

# RULES AND REGULATIONS OF STUDIES AT THE JOHN PAUL II CATHOLIC UNIVERSITY OF LUBLIN<sup>1</sup>

## I. General provisions

### § 1

1. A person admitted to the John Paul II Catholic University of Lublin (KUL) for the purpose of higher education shall acquire student rights upon taking the oath before the Rector or the Dean, reading as follows:

*As a student of the John Paul II Catholic University of Lublin, I do solemnly swear to be diligent in performing my duties in order to earnestly prepare to work for the good of the Church and the Fatherland. Guided by the principles of Christian morality, I will uphold the dignity of a student and the good name of the University, as well as abide by all the regulations of the University authorities. So help me God.*

Non-Catholics and non-believers may leave out the words: *the Church and*, as well as *So help me God* in the oath.

2. Students admitted to the University shall confirm taking the oath in writing.
3. Failure to take the oath within 21 days of commencing studies shall result in being removed from the list of students.
4. Upon taking the oath, the student shall receive a student ID card which is a document confirming a student status.

### § 2

1. The Rector shall be the superior and mentor of all students of KUL.
2. Whenever a reference is made in these Rules and Regulations to “the Rector” and “the Dean”, it shall also concern “the vice-Rector” and “the vice-Dean”, respectively, unless the Statute of KUL or these Rules and Regulations stipulate otherwise.
3. Students of KUL shall establish the student self-government which shall represent all the students and act in their interest, in accordance with the Statute of KUL and the student self-government regulations. The student self-government may also take a standpoint on student-related matters and shall acquaint students with their rights and obligations.

## II. Organisation of studies

### § 3

1. The academic year begins on 1 October and ends on 30 September of the following calendar year. It is divided into winter and summer semesters.

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<sup>1</sup> Consolidated text as amended by the Resolutions of the Senate of the Catholic University of Lublin: 1. of 25 June 2022 (*Monitor KUL*, item 345/2020); 2. of 29 April 2021 (*Monitor KUL*, item 228/2021).

2. Classes in both winter and summer semesters shall be held for 15 weeks, but no longer than until the end of January in the winter semester and the end of June in the summer semester. An examination period cannot be shorter than 14 days, while a re-sit examination period cannot be shorter than 7 days and shall begin after the examination period has finished.
3. The organisation of the academic year, including specification of the commencement dates of classes and examination periods, as well as days free of classes, shall be determined by the Rector by way of an ordinance, no later than by 30 April of the previous academic year.
4. The Rector may set additional days or hours free of classes during the academic year. The Dean may set additional hours free of classes at the faculty during the academic year.

#### § 4

1. First- and second-cycle studies, as well as long-cycle studies, are conducted in Polish or in a foreign language, in accordance with the curricula adopted by the Senate.
2. The curricula, where the language of instruction is Polish, may include some classes and examinations conducted in a foreign language.
3. At the first meeting of the class, the instructor shall inform students of the intended learning outcomes and recommended reading lists, the conditions and forms of obtaining credits, as well as the rules for excusing absences from classes. For those courses that end with an exam, the instructor shall also inform students of the scope and form of that exam.
4. Classes having a common name and ECTS shall be considered a course.
5. Rules of teaching foreign languages shall be determined by the Rector.
6. Rules of organising and passing physical education classes shall be determined by the Rector.
7. At the request of a student member of a collegial body of the University, the instructor shall excuse his/her absence from classes on the basis of a submitted statement.

#### § 5

1. Information about class schedules with instructors' names and forms of obtaining credits shall be made available to students and academic teachers through the e-KUL platform no later than one week prior to the commencement of a semester.
2. Students shall register for elective classes through the e-KUL platform prior to the commencement of classes, according to the schedule specified by the Dean.
3. Within three weeks of the commencement of classes in a given semester, for the purpose of creating an electronic student's record book, the student is required to submit, through the e-KUL platform, information about elective classes, extra-curricular classes as referred to in § 19 (1), and the group number for classes conducted in groups. Failure to do so shall result in the

Dean's assigning the student to a class *ex officio*. Priority of attendance shall be given to those students who have enrolled in classes in accordance with Par. 2 above.

4. In the event that the student is assigned to a class in the mode as described in Par. 3 above, any changes, including a change of a group for classes conducted in groups, shall only be possible with the Dean's consent.
5. Limits on the number of students attending particular types of classes shall be set by way of a resolution passed by the Senate. The number of groups shall be determined by the Rector.

## § 6

1. The University shall organise student practical placement as provided for in the curriculum.
2. Student practical placement is part of the education process and its purpose is, in particular, to expand the knowledge acquired during studies and to develop the ability to use it practically, as well as to shape the abilities indispensable to perform duties connected with the future professional activities.
3. Student practical placement is based on the intended learning outcomes at the hosting institution the activity profile of which allows for these learning outcomes to be attained.
4. Rules and regulations of student practical placement, containing the detailed rules for conducting such placement as arising from the curriculum, and the conditions for the successful completion thereof, constitute an integral part of the programme documentation.
5. The successful completion of student practical placement shall be noted in the electronic student's record book as specified in the curriculum.
6. Supervision over student practical placement shall be exercised by a supervisor appointed by the Dean.

## § 7

1. Students may pursue an individualised curriculum programme (the ICP/ in Polish ITS).
2. The ICP consists in students' broadening their knowledge and skills within the given field of study by participating in other courses offered by the University or by doing research work.
3. Permission to pursue the ICP may be given by the Dean to:
  - 1) students who have completed at least one year of the first- or long-cycle studies and obtained a minimum grade average of 4.5 in the last year;
  - 2) students who have commenced the second-cycle studies and obtained a minimum grade average of 4.5 in the final year of their first-cycle studies.
4. The ICP shall be supervised by an academic teacher with the title of professor or the degree of *doktor habilitowany* (post-doctoral degree), appointed by the Dean upon the student's request.

5. The ICP containing intended learning outcomes required for a given field of study shall be determined by the ICP supervisor in consultation with the student, and shall be authorised by the Senate.
6. In the event that the student fails to meet the ICP requirements, the Dean shall withdraw the consent to pursue studies in this form.

## § 8

1. Upon the student's request containing arrangements made with instructors with respect to the conditions and dates of obtaining credits and taking examinations, submitted to the Dean within 30 days of the commencement of classes in a given semester or of an emergency occurring, the student may be granted an individualised organisation of studies (the IOS).
2. As part of the IOS, the student may be exempted from the obligation to participate in some classes, and may obtain credits and take examinations during the semester on the dates individually agreed on with the instructors and examiners concerned.
3. The IOS shall be granted by the Dean to pregnant students and students raising children irrespective of the child's age. This provision applies to students enrolled in full-time studies.
4. The IOS may also be granted by the Dean to:
  - 1) disabled students or care assistants of disabled persons;
  - 2) students participating in research work;
  - 3) students employed under a contract of employment or performing work under a civil-law contract which makes it impossible to pursue education in accordance with the binding curriculum – for the duration of such a contract;
  - 4) students involved in the work of the collegial bodies and committees at the University, as well as in the student self-government;
  - 5) students pursuing more than one field of study.
5. The IOS shall be granted by the Dean for a semester or an academic year, and in the case specified in Par. 4 (3) – for the duration of the contract. The Dean shall specify, in particular, the rules for participation in classes and the minimum number of classes which the student is required to attend, taking into account the arrangements referred to in Par. 1.
6. Failure to comply with the requirements of IOS shall result in the Dean's withdrawing the consent to pursue this type of studies.

## **§ 9**

1. Supportive solutions applied to students with disabilities in order to provide them with equal opportunities must not violate the principle of not reducing the content requirements for students to obtain credits in individual courses.
2. Methods of assessing learning outcomes of a disabled student shall be adjusted to the type of disability.
3. Upon the request of a student with a disability, the Dean may decide to change the rules for participation in classes consisting, in particular, in increasing the number of permitted absences or changing the forms of verifying knowledge during classes.
4. Upon the request of a student with a disability, the Dean may allow for the use of the relevant third party assistance during classes, tests and examinations. This includes, in particular, the assistance of sign language interpreters, readers, stenographers and care assistants.
5. If a disabled student cannot take notes independently, the Dean may grant permission to use additional technical devices enabling the student to fully participate in the classes.
6. If audio or audio-visual recording devices are used, the student shall be required to sign a prior declaration regarding the use of materials so recorded solely for his/her private purposes while respecting the copyright of the instructor.

## **§ 10**

Upon the written request of a student with a disability, the Dean may change the rules for taking examinations or obtaining credits, including in particular:

- 1) extending the duration of an examination or test;
- 2) using additional technical devices;
- 3) using an alternative form of recording during an examination or test;
- 4) changing a written examination into an oral examination, or the other way round;
- 5) determining individually the examination venue.

## **§ 11**

The University provides individual education within cross-faculty programmes of studies. The mode and requirements of such education are defined in separate rules and regulations adopted by the Senate.

## **§ 12**

1. The University shall appoint year supervisors and curators of student academic societies and other student associations from among academic teachers to enhance educational and

pedagogical objectives pursued by the University, and to support students' academic and cultural activities.

2. The year supervisor's tasks and mode of appointment are determined by the Rector. Curators of student academic societies and other student associations are also appointed by the Rector.

### **III. Student rights and obligations**

#### **§ 13**

Students have the right to:

- 1) attend lectures, seminars, classes and other forms of university activities included in the curriculum and study programme (which includes recording information on contemporary storage media upon the instructor's consent), and have access to libraries and labs;
- 2) obtain credits for each semester and pursue professional degrees of Bachelor's, Master's or any equivalent degrees;
- 3) be granted Dean's leave;
- 4) participate in university governance through their representatives in the relevant collegial bodies at the University;
- 5) associate with student academic societies and other university organisations;
- 6) participate in academic research, development and implementation programmes conducted by the University;
- 7) participate in domestic and foreign inter-university exchange programmes;
- 8) be granted distinctions and awards;
- 9) use pastoral care;
- 10) obtain material support under the terms and conditions defined in separate rules and regulations;
- 11) use healthcare and medical care services under the terms and conditions stated in a separate set of rules;
- 12) use university facilities and devices, and the assistance of academic teachers and bodies in order to develop their academic and cultural interests;
- 13) attend open classes run by the University;
- 14) express opinions on the conducted classes;
- 15) take up studies in the second and further fields of study;
- 16) make proposals to the authorities of the units running degree programmes regarding the curricula and their implementation, as well as other matters important for the course of studies and personal development of students;
- 17) use consultations available to students in all forms of studies, conducted by instructors;

- 18) have access to their documents that form the basis for assessing the course of study and written works that form the basis for obtaining grades and credits;
- 19) have access to their personal file.

#### **§ 14**

1. The student rights and obligations shall expire on the date of graduation or removal from the list of students.
2. A person who has completed first-cycle studies shall retain student rights until 31 October of the year in which the studies are completed, except for the right to the benefits referred to in Article 86 (1) (1-4) of the Act of 20 July 2018 – Law on Higher Education and Science.

#### **§ 15**

1. Students shall act in accordance with the oath, the Rules and Regulations of Studies, and other regulations passed by the University authorities. In particular, students are obliged to:
  - 1) acquire knowledge, actively participate in classes in accordance with the curriculum, obtain credits on time and take examinations;
  - 2) participate in training on health and safety, student ethos and culture, student rights and responsibilities, and library preparation;
  - 3) display a civic attitude and uphold the dignity of a student of the John Paul II Catholic University of Lublin;
  - 4) support or at the very least show respect for the Catholic values of the University;
  - 5) preserve the good name of the University and abide by the Student's Code of Ethics;
  - 6) show respect towards the University staff;
  - 7) take due care of the University property and get involved in community work for the University in accordance with the detailed arrangements made by the Rector;
  - 8) promptly notify the relevant secretary's office of the change in their name(s) or address;
  - 9) pay the tuition fees approved by the Rector in a timely manner;
  - 10) submit a clearance slip in the event of leaving the University.
2. Regardless of the consequences specified in the Rules and Regulations, students may be held liable for breaching the obligations stated in Par. 1, in accordance with the principles specified in a separate set of rules.
3. The student is obliged to submit to the course instructor a documented excuse for absence from classes no later than at the next class after the reason for his/her absence has ceased to apply.

## **§ 16**

1. Apart from the principal field of study, students may choose other fields of study, or study at other institutions of higher education on condition that they:
  - 1) fulfil all the obligations connected with the course of the major field of study and obtain the proper Deans' approvals, or
  - 2) are admitted to the second field of study through the recruitment process, and submit a declaration stating which field of study shall be the principal field of study by the commencement date of the academic year.
2. Students who commence second-cycle studies may undertake the second field of study only as referred to in Par. 1 (2).
3. The admission criteria and the number of students admitted to the second field of study, as referred to in Par. 1 (1), are specified by the Dean.
4. Students pursuing the second field of study undertake the course either from the first or the second year of studies, with the obligation to make up for the curricular differences including the learning outcomes attained during the principal field of study.

## **§ 17**

Students may change the type of studies from full-time to part-time, or from part-time to full-time, only once during the course of studies. Detailed conditions concerning the change of the mode of studies are specified by the Dean. An application for the change in the mode of studies must be submitted no later than three weeks of the commencement of classes in a given academic year.

## **§ 18**

Students may change the field of study under the following conditions:

- 1) applying for and successfully going through the recruitment process. After having been accepted to the new field of study, students are removed from the list of students of the previous field of study; or
- 2) a positive decision granted by the Dean of the faculty to which the student wishes to transfer, taken upon the student's request submitted no later than three weeks of the commencement of classes in the academic year.

## **§ 19**

1. With the Dean's approval, students may obtain credits in the chosen classes not included in the curriculum in the particular field of study under the ECTS. Once coded, such classes become obligatory, they are entered in the electronic student's record book, and obtaining credits is necessary in order to pass the semester

2. Students from other institutions of higher education may receive credits at KUL in the chosen courses not included in the curriculum in their institution, with the approval granted by the authorities of their institution. A decision in this matter shall be taken by the Dean of the faculty by which the classes are to be run. The Dean shall also specify the implementation conditions.
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#### **§ 20**

1. Students of KUL may transfer to another institution of higher education provided that they have fulfilled all the obligations resulting from the regulations in force at KUL and that no disciplinary proceedings are pending against them, which shall be confirmed by the Dean upon the student's request. A student's transfer to another institution shall be tantamount to resigning from studies at the University.
2. Students of other institutions of higher education may transfer to KUL provided that they have fulfilled all the obligations resulting from the regulations in force at the institution which they are leaving. The Dean shall decide whether to accept or reject the application, and shall lay down the conditions, deadlines and manner of making up for the curricular differences, including the learning outcomes from other institutions expressed in ECTS credits assigned to courses included in the curriculum at KUL. The transfer application must be submitted no later than three weeks of the commencement of classes in a given academic year.

### **IV. Passing a semester**

#### **§ 21**

1. A semester constitutes a grading period.
2. By the end of a grading period, students are obliged to obtain credits from all classes and student practical placement included in the curriculum, take all obligatory examinations and obtain the required number of ECTS credits. This shall also apply to the classes referred to in §19 (1).
3. One ECTS credit shall equal the learning outcomes corresponding to 25-30 hours of study, including university classes in the curriculum and individual workload.
4. Passing a semester by an international exchange student is based on completing the programme approved by the institute or faculty coordinator, and in the case of the MOST programme, the programme approved by the Dean.
5. Students pursuing the second field of study may obtain credits in the courses included in the curriculum on the basis of the credits awarded in the first field of study, upon their request submitted within 3 weeks of the commencement of classes in a given semester. The decision to award credits for individual courses shall be made by the Dean on condition that the credits and examinations passed with at least the "good" grade shall be recognised, with the exception of

courses passed as re-sit examinations, provided that the convergence of the learning outcomes achieved is confirmed.

6. Credits are awarded not earlier than in the last class in the relevant grading period and no later than on the last day of the examination session, subject to Pars. 10 and 11.
7. If a lecture ends with an examination, the grade received at the examination shall be the passing grade.
8. Students must have their diploma thesis approved by the supervisor in order to obtain a pass in the seminar in the final semester of studies.
9. In the event of an instructor's long-term absence, the Dean shall appoint another instructor to award credits and conduct an examination.
10. With the Dean's approval, students may obtain credits and take examinations prior to the scheduled date, but no sooner than four weeks before the commencement of the examination period.
11. If passing a given class is conditional on taking an examination or obtaining a credit in the lecture, this shall be done no later than three days before the scheduled date of the examination or lecture credit.
12. In the case of the student's unexcused absences for more than 30% of the total number of hours, the instructor may refuse to give a credit for the course or fail to allow the student to take an examination. In this case, the student receives the "Dean's fail" grade, in which case he/she shall not be entitled to an examination or re-sit.

## § 22

1. The list of examinations and credits, and their content and form shall be specified in the programme documentation including the guidelines of the relevant committee.
2. The dates of examinations shall be specified by the Dean upon consulting representatives of students of given years and shall be announced one month prior to the beginning of the examination period.
3. For examinations and courses ending with a grade, the following shall apply:

very good	- 5.0 (bdb)
good plus	- 4.5 (db plus)
good	- 4.0 (db)
satisfactory plus	-3.5 (dst plus)
satisfactory	- 3.0 (dst)
unsatisfactory	- 2.0 (ndst)
4. For courses not ending with a grade, the following shall apply:

pass	- zal.
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fail - *niezal*.

5. An unsatisfactory grade equals not receiving any credits in a given class.
6. Examination results and credits awarded shall be entered by the examiner and the instructor conducting classes, respectively, in an electronic report on the e-KUL platform and shall be transferred to the electronic student's record book and student's periodic achievement form.
7. Students shall be informed of the results of examinations and credits directly by means of the e-KUL platform or in the form of a list including students' record book numbers and grades awarded.

### § 23

1. In the event that a student is absent on a day when credits are awarded or an examination is taken, but the absence is excused, the Dean shall set another date no later than seven days before the end of the re-sit examination period. The student shall submit a document justifying the absence at the secretary's office of the faculty no later than within 3 days of the reason for his/her absence ceasing to apply.
2. Failure to take an examination on the due date or to obtain credits shall result in the Dean entering *ndst* or *niezal*., respectively.
3. Failure to obtain credits in classes which condition taking an examination or obtaining a credit in the lecture shall result in the Dean's entering the *ndst* grade also as the examination grade, which means that the student has failed that course. In this case, the student shall not be entitled to re-take the examination.

### § 24

1. If the student fails an examination, and in the case as referred to in §23 (2), the student shall be entitled to one re-take examination in each failed course.
2. The regulations in Par. 1 shall also apply to language courses, lectures and conversational classes ending with a grade.
3. A student shall retake the examination during a re-sit examination period, subject to § 23 (1).

### § 25

1. In the event of the student's objecting to an examiner's impartiality, the mode or the examination conduct, upon the student's request submitted within three days from the date on which the results of the examination are announced, the Dean may order an oral commission examination before an examination board, which should be held within five days after the request submission.
2. If the student's objections concern a written examination, the commission examination may consist in the examination board's verifying and assessing the original examination paper.

3. The board conducting the examination shall consist of the Dean as the chairperson and two examiners appointed by the Dean. In the case of an examination conducted in a foreign language, the examination board shall consist of at least two examiners who must know the language.
4. The instructor who conducted the previous examination may take part in the commission examination as an observer.
5. With the student's consent, a representative of the student self-government and the year supervisor may take part in the commission examination as observers. The secretary's office of the faculty shall inform the faculty body of student self-government and the year supervisor of the date of the commission examination.
6. The results of the examination shall be determined by the majority of commission members' votes upholding or replacing the grade that has been challenged.
7. In the event of upholding the unsatisfactory grade, the student shall not be entitled to re-take the course; however, the student may apply for the semester repetition.
8. In the event of classes ending with a credit, with or without a grade, the Dean, upon the student's request, may verify the basis upon which the student failed to obtain credits, requiring the written explanation from the instructor as well as the opinion of the instructor's immediate supervisor.

## § 26

1. The Dean shall remove the student from the list of students in the event of:
  - 1) failing to commence studies;
  - 2) resigning from studies;
  - 3) failing to pass the diploma examination on time;
  - 4) imposing a disciplinary penalty of expulsion from the University.
2. The Dean may also remove the student from the list of students in the event of:
  - 1) finding that the student has not made progress in learning;
  - 2) failing to pass a semester or year;
  - 3) failing to pay the fees connected with pursuing studies;
  - 4) finding that the student has not attended the obligatory classes;
  - 5) failing to sit the diploma examination on time.
3. Resignation from studies should be submitted in writing.
4. A lack of educational progress is determined by the Dean after analysing the student's individual achievements.
5. A decision to remove the student from the list of students may be appealed against to the Rector within 14 days of receipt of the decision.

## § 27

1. If the student fails to pass the semester, the Dean may:
  - 1) give a decision for a student to repeat a semester in the subsequent academic year;
  - 2) remove the student from the list of students; and in exceptional cases, when the student fails to obtain credits in one course, the Dean may allow:
  - 3) the repetition of the course, which means successfully completing a given semester and repeating the failed course in the subsequent academic year; if the student fails to obtain credits in the course for the second time, the Dean shall issue a decision on removing the student from the list of students.
- 1a. If the student fails to pass the first semester, the Dean shall issue a decision on removing a student from the list.
2. The student who repeats a semester shall not be granted consent to repeat the course.
3. The student may be allowed to repeat a semester once during the first-cycle studies, once during the second-cycle studies, and twice during long-cycle studies.
4. The student who repeats a semester is obliged to sit examinations and obtain credits in all the classes included in the curriculum. Upon the student's request submitted within three weeks of the commencement of classes in the semester, the Dean shall decide whether to acknowledge credits and examinations with at least a "good" grade, with the exception of the courses for which a pass is obtained during the re-sit examination period, provided that the convergence of the learning outcomes achieved is confirmed.
5. In the event that the student repeats a semester, ECTS credits shall only be calculated for the passed semester.
6. The student may be allowed to repeat a course no more than three times during the first-cycle studies, no more than twice during the second-cycle studies, and no more than four times during long-cycle studies.

## § 28

1. A person who has been removed from the list of students in the first semester may only be readmitted to the University on the basis of general rules of admission.
2. A person who has been removed from the list of students, but has obtained credits for the first semester, may apply for the resumption of studies, however, no more than once in the course of first-cycle studies, no more than once in the course of second-cycle studies, and no more than twice in the course of long-cycle studies. The request to resume studies shall be submitted before the commencement of the semester to which the resumption applies.

3. Upon the student's request, the decision concerning the resumption of studies shall be made by the Dean, who shall also define the curricular differences and the schedule for obtaining credits in accordance with the curriculum.
4. Students who have been removed under a final and legally binding decision of the disciplinary board may apply for readmission only when the penalty of expulsion from the University has been expunged.
5. Students may resume studies no later than within five years from the last successfully completed semester and only in the field, type and mode of studies from which they have been removed.
6. After the period as referred to in Par. 5 has expired, students may be readmitted only to the first year of studies, on the general terms and with relevant tuition fees applying, however, without an option of transferring to higher stages of studies.
7. Students who resume studies after more than three years are required to apply for re-approval of the diploma thesis topic immediately after receiving the decision to resume studies.
8. Students may not resume studies if a given field of study is not run by the University.

## **V. Tuition fees**

### **§ 29**

1. Fees for educational services may be charged for:
  - 1) part-time studies;
  - 2) repetition of certain classes at full-time studies due to unsatisfactory results;
  - 3) studies in a foreign language;
  - 4) participation in classes not covered by the curriculum, including classes supplementing the intended learning outcomes necessary for commencing second-cycle studies in a given field of study;
  - 5) carrying out the verification of learning outcomes;
  - 6) providing education to foreigners.
2. Fees shall be determined by the Rector no later than before the commencement of recruitment procedures for the subsequent academic year.
3. The fees referred to in Par. 1 shall be payable no later than on 25 October for the winter semester and no later than on 28 March for the summer semester.
4. In exceptional cases, upon the student's request, the Dean may consent to the fees being paid in instalments.

## **VI. Leaves**

### **§ 30**

The student may be granted a short-term leave of maximum four weeks, a semester leave or a yearly leave in the event of vital circumstances.

### **§ 31**

1. The student may be granted leave after having completed the first semester, with the exception of a medical leave. A yearly leave may be granted once during the first-cycle studies, once during the second-cycle studies, and twice during long-cycle studies, with the exception of a medical leave.
2. A pregnant student shall be granted leave for a period up to the date of childbirth, and a student who is a parent shall be granted leave for a period of up to one year, but if the end of the leave falls during a semester, the leave may be extended to the end of that semester. A student who is a parent shall apply for leave within one year from the date of childbirth.
3. The student shall apply for leave immediately after the circumstances have occurred.
4. In the case of excused absences exceeding 4 weeks, the Dean shall grant leave *ex officio* for a period of one semester or one year. If the excused absence results in the inability to sit examinations and obtain credits during an examination or re-sit examination periods, the Dean may grant leave for one semester or one year.
5. The granting of a medical leave shall be based on the submission of appropriate medical documentation.
6. The annual leave may be granted on the condition that a given field of study will be run at the University in the following academic year..

### **§ 32**

1. The granting of a semester and yearly leave shall postpone the date of the scheduled completion of studies.
2. The granting of a short-term leave shall not result in postponing the date of obtaining credits or extending the scheduled completion of studies.
3. The granting of leave shall be entered in the electronic student's record book.
4. In the case of students pursuing more than one field of study, the leave granted in one of the fields of study shall not result in granting a leave in the remaining fields of study.
5. A student on a leave shall retain student rights.
6. With the Dean's consent, the student, while on leave, may participate in some classes, obtain credits and take examinations. However, it shall not shorten the scheduled study completion

time. Credits and examination results shall be entered on the student's periodic achievement form.

## **VII. Awards and distinctions**

### **§ 33**

1. Students who achieve academic excellence and show active and impeccable social conduct may receive:
  - 1) the Rector's awards and distinctions;
  - 2) awards founded by institutions other than the University and by private sponsors, in accordance with regulations applying to these awards;
  - 3) the Dean's awards and distinctions.
2. Upon the student's request, information about the received awards and distinctions shall be entered in the electronic student's record book.

### **§ 34**

1. A certificate of completion of studies with distinction shall be awarded to graduates who have fulfilled the following requirements:
  - 1) have submitted the diploma thesis within the time limits referred to in §36 (1) of the Rules and Regulations;
  - 2) have obtained the average grade not lower than 4.5 in the examinations and course credits as referred to in §22 (3) and (4);
  - 3) have been awarded the "very good" grade for the diploma thesis and the final examination;
  - 4) have not violated the principles included in the oath.
2. The distinction shall be awarded by the Dean upon a supervisor's or reviewer's request made in the diploma examination report.

## **VIII. Completion of studies**

### **§ 35**

The completion of studies requires preparing and submitting a diploma thesis, as well as passing a diploma examination.

### **§ 36**

1. Students are obliged to submit the diploma thesis to the secretary's office, along with:
  - 1) a declaration that the thesis has been prepared independently;
  - 2) consent to submit the thesis to a nationwide repository of written diploma theses;
  - 3) consent for the thesis to be checked before the diploma examination using the Uniform Anti-Plagiarism System, cooperating with the national repository of written diploma theses;

- 4) an application for the diploma examination; no later than on the last day of classes in the final semester of studies.
2. Upon the student's justified request made within the period set in Par. 1 and approved by the thesis supervisor, the Dean may postpone the deadline for submission of the diploma thesis, but no longer than two months from the last day of classes in the final semester of studies.
3. In the event of a prolonged absence of the thesis supervisor, which may result in a delay in the submission of the thesis by the student, the Dean shall appoint a new thesis supervisor. A change of the thesis supervisor in the last credit period, immediately preceding the date of completion of studies, may constitute grounds for extending the deadline for submission of the diploma thesis in accordance with the rules set out in Par. 2

### **§ 37**

1. Upon the student's request approved by the thesis supervisor, the Dean may consent to the student preparing the diploma thesis in a foreign language.
2. The student preparing a thesis in a foreign language shall submit the thesis along with its summary in Polish.
3. If necessary, the relevant collegial body may appoint an assistant supervisor of a thesis written in a foreign language.

### **§ 38**

1. The Bachelor's or engineering degree thesis at the end of the first-cycle studies shall be prepared by the student under the supervision of an authorised academic teacher holding at least the degree of doctor (PhD).
2. The thesis title, as referred to in Par. 1, shall be determined by the thesis supervisor and approved by the relevant collegial body no later than six months before the last day of classes in the final semester of studies.
3. The thesis referred to in Par. 1 shall be assessed by the supervisor and one reviewer holding at least the degree of doctor (PhD). The thesis reviewer shall be appointed by the Dean. In the event of one reviewer's negative assessment, the Dean shall decide whether the student is to be admitted to the diploma examination upon consulting another reviewer holding at least the degree of doktor (PhD).

### **§ 39**

1. The Master's degree thesis shall be prepared by the student under the supervision of an authorised academic teacher: a professor or *doktor habilitowany* (post-doctoral degree). In

exceptional cases, the relevant collegial body may authorise an assistant professor or an expert from outside the University with at least the degree of doctor (PhD).

2. The thesis title, as referred to in Par. 1, shall be determined by the thesis supervisor and approved by the relevant collegial body no later than one year before the last day of classes in the final semester of studies.
3. The thesis referred to in Par. 1 shall be assessed by the supervisor and one reviewer. At least one of them must hold the title of professor or the degree of *doktor habilitowany* (post-doctoral degree). The thesis reviewer shall be appointed by the Dean. In the event of one reviewer's negative assessment, the Dean shall decide whether the student is to be admitted to the diploma examination upon consulting another reviewer with the title of professor or the degree of *doktor habilitowany* (post-doctoral degree).
4. If necessary, the relevant collegial body may appoint an assistant supervisor of the Master's degree thesis written; this shall be a person with at least the degree of doctor (PhD).

#### **§ 40**

1. The student who has failed to submit a diploma thesis within the time limits stipulated in §36, and consequently has failed to obtain a pass in the seminar, shall be removed from the list of students or shall be referred to repeat the final semester of studies.
2. The student who has not been admitted to the diploma examination in the circumstances referred to in § 38 (3) or § 39 (3) shall be removed from the register of students or shall be referred to repeat the final semester of studies.
3. The student who has been removed from the list of students in the circumstances referred to in Pars. 1-2 may apply to resume studies with the repetition of the last semester of studies. § 28 (2) shall not apply.

#### **§ 41**

1. Admission to a diploma examination requires:
  - 1) successfully completing all classes and student practical placement, as well as passing all examinations included in the curriculum;
  - 2) obtaining at least the "satisfactory" grade for the diploma thesis.
2. The diploma examination shall be taken no later than one month from the date of the diploma thesis submission, excluding the period from 15 July to 31 August, but no later than on 31 March for the degree programme ending with the winter semester, and no later than on 30 September for the degree programme ending with the summer semester.
3. The Dean may schedule an individual diploma examination date for the student who has submitted the diploma thesis prior to the dates specified in Par. 2 and in §36.

4. The diploma examination is an oral examination and is conducted before an examination board appointed by the Dean. In the event of the diploma examination taken in a foreign language, at least two members of the board must know the language.
5. The Dean shall lay down detailed rules for the conduct of diploma examinations.

#### **§ 42**

1. The completion of studies requires passing a diploma examination with at least the “satisfactory” grade.
2. Upon completion of the diploma examination, the student shall be informed of the result. When the diploma examination grade is at least satisfactory, chairperson of the examination board shall inform the student of the final result of studies and the grade which shall appear on the diploma.
3. The basis for calculating the final result of studies is as follows:
  - 1) the arithmetic mean up to three decimal places, derived from all examination and credits grades referred to in §22 (3), including unsatisfactory grades obtained throughout the course of studies;
  - 2) the degree thesis grade calculated as the average of grades given by the thesis supervisor and reviewers, up to three decimal places;
  - 3) the diploma examination grade calculated as the average of grades given by members of the board conducting the diploma examination, up to three decimal places.
4. The final result of studies is the sum of 0.6 of the grade referred to in Par. 3 (1), 0.2 of the grade referred to in Par. 3 (2), and 0.2 of the grade referred to in Par. 3 (3). The final result of studies is calculated up to three decimal places.

#### **§ 43**

Graduates of the first-cycle studies, after passing the diploma examination, shall retain student rights and student ID cards, with the exception of the right to the benefits referred to in Article 86 (1)(1) to (4) of the Act of 20 July 2018 – Law on Higher Education and Science, until 31 October of a given year. Graduates of the second- and long-cycle studies, after passing the diploma examination, shall be obliged to immediately return their student ID cards, not later than on the date of collecting the diploma.

#### § 44

1. Upon the request of a student or a diploma thesis supervisor, the Dean shall order that the diploma examination be made open to the public, taking into consideration the organisational conditions of the University.
2. An application for admission to the diploma examination may be followed with a request to make it open to the public.
3. Besides the examination board, other persons invited by the thesis supervisor or the student may participate in the open diploma examination.
4. The persons who are not members of the examination board do not have the right to ask questions or to participate in the proceedings conducted by the examination board.
5. Open diploma examination results shall be announced to the public.

#### § 45

1. In the event of a student failing the diploma examination or not taking the examination on the due date, the Dean shall set another date for the examination as the final date.
2. The examination may not be re-sit earlier than one month, and later than three months, after the due date of the examination.
3. In the event of a student's failing the re-sit diploma examination or not taking the examination on the final date, the Dean shall issue a decision on removing the student from the list of students.
4. The student removed from the list of students in the circumstances referred to in Par. 3 may apply for resumption of studies in order to take the diploma examination within one year of the date on which the decision on removing the student from the list of students became final.

#### § 46

1. The final result of studies shall appear on the diploma of completion of studies rounded up or down to a full grade according to the following principle:

final result of studies:	final result of studies on the diploma:
up to 3.250	satisfactory (3)
3.251 – 3.750	satisfactory plus (3,5)
3.751 – 4.250	good (4)
4.251 – 4.500	good plus (4,5)
from 4.501	very good (5)

2. The rounding up or down to a full grade applies exclusively to the grade entered on the diploma of completion of studies. All other certificates shall exhibit the actual result of studies, calculated in compliance with § 42 (4).

## **X. Transitional and final provisions**

### **§ 47**

1. Students of all types of studies provided by the University shall be subject to the provisions of these Rules and Regulations. The detailed conditions and rules for the pursuit of studies by students admitted through confirmation of their learning outcomes shall be determined by the Rector.
2. The provisions of these Rules and Regulations shall apply to cross-faculty studies unless provided otherwise in the rules and regulations of these studies.
3. Decisions on any matters not falling under the Rules and Regulations shall be made by the Rector.
4. The Rector shall be the appeal authority in all matters governed by the Rules and Regulations.
5. In particularly justified and documented cases, the Rector, upon the student's request, may waive some of the requirements or limitations stipulated in the Rules and Regulations if the fulfilment of these requirements or limitations would make it impossible to settle the case fairly or to ensure the proper course of education, or would not take into account the legitimate interests of the student. When applying this provision, the Rector shall state the reasons for such a waiver.

### **§ 48**

Interpretation of the Rules and Regulations shall be made by the Rector.

### **§ 49**

The Rules and Regulations shall enter into force on 1 October 2019.

Rector of KUL:

Rev Prof Mirosław Kalinowski, PhD hab.