) they meet the eligibility criteria at the levels set by the Dean, which includes the following obligatory criteria: a weighted average grade for the period set by the Dean and knowledge of the language appropriate to the country of the other higher education institution or its language of instruction (and optionally for a given admission year: credit status of previous studies, previous participation in international exchange programmes, activity in student organisations, research groups, participation in conferences, publications). Where a weighted average of grades cannot be calculated for a student who has completed the semesters prior to qualifying at a higher

education institution which does not use the ECTS points system, the qualifying factor shall be the arithmetic average of the grades for the period set by the Dean;

- 3) they provided a list of the subjects they would be taking at another university, drawn up on the basis of its educational offerings;
- 4) they obtained the approval of the Admissions Committee and the approval of the Dean;
- 5) they meet the requirements of the other university or recruiting entity. If the eligibility criteria set out in item 2 do not apply at another university (including foreign universities) or recruiting entity, or apply at other levels, the principle of their exclusion in the recruitment process at the University shall apply.

The levels of the above eligibility criteria for departure in an academic year are announced by the Dean.

2. A student may undertake teaching assignments or internships that go beyond the programme of study, requiring a referral from the University or verification of candidates by the University, provided that the requirements set out in Section 1 are met.
3. The provisions of Section 1 shall apply accordingly to the recruitment of students for internships, including graduate internships, requiring referral by the University or verification of candidates by the University.
4. Lublin University of Technology shall guarantee that a student participating in degree programmes referred to in Section 1 shall have their achievements recognised within the scope in which they correspond to the study programmes and learning outcomes of the particular degree programmes provided at the University.
5. The decision to transfer and recognise ECTS credits is made by the Dean of the home faculty after review of the documentation presented by the student on the course of study at another higher education institution. Should there be no objections to the documentation submitted in English and Polish, the number of ECTS credits at the University shall be deemed to be equal to that obtained at another university. In special cases, the decision to recognise ECTS credits is made by the Rector.
6. Courses or internships completed at another higher education institution beyond the curriculum shall be recorded together with the name of the subject at the other institution in the diploma supplement.
7. Achievements obtained under the competence referred to in Section 2 shall be recorded together with the name of the course as it exists in another higher education institution in the diploma supplement.
8. Records of completion of subjects at another university are kept at the University under the conditions applicable to the part of the programme completed at the University. The name of the course functioning in another university is filled in on the basis of a Learning Agreement for Studies (LAS) or a certificate or, in the case of internships, on the basis of a Learning Agreement for Traineeships (LAT) or a certificate, in English or in Polish.
9. Immediately upon their return to the University, students are required to submit to the Dean of their home faculty a Learning Agreement for Studies (LAS) or a certificate or a Learning Agreement for Traineeships (LAT) or a certificate from the host university listing the subjects completed therein with ECTS credits and grades. Based on the documentation provided and the educational results to date, the Dean determines the further course of study.

10. The university is obliged to issue the student with an acknowledgement of achievement, e.g. a certificate from The Sending Institution's Transcript of Records (this does not apply to internships outside the study programme).
11. Should a student fail to obtain the number of ECTS credits necessary to complete a year or semester, they shall be obliged to complete the missing number of credits upon returning to the University in accordance with the principles established by the Dean.
12. A student who decides to pursue an exchange programme of study despite significant programme differences making it impossible to complete a semester shall submit a declaration of willingness to complete courses indicated by the Dean.
13. The qualification and referral procedure for students on study trips referred to in Sections 1 to 3, including the required documents, the dates and method of appointment of the qualification committee, the appeal procedure and the procedure for determining the part of the programme of study to be followed in another higher education institution, the retention of which is a condition for the validity of the guarantee referred to in Sections 4 to 7, and the scope of the inclusion in the supplement of information on the completion of a part of the programme of study in another institution shall be determined by the Rector in an order.
14. Upon return from the trips referred to in Sections 1 to 3, the student may apply for an individual study programme or schedule.

11. THESIS

§ 29

1. The bachelor's degree programme may require the preparation of a thesis.
2. The preparation of a thesis is compulsory in master's degree programmes.
3. The thesis is carried out under the supervision of a professor, doctor with habilitation degree or PhD.
4. The Dean, upon the advice of the Faculty Council, may also authorise other specialists to supervise the thesis in bachelor's degree programmes.
5. The Dean may appoint an assistant thesis supervisor.
6. The thesis is evaluated independently by a supervisor and a reviewer.

§ 30

1. When determining the topic of the thesis, the student's interests, the usefulness of the thesis and the scope of the Department's activities are taken into account, as well as the possibility of completing the thesis on time.
2. The topic of the thesis should be decided no later than three weeks after the beginning of the last semester of study.
3. In justified cases, a change of the thesis topic or supervisor may be carried out.
4. The thesis may be a collaborative work, but it must be possible to determine the individual contribution of the student to the preparation of the thesis.

§ 31

1. The student shall submit the thesis, if required, in a printed form with content consistent with the version of the thesis subject to the anti-plagiarism procedure in force at the University and approved by the supervisor.
2. Students in bachelor's degree programmes shall submit their diploma thesis, if required, no later than 30 June for programmes ending in the summer semester or 31 January for programmes ending in the winter semester, after it undergoes the anti-plagiarism procedure and is approved by the supervisor.
3. In the case of part-time bachelor's degree programmes ending in the winter semester, the Dean may, in the first week of classes, set a later date for the submission of the thesis than that specified in Section 2.
4. Students in bachelor's degree programmes shall submit their thesis no later than 30 September for programmes ending in the summer semester or 30 April for programmes ending in the winter semester, after it undergoes the anti-plagiarism procedure and is approved by the thesis supervisor.
5. The specific conditions for graduation are determined by the Faculty Council. Amendments to the diploma rules should be announced no later than six months before the planned date of the defence, following the opinion of the Faculty Student Government Board.
6. Organisational and technical details of the diploma examination are defined by the Dean of the faculty and made public 7 days before the scheduled date of the examination.
7. The Dean, upon a justified request of the student together with justification from the supervisor, may extend the deadline for submission of the thesis by no more than 1 month.
8. A student who has not submitted the thesis within the deadlines specified in the Regulations shall be removed from the list of students.
9. The day on which the thesis is submitted shall be the day on which the physical delivery of the paper copy of the thesis is made, together with a compliant electronic version and the required set of documents specified in the graduation rules established by the Faculty Board,
to the Dean's Office or the Secretary of the Graduation Committee.
9. A person removed from the list of students may resume studies under the conditions referred to in § 26(6).
10. In the case of the absence of the thesis supervisor or other important circumstances that may affect the delay of the submission date of the student's thesis, the Dean – at the request of the student – may appoint a person to take over the responsibilities of supervising the thesis and possibly extend the deadline for submission of the thesis. In such a case, the restriction under Section 7 shall not apply.

12. COMPLETION OF STUDIES

§ 32

1. Admission to the diploma examination is subject to:
 - 1) fulfilment of all the requirements set out in the programme of study, confirmed by the Dean's Office;

- 2) submission of the thesis, if included in the study programme, by the due date together with the required documents specified in the graduation rules established by the Faculty Council;
- 3) a positive assessment of the diploma thesis, provided that it is included in the study programme, and a positive assessment by the thesis reviewer;
- 4) submission of a circulation sheet to the faculty Dean's Office;
- 5) payment of all financial obligations to the University.

In the case of a diploma examination consisting of a written and oral part, the conditions for admission are laid down in the faculty graduation rules.

2. Where the reviewer's assessment of the thesis is unsatisfactory, admission to the diploma examination shall be decided by the Dean after consultation with a second reviewer. The assessment of the second reviewer is conclusive and supersedes that of the first. In the case of unsatisfactory grades from both reviewers, the decision is made by the Dean.

§ 33

1. The diploma examination is conducted before a commission appointed by the Dean and consisting of: the Dean or a Vice-Dean or other academic teacher authorised by the Dean as chairperson, the Secretary and at least three academic teachers (including the thesis supervisor and reviewer if the study programme provides for a diploma thesis).
2. The Dean may appoint specialists from outside the University to the committee.

§ 34

1. The diploma examination should be held no later than three months from the date of submission of the thesis (excluding the summer holiday period). The date for the diploma examination is set by the Dean or the chairperson of the Examination Committee.
2. The date of the examination and notification to the student is arranged in accordance with §10(2) or in the manner adopted by the faculty and should take place no later than 2 days before the examination.

§ 35

1. The diploma examination is an oral, written or combined examination. The form and organisation of the diploma examination is determined by the Faculty Council.
2. During the diploma examination, the student should demonstrate knowledge, skills social competences from the respective field of study, in particular knowledge of the subject matter related to the topic of the thesis, if applicable.
3. When evaluating the results of the diploma examination, the marks specified in § 19(1) shall apply.
4. Assistants of persons with disabilities with the permission of the Rector or the Dean may participate in diploma examinations.

§ 36

1. Should a student receive an unsatisfactory grade or fail to take the diploma examination on the set date without justification, the chairperson of the Examination Committee in consultation with the Dean shall set a second date for the examination as the final date.
2. Absence from the diploma examination shall be excused by a medical certificate. The necessary documentation to justify an absence shall be submitted by the student within 3 calendar days of the cessation of the reason for the absence. In the case of other fortuitous events and failure to provide documentation of excused absences, decisions are made by the Dean.
3. A re-examination may take place:
 - 1) no later than 1 month after the date of the first examination – in the case of bachelor's degree programmes;
 - 2) no later than 2 months after the date of the first examination – in the case of master's degree programmes.
4. In determining the dates referred to in Section 3, any periods of time off from teaching resulting from the detailed organisation of the academic year shall be disregarded.
5. A student who fails to pass the diploma examination on the second date shall be removed from the list of students.

§ 37

1. The average grade for a semester, a year or for the period from the beginning of studies to the time of calculating the average is determined on the basis of the partial grades awarded in all forms of courses and the ECTS credits allocated to them.
2. A component grade is included in the grade average regardless of whether it is positive or negative.
3. The grade average for the semester or year takes into account the first and last component grade for each subject that is provided for in the programme and study plan for the period, and does not take into account the component grades for subjects that are taken in a repeat mode during the period.
4. The grade average for the period from the beginning of the course of study until the average is calculated takes into account the first and last component grades of all subjects provided for in the programme and the study plan which have been taken by the student from the beginning of the course of study until the average is calculated. The last component grade may be obtained by the student in a different semester from the first grade due to the repetition of a particular form of the course.
5. The average (*Avg*) of the grades for the semester or year or for the period from the beginning of the studies until the average is calculated is based on the formula:

$$\hat{S}r = \frac{\sum_{i=1}^n \sum_{j=1}^{m_i} \frac{OP_{ji} + OK_{ji}}{2} \cdot P_{ji}}{\sum_{i=1}^n \sum_{j=1}^{m_i} P_{ji}},$$

where:

- n – the number of subjects included in the curriculum and study plan in a given calculation period,
- m_i – the number of forms in i -this subject,
- OP_{ji} – the first component grade of j -this form i -this subject,
- OK_{ji} – the last component grade of j - this form i - in this subject, whereby $OK_{ji} = OP_{ji}$ in the case of a positive first component grade,
- P_{ji} – number of ECTS points allocated to j -this form i – in this subject.

6. In the procedure for calculating the average, arithmetic operations are performed with the precision of the IEEE 754 standard of double-precision floating-point arithmetic and the final result is rounded to two decimal places.

§ 38

1. Where the study programme provides for the completion of a thesis, the higher education graduation result (the grade included on the diploma) shall be determined in accordance with the formula provided in Section 2.
2. The value of the diploma index referred to in Section 1 shall be calculated according to the formula:

$$V_D = 2 \cdot A_G + D_G + E_G,$$

where:

- V_D – the value of the diploma index,
- A_G – the weighted average of the final grades in the subjects included in the study plan, up to two decimal places,
- D_G – thesis evaluation index up to two decimal places,
- E_G – the grade of the diploma examination up to two decimal places.

The A_G weighted average of the final grades in the subjects included in the study plan is calculated using the formula:

$$O_S = \frac{\sum_{i=1}^n O_{Ki} \cdot P_i}{\sum_{i=1}^n P_i},$$

where:

- n – number of subjects included in the study plan without the "Thesis" subject,
- F_G – final grade obtained in the subject,
- C_A – ECTS credits allocated to the subject.

The D_G indicator of the thesis evaluation is the arithmetic average of the thesis evaluations given by the thesis supervisor and reviewer, expressed on the evaluation scale described in § 19(1):

$$O_P = \frac{O_{PP} + O_{PR}}{2},$$

where:

- S_G – the thesis evaluation by the supervisor,
- R_G – the reviewer's evaluation of the thesis.

E_G indicator of a positive diploma examination grade on the first date is equal to the grade given for this examination by the Examination Committee (in a manner consistent with the graduation rules in force at the faculty conducting the course of study in question). Should the examination be passed only on the second date, the E_G indicator is the arithmetic average of the failing grade and the grade given by the Examination Committee on the second date.

3. The result of the diploma examination is a grade given on the basis of the E_G grade indicator of the diploma examination grade according to the table:

E_G indicator ranges	Result of the diploma examination
up to 3.25 (including)	sufficient (3.0)
from 3.25 to 3.75 (including)	sufficient plus (3.5)
from 3.75 to 4.25 (including)	good (4.0)
from 4.25 to 4.75 (including)	good plus (4.5)
from 4.75	very good (5.0)

4. The value of the diploma index is converted into a grade according to the following rules:

Value ranges diploma indicator V_D	Grade to be entered in the diploma
up to 13.20 (including)	sufficient (3.0)
from 13.20 to 14.80 (including)	sufficient plus (3.5)
from 14.80 to 16.40 (including)	good (4.0)
from 16.40 to 17.60 (including)	good plus (4.5)
above 17.60	very good (5.0)

5. If the value of the diploma index is at least 19.00, a diploma of graduation with honours is issued. In such a case, Section 6 shall not apply.
6. In justified cases, the Examination Committee may increase or decrease the mark determined according to the rules laid down in Section 4. The change may not exceed one grade position.
7. The Examination Committee may award a commendation to the thesis. This shall be recorded in the Diploma Supplement.

§ 39

1. In cases where the study programme does not provide for the completion of a thesis, the higher education graduation result (the grade entered in the diploma) shall be determined in accordance with the formula given in Section 2.
2. The value of the diploma index referred to in Section 1 shall be calculated according to the formula:

$$V_D = 2,5 \cdot A_G + 1,5 \cdot E_G$$

where:

- V_D – the value of the diploma index,
- A_G – the weighted average of the final grades in the subjects included in the study plan, up to two decimal places,
- E_G – the grade of the diploma examination up to two decimal places.

The A_G weighted average of the final grades in the subjects included in the study plan is calculated using the formula:

$$O_S = \frac{\sum_{i=1}^n O_{Ki} \cdot P_i}{\sum_{i=1}^n P_i},$$

where:

- n – number of subjects included in the study plan without the "Thesis" subject,
- F_G – final grade obtained in the subject,
- C_A – ECTS credits allocated to the subject.

E_G indicator of a positive diploma examination grade on the first date is equal to the grade given for this examination by the Examination Committee (in a manner consistent with the graduation rules in force at the faculty conducting the course of study in question). Should the examination be passed only on the second date, the E_G indicator is the arithmetic average of the failing grade and the grade given by the Examination Committee on the second date.

3. The result of the diploma examination is a grade given on the basis of the E_G grade indicator of the diploma examination grade according to the table:

E_G indicator ranges	Result of the diploma examination
up to 3.25 (including)	sufficient (3.0)
from 3.25 to 3.75 (including)	sufficient plus (3.5)
from 3.75 to 4.25 (including)	good (4.0)
from 4.25 to 4.75 (including)	good plus (4.5)
from 4.75	very good (5.0)

4. The value of the diploma index is converted into a grade according to the following rules:

Value ranges diploma indicator V_D	Grade to be entered in the diploma
up to 13.20 (including)	sufficient (3.0)
from 13.20 to 14.80 (including)	sufficient plus (3.5)
from 14.80 to 16.40 (including)	good (4.0)
from 16.40 to 17.60 (including)	good plus (4.5)
above 17.60	very good (5.0)

5. If the value of the diploma index is at least 18.50, a diploma of graduation with honours is issued. In such a case, Section 6 shall not apply.
6. In justified cases, the Examination Committee may increase or decrease the mark determined according to the rules laid down in Section 4. The change may not exceed one grade position.

§ 40

1. Within 30 days from the date of graduation, the University shall prepare and issue a graduation diploma to the graduate.
2. Requests for the content of the Diploma Supplement may be submitted by the student no later than the date of the defence.

13. FINAL PROVISIONS

§ 41

In matters relating to the study order not regulated by these Regulations, the Dean shall decide.

§ 42

1. Decisions made regarding student matters under these Regulations may be appealed to the Rector by the student.
2. An appeal to the Rector may be made through the Dean of the relevant faculty within 14 days of receipt of the Dean's decision, subject to §25(5).

§ 43

The Regulations adopted by the Senate of Lublin University of Technology shall enter into force on 1 October 2023.