

Annex No. 1 to the Resolution No. 540/2023 of the Senate of the University College of Enterprise and Administration in Lublin of April 26, 2023

**Rules and Regulations
for the Studies at the University College of Enterprise and Administration in Lublin
adopted by the Senate of
the University College of Enterprise and Administration in Lublin
at its session on 26 April 2023
(Annex to resolution no. 540/2023)**

**Chapter 1
GENERAL PROVISIONS**

§ 1.

1. The Rules and regulations apply to all fields of studies, cycles of studies, profiles and forms of training provided at the University College of Enterprise and Administration in Lublin (hereinafter referred to as WSPA or the University College).
2. The scope of the rules and regulations apply to all students and employees of WSPA.

**Chapter 2
EDUCATION AT THE UNIVERSITY COLLEGE**

§ 2.

1. Studies with a practical profile are carried out at respective cycles of study.
2. The University College provides education in the following forms of study:
 - 1) full-time studies
 - 2) part-time studies

§ 3.

Studies at particular cycles of studies last:

- 1) first-cycle studies (bachelor's degree) - 3 years (6 semesters)
- 2) first-cycle studies (engineering) - 3.5-4 years (7-8 semesters),
- 3) second-cycle studies - 1.5-2 years (3-4 semesters),
- 4) unified master studies - 4.5-6 years (9-12 semesters).

Chapter 3 STUDENT'S SUPERIORS

§ 4.

1. The Rector supervises the implementation of the teaching process and the course of studies.
2. The rector may authorize the head of a particular organizational unit or other staff member managing that unit, or other person, to supervise the implementation of the teaching process and the course of study within the particular organizational unit.
3. The Rector, or person referred to in paragraph 2 authorised by them, may appoint year tutors, and, if necessary, study group tutors.

§ 5.

1. In the individual student cases, in particular the admission to study, the renewal of study, the teaching process and the completion of study, the decisions are made by the Rector.
2. The decision of the Rector is a subject to a request for re-examination. The decision made is final.

Chapter 4 ADMISSION TO STUDY

§ 6.

1. A person admitted to study acquires the rights of the student at the time of taking the oath.
2. The taking of the oath is confirmed in writing by the person admitted to study.
3. The signing of the contract by a candidate for a study is a prerequisite for admission to the teaching class.
4. In the case of persons who are not fully legal persons, the educational service contract is signed by the candidate for the study and by their legal guardian.

§ 7.

TRANSFERS

1. A student may move to another higher education institution, provided that the

student has obtained the approval of that higher education institution and that the provisions of commonly applicable law are met.

2. A student may move from another national or foreign higher education institution, from one field of study to another or from one specialization to another within the same field of study, with the approval of the Rector, or person authorised by them, expressed in the form of a decision, provided that the student has fulfilled all the conditions under the regulations of the University College.
3. The student, with the approval of the Rector, or person authorised by them, can transfer to full-time or part-time studies. The decision in this regard is made by the Rector or by a person authorized by them.
4. To transfer to WSPA, one has to provide an index or other list of credits and exams that have been confirmed by the higher education institution one is leaving and the person must be enrolled for a particular semester at WSPA. In this case, the University College sends a request to the higher education institution the student leaves to send the documents concerning the course of studies. The transfer and recognition apply to ECTS credits obtained within a period of five years from the date of crediting the subject or internship.
5. In the absence of reliable credit and exam confirmation from the other higher education institutions, one can commence the study starting at first semester.
6. At the written request of the student, the decision about the transfer is made by the Rector, or person authorized by them, indicating the semester to which the student will be transferred.
7. The decision regarding transferring a subject (passing the subject) is to be based on the student's documentation of the course of study implemented prior to the transfer.
8. When deciding about transferring the subject, account is to be taken of the learning outcomes acquired prior to transfer through completion of the classes and internships that correspond to the classes and internships as defined in the study program/curriculum for the field of study to which the student has been transferred.
9. The exchange of students between WSPA and other higher education institutions, including foreign ones, is carried out at the University College under the scheme of ECTS credit transfer and accumulation systems.
10. The student will receive as many ECTS points as assigned to the classes in the field

of study to which the student is admitted after the transfer.

11. After the transfer, the student is obliged to make up program differences resulting from the study program/curriculum.
12. The list of program differences and deadlines for their settlement is determined by the Rector or by the person authorized by them.

§ 8.

OBTAINING CREDITS FOR PROGRAM DIFFERENCES

1. Program differences are subjects included in the study program/curriculum that have not been passed by the student in the course of their previous studies.
2. The Rector, or the person authorized by them, will determine the program differences and the deadline for their settlement in the case of:
 - 1) transfers from another national or foreign higher education institution;
 - 2) change of the field of study,
 - 3) changes of the specialization,
 - 4) changes of the mode of studies,
 - 5) admission to studies through the resumption procedure,
 - 6) undertaking studies after a leave,
 - 7) repetition of the semester in which the study program/curriculum has changed.
3. Subjects treated as program differences are assigned to those semesters of studies in which they normally belong according to the study program/curriculum.

§ 9.

RESUMPTION OF STUDIES

1. Discontinued studies that were undertaken at WSPA may be taken up again in the resumption procedure.
2. Resumption takes place in the same field of study and cycle of study from which the student has previously been removed.
3. In the event of closure of the field of study in the given cycle of study resumption is not allowed.
4. The student who resumes studies is subject to the current study program/curriculum. The student is obliged to make up for any program differences resulting from the change of the study program/curriculum.

5. The student is not obliged to regain credits for subjects in which they previously received positive grades. The decision in this matter is made by the Rector, or a person authorized by him, taking into account, among others, a possible change in the learning outcomes provided for these subjects.
6. The Rector, or the person authorized by them, indicates the semester from which the resumption of studies may take place, or refuses resumption of the studies.
7. The studies may be resumed at the year of study not higher than the one on which the removal from the list of students took place.
8. Within a period not exceeding 1 year from the date of removal from the list of students, a person who has passed all the subjects from the study program/curriculum and was removed from the list of students only due to failure to submit a diploma thesis within the deadline, may apply for their resumption for one day to take the diploma exam.
9. The condition for resumption is the submission of the diploma thesis approved by the supervisor and the fulfilment of all obligations resulting from section 29 paragraphs 1 and 2.
10. In the event of failure to submit the missing diploma thesis within one year from the date of removal, the student may resume studies in the last semester in order to make up for the program differences.

Chapter 5

STUDENT RIGHTS AND RESPONSIBILITIES

§ 10.

1. The student has the right to:
 - 1) acquire the knowledge, development of scientific interests and use of premises, facilities, library collections and other teaching resources, as well as have the assistance of academic teachers and administrative staff,
 - 2) receive material aid, once fulfilling together the conditions for granting material aid provided for in the separate rules for granting material aid and the legal provisions generally applicable in this respect,
 - 3) participate in the works of the Student Government,
 - 4) organize themselves in organizations and associations and participate in the

- scientific and academic movements,
- 5) develop cultural, tourist and sporting interests.
2. The student's responsibilities include making the most of the learning opportunities created by the University College and acting in accordance with the content of the oath and the Rules and Regulations.
3. The student is, in particular, obliged to:
- 1) participate in didactic classes organized by the University College and justify each absence with the lecturer at the latest during the following classes,
 - 2) acquire knowledge, skills and competences on a systematic basis,
 - 3) take care of one's own dignity and the good name of the University College,
 - 4) comply with the regulations in force at the University College,
 - 5) respect the property of the University College,
 - 6) present the student ID card, or, in the absence of one, another identification document, at the request of an employee of the University College
 - 7) pay the fees specified in the education contract for first-cycle/second-cycle/uniform master's studies on time.
4. A student who is not subject to health insurance for any other reason specified in the regulations in force in this regard is obliged to submit immediately an appropriate statement, in order to be registered for insurance by the University College. The student is obliged to immediately notify the University College about a change in the situation referred to in the first sentence.
5. The student is obliged to immediately notify the University College about a change in the name, surname or address for correspondence and other events affecting the implementation of their rights and obligations, as well as those concerning the ongoing contact with them.
6. The rules of students' disciplinary responsibility and the procedure of disciplinary proceedings are set out in separate regulations.

§ 11.

1. The student receives a student card.
2. A person who has lost the right to have a student ID card is obliged to return it to the University College.

§ 12.

INDIVIDUAL ORGANIZATION OF STUDIES

1. Individual organization of studies (hereinafter referred to as IOS) consists in the implementation of the study program/curriculum in force according to a separate schedule approved by the Rector or the person authorized by them.
2. Completion of studies according to the IOS does not exempt the student from passing all subjects and timely passing all exams provided for in the study plan.
3. The permission for the IOS is issued for a period of one semester, with the possibility of an extension for subsequent semesters.
4. The student may obtain permission for the IOS after meeting at least one of the following conditions:
 - 1) carrying out part of studies at other national or foreign higher education institution,
 - 2) studying in more than one field of study,
 - 3) raising children,
 - 4) having a disability certificate,
 - 5) having a certificate of poor health,
 - 6) being a member of the national sports team,
 - 7) or for other reasons, they cannot pursue studies in the normal course.
5. No later than 30 days after the beginning of classes for a given semester, the student submits an application for the IOS to the Rector, or a person authorized by them, along with a schedule of credits and examinations for the semester, conditions for obtaining credits and attendance in the classes agreed with the instructors conducting the classes.
6. The IOS examination session may not end later than the end date of the re-sit exams session.
7. The IOS is not a basis for extending the framework of the study period.
8. A student studying under the IOS is entitled to all benefits under the conditions specified by the University College.
9. The student implementing the IOS is obliged to pay the full fees resulting from the contract.
10. Lack of progress in the learning process may be the basis for refusing to extend the IOS.

§ 13.

LEAVES

1. The student may, at their justified request, be granted leave from classes.
2. The leave may be granted after completing the first semester of studies and may not last longer than 1.5 years in the entire period of first-cycle studies or 1 year in the entire period of second-cycle studies.
3. At the student's request, the Rector or the person authorized by them, grants the leave in cases justified by existing obstacles in pursuing the studies.
4. Granting the leave postpones the date of the planned completion of the studies.
5. During the leave, the student retains a valid student card and all student rights.
6. The duration of the leave depends on the student's needs and the University College ability to provide education in the same field of study.
7. The rules for granting material assistance during leaves are defined by separate regulations.
8. In the case of changes in education programs/curricula, the student on leave, after its completion, is obliged to make up for the program differences.

§ 14.

SPECIALIZATIONS AND ELECTIVE MODULES

1. The student has the right to choose specializations and elective modules that are an integral part of the study program.
2. The condition for launching a specific specialization or elective module is a sufficient number of students interested in studying them, which is determined by the Rector in consultation with the Chancellor.
3. Enrolments for specializations and elective modules takes place in the semester preceding their implementation. In the absence of the choice of a specialization or module, the student is assigned to the specialization or module indicated by the Rector, or a person authorized by them.
4. After completing the enrolments, students are informed about the launched specializations or elective modules no later than 14 days before the start of a given semester of study.

CHAPTER 6

ORGANISATION OF STUDIES AND COURSE OF STUDIES

§ 15.

1. The academic year begins on 1 October and runs until 30 September of the following year, subject to paragraphs 3 and 5.
2. The academic year is divided into two semesters, i.e., winter and summer semester respectively.
3. Classes start on 1 October and end on 15 July at the latest.
4. Detailed organization of the academic year, including the start and end dates of the classes, is determined by the Rector in the form of an ordinance, after consulting the competent university body of the Student Government, and is communicated to the students on the University College website no later than 3 months before the beginning of the academic year.
5. Classes in part-time studies may start at the beginning of September of a given calendar year.
6. During the academic year, the Rector may designate hours and days off from classes (the so-called "Rector's days" and "Rector's hours"), also at the request of the competent body of the Student Government.

§ 16.

1. Studies at the University College take place according to study programs/curricula.
2. The study program/curriculum includes information specifying:
 - 1) the mode or modes of the study, the number of semesters and the number of ECTS points necessary to complete studies at a given cycle;
 - 2) professional title awarded to graduates;
 - 3) classes or groups of classes, irrespective of the mode they are conducted in, together with learning outcomes assigned to them and program content ensuring obtaining these outcomes;
 - 4) the total number of hours of classes;
 - 5) methods of verification and assessment of learning outcomes achieved by the student during the entire education cycle;

- 6) the total number of ECTS points that the student has to obtain as part of the classes conducted with the direct participation of academic teachers or other persons conducting the classes;
 - 7) the number of ECTS points that the student has to obtain during the classes in the field of humanities or social sciences, not less than 5 ECTS points - in the case of fields of study assigned to disciplines in fields other than the humanities and social sciences respectively;
 - 8) the scope, principles and form of completing professional internships and the number of ECTS points that the student has to obtain during these internships.
3. Establishing the study program/curriculum requires the consultation of the Student Government. Within 7 days of its submission, the Student Government may express its opinion. No response before the deadline means that the requirement to consult has been met.
 4. The study program/curriculum is communicated to students before the beginning of the education cycle by publishing it on the University College website, within 14 days of its adoption.
 5. A detailed schedule of didactic classes for each semester is prepared by the head of the organizational unit of the University College competent for the organization of studies, in consultation with the Dean of a given field of study.
 6. The class schedule and staffing are communicated to students on the WSPA University College remote learning platform no later than 7 days before the beginning of the relevant semester.
 7. Classes are conducted in Polish, subject to paragraphs 9 to 11.
 8. Classes, as well as knowledge and skills examinations and obtaining credits for classes, may be done in a foreign language.
 9. The University College may provide education for a given field, mode of study, and cycle of study in a foreign language.
 10. In the case of training referred to in paragraph 10, examinations, credits, diploma thesis and diploma examination shall be conducted in a foreign language.
 11. A diploma thesis and a diploma examination can be written and conducted in a foreign language.
 12. Didactic classes may be conducted using distance learning methods and techniques under the conditions specified in separate regulations.

§ 17.

ECTS CREDIT SYSTEM

1. The following framework principles of the ECTS point system are applied at the University College:
 - 1) information on the number of points assigned to particular subjects is included in study programs/curricula,
 - 2) points are assigned to individual forms of classes included in a given subject,
 - 3) the condition for obtaining the points by the student is achieving by them the assumed learning outcomes, confirmed by passing the subject,
 - 4) subjects completed in accordance with the study program/curriculum allow the student to earn at least 60 ECTS credits per year which are required to pass a given year,
 - 5) a student who has obtained a minimum of 31 points in a year may apply for a conditional admission to study in a higher year, while if they have obtained less than 31 points, they may apply for a repetition of the year,
 - 6) a student who has obtained less than 15 points may be removed from the list of students due to the lack of progress in learning, unless, due to the specific circumstances of the student's situation, to be considered individually, the Rector, or the person authorized by them, makes a different decision,
 - 7) in order to obtain a graduation diploma, the student is obliged to obtain the number of ECTS credits specified in the study program/curriculum.
2. In the case of a student who has not earned the minimum number of ECTS credits for a given year, the Rector, or the person authorized by them, may decide to:
 - 1) grant a conditional entry for the next semester/year of study,
 - 2) permit to repeat the semester or the year,
 - 3) remove them from the list of students.
3. The student repeating a year or a semester may be exempted from the obligation to re-attend, pass exams and obtain credits in subjects from which they previously received positive grades and were awarded ECTS credits. The decision on this matter is made by the Rector or the person authorized by them.
4. To supervise the functioning of the ECTS system at WSPA, the Rector may appoint a ECTS University College Coordinator.

§ 18.

FACILITIES FOR PEOPLE WITH DISABILITIES

1. The education process is adapted to the psychophysical abilities of students with special needs, taking into account the degree and type of disability.
2. The adjustment referred to in paragraph 1 may consist of:
 - 1) extending the time of writing tests and examinations,
 - 2) changing the form of obtaining the credit or passing the exam from written to oral or vice versa,
 - 3) using technical assistance such as a laptop, voice recorder as well as reading or hearing aids during class activities,
 - 4) receiving the content of test tasks in an enlarged form,
 - 5) receiving didactic materials in a form corresponding to the student's capabilities,
 - 6) taking the final exams divided into smaller batches of material studied,
 - 7) attendance of a guardian or guide dog during classes and stay at the University College.
3. The form and scope of adapting the education conditions is decided by the Rector, or the person authorized by them, at the request of the student, taking into account the real psychophysical needs of the student.
4. In exceptional situations or in the event of difficulties in settling the matter at the University College, the student may report the issues to the Rector's Representative responsible for Students with Disabilities.

CHAPTER 7

CREDITS and EXAMS

§ 19.

1. A semester or a year is the credit period for a stage of the study.
2. When crediting a stage of the study, all subjects included in the study program/curriculum for this given stage are taken into account.
3. During the first class, the academic lecturer conducting the classes provides a detailed description of the subject containing: information on the assumed learning outcomes of the subject, the list of literature, the conditions for justifying short-term absence

from classes, the conditions for obtaining the credit and attending the exam, the method of informing students about the credit and exam results and the mode of reviewing the assessed credit and exam papers, with the provision that the student has the right to review the work being the basis for obtaining the credit or passing the exam within 7 days from the date of informing students about the credit or exam results.

4. Grades from all examinations and credits are entered into an electronic index, student's periodic achievement cards and protocols exclusively by the instructor, and, in justified cases, by another person authorized by the Rector.
5. The student has access to the documentation of the course of study in electronic form through the University College IT-based system. At the request of the student, the University College issues a printout from the documentation of the course of study.
6. The lecturer is obliged to inform each student individually about the results of credits and examinations and to provide credit and examination reports as well as student's periodic achievement cards to the dean's office within the deadlines set by the study schedule.
7. The course is credited on the basis of a positive verification of the student's achievement of all learning outcomes of the course.
8. Positive passing of exams and obtaining credits provided for in the study program/curriculum and earning the required number of ECTS credits by the student is the condition for passing a stage of the study.
9. Completing a stage of study (i.e., examination session and re-sit examination session) takes place within the deadlines defined in the organization of a given academic year, referred to in section 15 paragraph 4.
10. Exams on the first appointed date should not take place during student's compulsory classes.
11. The dates of written and oral credits and examinations are determined on the basis of arrangements between students and the academic lecturer conducting the course. In the absence of such arrangements, the date is set by the academic lecturer and communicated to the students no later than 7 days before the set up date.
12. With the consent of the part-time students, the exams may also be held on weekdays (Monday - Friday).
13. In the case of failure to pass the course on the first date or obtaining an unsatisfactory

- grade, the student has the right to take two re-sit dates (for credits and exams).
14. Unjustified failure to take the exam or credit is equivalent to obtaining an unsatisfactory grade (2.0) from that exam or credit.
 15. Justification for not taking the exam or credit should be presented to the teacher no later than within 7 days from the date of the exam or credit.
 16. In the event the absence is justified, the student is entitled to the lost date of the exam or credit.
 17. Obtaining an unsatisfactory grade (2.0) results in failure to pass the course.
 18. In justified cases, the Rector, or the person authorized by them, may provide an additional re-sit date for the credit or exam.
 19. The student may attempt to gain the credit or sit an exam before the end of the didactic classes in the particular course as well as to take a re-sit exam before the re-sit examination session if the academic lecturer conducting the classes agrees to it.
 20. At the justified request of the student, the Rector, or a person authorized by them, may extend the examination session in order to obtain the missing credits or exams by a maximum of 30 days from the end of the re-sit examination session.
 21. A student participating in research, implementation or competition works may apply for obtaining credits for certain subjects, provided that they achieve the learning outcomes defined for these subjects. The decision on this matter is made by the Rector, or the person authorized by them, who may for this purpose consult an employee responsible for conducting the research, implementation or competition works in question.
 22. The person conducting the exam or credit has the right to check the student's identity on the basis of a student card or identity card, before starting the exam or credit.
 23. The student has the right to view the assessed examination or credit work and to receive a justification for the grade given.
 24. Once the limit of possible re-sits for credits and/or exams has been reached, the student may obtain the missing grade from the exam or credit from the subject by re-taking the credits or examinations, after repeating the classes in a given subject.

§ 20.

1. In relation to a student who has not met all the requirements defined in the study program/curriculum for a given stage, the Rector, or the person authorized by them

may issue a decision:

- 1) of a conditional entry to the next stage of studies,
- 2) permitting a repetition of the year or semester,
- 3) of removal from the list of students.

§ 21.

1. A student who raises objections to the form of credit or impartiality when giving the grade has the right to submit to the Rector, or the person authorized by them, within 7 days from the date of publication of the results, a reasoned written request for conducting an exam held in front of an examination board.
2. Within 14 days from the date of submitting the request, the Rector, or the person authorized by them, may decide to conduct an exam held in front of an examination board if they consider the request referred to in paragraph 1 to be justified.
3. In justified cases, the Rector, or the person authorized by them, may order an exam held in front of an examination board on their own initiative, at the request of the examiner or the Student Government body.
4. The form of the exam held in front of an examination board is to be determined by the chairman of the board.
5. The examination board, appointed by the Rector, or the person authorized by them, consists of:
 - 1) the dean of a given field of study, or a person designated by them, as the chairman,
 - 2) an academic teacher representing the same or a related subject as the examiner,
 - 3) representative of the Student Government
6. The academic teacher who has issued the reviewed grade may be a participant in the exam held in front of an examination board as an observer.
7. At the request of the student, an observer indicated by the student may additionally participate in the examination.
8. The grade obtained as the result of the exam held in front of an examination board is final and replaces the contested grade.
9. A negative result of the exam is tantamount to the obligation to repeat the subject.
10. A special report, remaining in the student's personal file, is drawn up from the exam held in front of an examination board.

CHAPTER 8 STUDENT PROFESSIONAL INTERNSHIPS

§ 22.

1. Student professional internships are an integral part of the studies, which aim in particular at:
 - 1) getting to know the specifics of work in various job positions, in various industries substantively related to the field of study,
 - 2) broadening the knowledge acquired by the students during their studies at the University College and developing the practical use of the skills,
 - 3) developing skills and attitudes necessary for future professional work, as well as preparing the student for independence and responsibility for the tasks entrusted to them,
 - 4) creating conditions for professional activation of the students in the labour market,
 - 5) broadening the knowledge of foreign languages,
 - 6) establishing professional contacts.
2. The provision of paragraph 1 shall not apply to second-cycle studies in the field of Architecture.

§ 23.

1. Student internships are compulsory and result from the adopted study programs/curricula.
2. The subject of the internship should be related to the field of study. The scope of the program and rules for doing the internships is determined by the Rector, or by the person authorized by them, by specifying the learning outcomes that the student should achieve after the internship has taken place.
3. The date of completion and the duration of the internship, including the number of ECTS credits awarded for its completion, are determined by the study programs/curricula for individual fields.
4. In exceptional cases, the Rector may agree to change the date of completing the internship.

5. The request to change the date of doing the internships needs to be justified.
6. At student's request, the Internship Representative in the given field of study, may include in the internship the activities performed by the student, in particular as part of employment, placement, or volunteering, if:
 - 1) they were carried out during the study;
 - 2) the period of their implementation was not shorter than the required internship time;
 - 3) they allowed to obtain learning outcomes provided for in the study program/curriculum of internship.
7. In order to obtain credit for activities performed as part of employment, placement, or volunteering towards professional internship, the student is obliged to submit an application referred to in paragraph 6 and documents confirming the compliance of the activities performed with the study program/curriculum of professional internships as well as the achievement of the learning outcomes provided for therein, to the Internship Representative in the given field of study.
8. The documents referred to in paragraph 7 should include, in particular:
 - 1) indication of the institution in which the work or other activity was performed;
 - 2) the period of carrying out the work or other activity;
 - 3) The type and scope of performed activities;
 - 4) signature of the person authorized to issue the document.
9. Failure to obtain credit for the internship is equivalent to the obligation to do it again and failure of passing the semester in which the internship should be carried out.

§ 24.

Detailed rules for completing, crediting, and recognising internships at the University College are defined in separate regulations.

CHAPTER 9

§ 25.

REMOVAL FROM THE LIST OF STUDENTS

1. A student is removed from the list of students in the case of:

- 1) failure to commence the studies;
 - 2) resignation from the studies;
 - 3) failure to submit the diploma thesis or take the diploma examination on time;
 - 4) punishment with disciplinary expulsion from the University College.
2. A student may be removed from the list of students in the case of:
- 1) missing compulsory classes;
 - 2) showing a lack of progress in learning;
 - 3) failure to obtain credit for a semester or year within a specified deadline;
 - 4) refusal by the student to conclude with the University College an agreement regulating the conditions of payment for studies and educational services;
 - 5) failure to pay fees related to studies.
3. Failure to commence the studies is confirmed in the situation when the student does not proceed to fulfil the obligations arising from the Rules and Regulations as well as the study program/curriculum, in particular unjustified absence from classes for the first 30 days of classes.
4. Resignation from studies should take place in the form of a written statement of the student, under pain of nullity, with the effect at the end of a given month. In the event of resignation from studies, the student is obliged to submit a completed circulation card to the Dean's Office.
5. Violation of the regulations in force at the University College and disrespecting student's dignity may result in the student being held liable to disciplinary action, including expulsion from the University College. The rules for conducting disciplinary proceedings against students are defined in detail in separate regulations.
6. Lack of progress in the student's learning can be stated when the rate of implementation of the study program/curriculum and the learning outcomes obtained during the semester rule out the possibility of passing the semester/year of study.
7. The decision to remove a student from the list of students is made by the Rector or the person authorized by them.
8. Within 14 days from the date of its delivery, the decision referred to in paragraph 7 is subject to a request to reconsider the case, made by the student to the Rector.
9. The Rector's decision is final.
10. In the event of failure to submit the diploma thesis within one year from the date of

the removal from the list of students, the student loses the right to submit the diploma thesis and take the diploma exam. The student can resume their studies within the next 5 years, completing the program differences.

11. In the event of failure to submit the diploma thesis within the applicable deadline, due to the absence of the supervisor, the Rector, or the person authorized by them, appoints a person who takes over the duties related to the supervision of the diploma thesis and might extend the deadline for submitting the thesis by a maximum of 3 months.

§ 26.

GRADING SCALE

1. At the University College, the following scale of grades and corresponding to them grades within the ECTS system are applied:

very good	bdb	5.0	A
good plus	db+	4.5	B
good	db	4.0	C
satisfactory plus	dst+	3.5	D
satisfactory	dst	3.0	E
unsatisfactory	ndst	2.0	F

2. The ECTS grading scale is used when transferring points from a foreign or national higher educational institution.
3. The average grade from the stage of study is determined as the arithmetic average of the final grades from all credits and examinations from all subjects ending with a grade that constitute the study program/curriculum of the given stage, rounded to the hundredths, subject to section 21 paragraph 8.
4. If the study program/curriculum of the given stage provides for elective subjects, and the student has passed more of them than the program requires student to do, the final grades from all courses passed by the student are taken into account when calculating the average grade.
5. When calculating the average, in place of a missing grade from a subject constituting the study program/curriculum of the given stage, an unsatisfactory grade (2.0) is used.

6. The average grade for several stages of studies is determined in accordance with paragraphs 3 to 5.
7. The overall average grade for the entire study is determined on the basis of the scale indicated in paragraph 1.

CHAPTER 10 DIPLOMA THESIS AND DIPLOMA EXAMINATION

§ 27.

1. During the last year of the study, the student is obliged to take the diploma exam and prepare and defend the diploma thesis, if it is provided for in the study program/curriculum.
2. The rules for the functioning of the anti-plagiarism system at the University College are defined in detail in separate regulations.
3. In justified cases, at the request of the supervisor, the Rector, or the person authorized by them, may postpone the deadline for submitting the thesis by a maximum of 5 months.

§ 28.

1. The student prepares the diploma thesis under the supervision of a supervisor, selected from among academic teachers indicated by the Rector or the person authorized by them.
2. In the case of second-cycle studies and integrated master's studies, the diploma thesis is prepared under the supervision of a person who holds at least a doctoral degree, subject to paragraphs 3 and 4.
3. In the case of first- and second-cycle studies in the field of Architecture, the diploma thesis is prepared under the supervision of a person with scientific achievements constituting a significant contribution to the development of the scientific discipline - architecture and urban planning or construction qualifications in the architectural specialization without restrictions and significant design achievements.
4. In the case of studies in the field of Nursing, the diploma thesis is prepared under the supervision of an academic teacher who holds at least a master's degree or equivalent and the right to practice the profession of a nurse.

5. In substantively justified cases, the duties of a thesis supervisor may be entrusted, with the consent of the Rector, or the person authorized by them, and after determining the scope of substantive care, to more than one academic teacher.
6. In the case of the absence of a supervisor, affecting the delay in submitting the thesis by the student, the Rector, or a person authorized by them, appoints a person who takes over the duties related to the supervision over the diploma thesis and possibly extends the deadline for submitting the thesis.
7. In particularly justified cases, the Rector, or the person authorized by them, may agree to change the supervisor. A student's request in this respect must be justified.
8. The topic of the diploma thesis is determined, at the latest, by the end of the first semester in which the diploma seminar begins.
9. When determining the topic of the diploma thesis the following should be taken into consideration:
 - 1) specialization chosen by the student,
 - 2) student's interests,
 - 3) real possibilities to complete the given thesis.
10. The topic of the diploma thesis is subject to approval by the competent Rector, or the person authorized by them.
11. Each diploma thesis should be carried out by one person.
12. The diploma thesis may be prepared in a foreign language, after the student has obtained the prior consent of the Rector, or the person authorized by them, and the thesis supervisor. The Rector may specify detailed rules for preparing the thesis in a foreign language.
13. The supervisor of the diploma thesis is obliged to:
 - 1) arrange with the student on the topic of the diploma thesis in accordance with the field and specialization of the study,
 - 2) present the principles of preparing the diploma thesis, including discussing the rules of using literature of the subject and the works of third parties and informing about the consequences in case of a copyright infringement,
 - 3) review and approve systematically of subsequent stages of the thesis,
 - 4) inform the student about the obligation to attach to the diploma thesis a declaration on independent work on the said thesis,
 - 5) assess and grade the diploma thesis taking into account the ability to use

literature of the subject, correctness and standard of problem-solving, linguistic correctness and the graphic side of the thesis.

14. The supervisor gives the final credit for the diploma seminar at the last semester of studies after the student has presented the final version of the diploma thesis.
15. Every thesis is evaluated by a reviewer.
16. A specialist in the given field having at least the doctoral degree, approved by the Rector, or the person authorized by them, may be a diploma thesis reviewer.
17. The reviewer's assessment of the thesis should include:
 - 1) assessment of the appropriateness of the topic and the compliance of the content with the topic,
 - 2) evaluation of the thesis layout and its structure,
 - 3) substantive evaluation,
 - 4) evaluation of the sources used,
 - 5) evaluation of the formal aspect of the thesis,
 - 6) proposal on how to use the results of any possible studies.
18. The review of the thesis referred to in paragraph 15 should be made and submitted to the Dean's Office no later than 7 working days before the designated date of the thesis defence.
19. In the event of a negative review, the Rector, or the person authorized by them, appoints a second reviewer. If the second reviewer assessed the diploma thesis positively, the student is admitted to the diploma exam, but should they assess the thesis negatively, it cannot be the basis for graduation.
20. In relation to the student referred to in section 25 paragraph 1 point 3, the Rector, or the person authorized by them, issues a decision to remove them from the list of students, while the student does not lose the right to submit a diploma thesis and pass the diploma exam within one year from the date of the removal.
21. The final grade of the diploma thesis, taken into account in the calculation of the final result of studies, is the arithmetic average of the supervisor's and reviewer's grades for the thesis or the grade of the supervisor and reviewers, if more than one were appointed.
22. The student submits their thesis by 31 January at the latest for the studies ending in the winter semester or by 31 July for the studies ending in the summer semester.
23. In justified cases, the Rector, or the person authorized by them, may extend the

deadline for submitting the thesis by 5 months. The student is then obliged to submit the relevant application together with the justification, respectively, by 31 January or by 31 July and to obtain the consent of the supervisor.

24. During the extension of the deadline for submitting the thesis, the student retains the student's rights.
25. A student who has not submitted the diploma thesis within the applicable deadline in accordance with paragraph 21, subject to paragraph 22, is removed from the list of students on 1 August - for the studies ending in the summer semester, and on 1 February - for the studies ending in the winter semester, respectively.

§ 29.

1. Admission to the diploma examination is conditioned by:
 - 1) achieving the learning outcomes provided for in the study program/curriculum,
 - 2) obtaining the required number of ECTS points,
 - 3) obtaining at least satisfactory grade for the diploma thesis,
 - 4) submitting the required documents to the Dean's Office no later than 14 working days before the planned date of the diploma examination,
 - 5) payment of all financial obligations towards the University College.
2. The documents referred to in paragraph 1 point 4 consist of:
 - 1) circulation card with all relevant entries,
 - 2) 2 copies of the diploma thesis in paper version, printed on both sides, thermal bound,
 - 3) 2 CDs (with recorded diploma thesis),
 - 4) boards, mock-ups (students of Architecture and Interior Design).
3. The diploma examination takes place in front of at least a three-member board composed of: the Rector, or the person designated by them, as the chairman of the board, the supervisor, and the reviewer.
4. In the case of carrying out the diploma thesis for a specific economic entity, the chairman of the board may additionally appoint a representative of the entity concerned to the board, with an advisory capacity.
5. In extraordinary circumstance, the absence of the supervisor or reviewer during the diploma examination is allowed. The chairman of the board is obliged to note the

absence of the supervisor or reviewer in the protocol of the diploma examination and confirm the extraordinary circumstance of this absence.

6. The date of the examination is determined by the chairman of the board, with the provision that the examination should take place within a period not exceeding two months from the date of submission of the thesis.
7. The diploma examination takes place on the premises of the University College or its branch. In justified cases, at the request of the student, the Rector may make a different decision.
8. The diploma examination may be conducted outside the University College premises or outside its branch using electronic means of communication, ensuring in particular:
 - 1) transmission of the diploma examination in real time between its participants;
 - 2) multilateral communication in real time, in which the participants of the diploma examination can express themselves in its course - in compliance with the necessary security rules.
9. The diploma examination is an oral examination, subject to paragraph 10.
10. Detailed rules for the diploma examination in the fields of Architecture and Nursing are regulated by separate regulations.
11. The subject scope of the diploma examination is determined by the Rector, or the person authorized by them.
12. When assessing the results of the examination, the grading system indicated in section 26 is applied.

§ 30.

1. At the request of the student or the thesis supervisor, the diploma examination may be an examination open to the public.
2. The application for a diploma examination open to the public is submitted by the student or supervisor together with the thesis.
3. If, at the request of the student or supervisor, the diploma examination open to the public is held, the Rector, or the person authorized by them, in consultation with the supervisor, announces to the public the date and place of the examination and the place of the diploma thesis deposition, in order to enable the interested parties to become acquainted with it. The information is made public no later than 7 days

before the planned date of the diploma examination by posting an announcement at the premises of the educational unit, and in the case of the diploma examination carried out at the branch of the University College - at the premises of this branch.

4. In the public part of the diploma examination open to the public, all interested parties may take part as observers. Participants in the examination open to the public who are not members of the board may not take part in the deliberations of the board in the closed part, in which the evaluation of the examination takes place.

§ 31.

1. In the event of obtaining unsatisfactory grade or failure to take the diploma examination without justification at the given date, the chairman of the board determines a second examination date as the final one.
2. The second examination may take place within a period not exceeding 30 days from the date of the first examination.
3. When determining the dates of diploma examinations, periods free from didactic classes resulting from the detailed organization of the academic year should be omitted.
4. In the event of failure to attend the diploma examination at the second date, the Rector, or the person authorized by them, issues the decision on removal from the list of students.

§ 32.

1. Studies are completed when the diploma examination is passed with at least a satisfactory grade. The date of passing the diploma examination is the date of graduation.
2. The final result of the studies consists of:
 - 1) in 50% of the arithmetic average of the final grades from all credits and examinations in all subjects ending with a grade, constituting the study program/curriculum, rounded to the nearest hundredths;
 - 2) in 25% of the grade for the diploma thesis (arithmetic average of the supervisor's and reviewer's grades);
 - 3) in 25% of the grade from the final exam (arithmetic average of the grades for the questions asked in front of the board). In the case of architecture, 25% of

the final exam grade is calculated from the weighted average of the following grades: the written exam grade with a weight of 0.70 and the arithmetic average of the grades for the questions asked in front of the board with a weight of 0.30.

3. The final grade of the studies is entered in the graduation diploma, in accordance with the principle:
 - 1) - up to 3.25 satisfactory (3.0)
 - 2) from 3.26 to 3.75 - satisfactory plus (3.5);
 - 3) from 3.76 to 4.25 - good (4.0);
 - 4) from 4.26 to 4.60 - good plus (4.5);
 - 5) from 4.61 to 5.00 - very good (5).
4. The examination board may, in justified cases, grant a distinction. This fact is noted in the supplement.
5. Within 30 days from the date of graduation, the University College issues to the graduate, the diploma of graduation, together with a diploma supplement and their 2 copies.
6. The distinction may be awarded to a graduate who:
 - 1) Completed the studies within the planned date indicated in section 28, paragraph 22 or 23 of these Rules and Regulations,
 - 2) obtained the final result of the studies not worse than 4.61,
 - 3) obtained the final grade of 5.0 on the diploma thesis,
 - 4) obtained the final grade of 5.0 on the diploma examination,
 - 5) did not violate the rules contained in the oath.

CHAPTER 11 INDIVIDUAL STUDY PROGRAM (IPS)

§ 33.

1. The University College, taking into account the special interests and talents of students, allows them to individually choose the content, methods and forms of education as part of an individual study program, hereinafter referred to as IPS.
2. At the student's request, the Rector, or a person authorized by them, may authorize an individual course of study, designating:
 - 1) the content of the individual study program, which must meet the

requirements resulting from the learning outcomes specified for the given field of study, must not lead to a reduction in the number of ECTS credits required for the given field of study, cycle and mode of education;

- 2) scientific supervisor, who may be a person having at least a doctoral degree.
3. The prerequisite for applying for IPS is the completion of at least the first year of studies, obtaining the full number of ECTS credits provided for in the study program/curriculum and the average grade of not less than 4.7.
4. The student's application for permission for the individual course of study should indicate:
 - 1) a selected research supervisor together with their consent to scientific supervision;
 - 2) a list of classes that constitute the individual study program;
 - 3) the consent of the Deans of other fields of studies or the authorities of other universities to credit the classes from which the student intends to obtain credit, if he/she requests their inclusion in the individual study program.
5. The application referred to in paragraph 4 may also be submitted by a first-year student in their second-cycle, who has completed first-cycle studies with an average of at least 4.7.
6. The application referred to in paragraph 4 shall be submitted at least two weeks before the beginning of the semester.
7. The Rector may establish detailed rules for studying according to the individual study program.
8. The control over the implementation of the individual study program is carried out in the same manner as the control of the learning progress of other students.
9. At the joint request of the student and the research supervisor, changes to the course of studies may be proposed to the Rector or a person authorized by them.
10. The decision introducing the changes is made by the Rector or a person authorized by them.

CHAPTER 12

CONDITIONS AND MODE OF PARTICIPATION OF OUTSTANDINGLY TALENTED STUDENTS IN CLASSES PROVIDED FOR IN THE STUDY PROGRAM

§ 34.

1. Outstandingly talented secondary school students can apply to participate in classes provided for in the study program/curriculum in the fields consistent with their talents.
2. The pupils concerned referred to in paragraph 1 submit an application in this matter to the Rector or the person authorized by them. The application should be accompanied by the opinion of the school headmaster, and in the case of minors also the consent of parents or legal guardians to the student's participation in selected classes.
3. Students who obtain permission to participate in classes are obliged to comply with the regulations and rules applicable at the University College.
4. Classes are credited to the pupils on the basis of the rules applicable to students. The results achieved by the pupils are recorded in the pupil's achievement card.
5. Pupils who have passed the classes and are undertaking studies at the WSPA may be exempted from the obligation to pass these classes, provided that they have achieved the assumed learning outcomes applicable to students. The decision on this matter is made by the Rector or the person authorized by them.

CHAPTER 13 CONFIRMATION OF LEARNING OUTCOMES

§ 35.

1. The University College may confirm the learning outcomes obtained in the learning process outside the study system to the applicants for admission to studies in a specific field, cycle and mode, if it has a positive assessment of the quality of education at these studies.
2. Confirmation of learning outcomes is made based on the learning outcomes specified in the study program/curriculum for a given field of study, cycle and mode of education.
3. Learning outcomes are not confirmed for study programs included in the education standards referred to in Article 68 (1) of the Act of 20 July 2018 on the Law on Higher Education and Science.
4. As the result of confirmation of learning outcomes, no more than 50% of ECTS credits assigned to classes included in the study program/curriculum can be credited.

5. The number of students who have been admitted on the basis of confirmation of learning outcomes cannot be greater than 20% of the total number of students in a given field of study, cycle and mode.
6. The order of admission to studies is determined by the result of the confirmation of learning outcomes.
7. Persons admitted to studies as the result of confirming learning outcomes will be included in the regular mode of study for a given semester and exempted from classes for which the learning outcomes have been recognized in the process of confirming the learning outcomes.
8. The University College signs an agreement with a person who has been accepted for studies as the result of confirming the learning outcomes, on the conditions for collecting fees related to studies and fees for educational services, as well as the amount thereof.
9. For the proceedings related to the confirmation of the learning outcomes, the University College charges the applicant a fee in the amount determined by the ordinance of the Rector, or a person authorized by them.
10. Decisions on the confirmation of learning outcomes are made by the Rector or the person authorized by them.
11. A committee acting as an advisory body in the process of confirming the learning outcomes may be appointed by the Rector or the person authorized by them.
12. Separate regulations define the detailed procedure for confirming learning outcomes.
13. Regulations for confirming learning outcomes, institutionally organized or unorganized and being outside the study system, are adopted by the Senate.

CHAPTER 14

CLOSING PROVISIONS

§ 36.

1. The Rector is the body entitled to a binding interpretation of the Rules and Regulations at the University College.
2. In matters not covered by the presented here provisions of Rules and Regulations, the decision is made by the Rector.

§ 37.

1. The Rules and Regulations enter into force at the beginning of the 2023/2024 academic year, after being agreed upon with the Student Government legislative body at the University College.
2. On the date of entry into force of these Rules and Regulations, the Rules and Regulations of the University College of Enterprise and Administration in Lublin, adopted by the Senate of the University College of Enterprise and Administration in Lublin by resolution no. 351/2019 of April 30, 2019, are repealed.