**Detailed rules for the organization of education (study rules) specified by the Dean**

Study Rules

**Mechanical Engineering**,

first-cycle studies,

general academic profile

FACULTY OF MECHANICAL ENGINEERING

# RULES FOR REGISTRATION FOR THE NEXT SEMESTER OF STUDIES

The general rules for registration for the next semester of studies are specified in the Study Regulations at the Casimir Pulaski University of Radom.

1. A student may be conditionally registered for the next semester with a deficit of ECTS points. The decision in this matter is made by the Dean of the Faculty of Mechanical Engineering at the student's request. The application must be submitted during the registration period for the next semester.

2. Repeating failed subjects is subject to a fee.

3. The permissible deficit is 12 ECTS points. An exception is registration for the last (diploma) semester of studies. In such a case, the permissible deficit is 6 ECTS points.

4. The student repeats the subject with the person teaching the subject in the given semester, and any doubts concerning the above are resolved by the Dean of the Faculty of Mechanical Engineering.

# 2. RULES FOR SELECTING ELECTIVE COURSES

# 1. Registration for university-wide elective classes takes place via the Virtual University system.

# 2. Students have the opportunity to choose a subject no later than two months before the start of classes.

# 3. Students are entered on the list based on the order of applications.

# 4. The minimum number of students required to start classes in order to complete a subject is determined by the Rector's decision in each academic year and results from the form of the subject.

# 5. Registration for elective classes resulting from education in a given field of study is done via the Year Tutor. Lists of students on individual education modules are approved by the Dean.

# 6. Students have the opportunity to choose elective classes planned for implementation in a given academic year no later than June 1 of the previous academic year.

# 7. Students are entered on the list based on the order of applications.

# 8. The minimum number of students required to start elective classes resulting from education modules in a given field of study is determined by the Rector's decision at the request of the Dean in each academic year.

# 3. GRADUATION

1. The condition for completing studies in the Mechanical Engineering first-cycle program implemented at the Faculty of Mechanical Engineering is to prepare and submit a diploma thesis, obtain at least a satisfactory grade for the diploma thesis and pass the diploma exam.

2. A graduate of the Mechanical Engineering program receives a diploma of completion of studies confirming higher education and the professional title of engineer.

3. The procedure for preparing a diploma thesis and conducting a diploma exam is specified in the Study Regulations at the Kazimierz Pułaski University of Radom. Detailed rules for diplomas, implementation of diploma theses and conducting diploma exams at the Faculty of Mechanical Engineering are included in Annex No. 2 to the Education Quality Assurance System at the Faculty of Mechanical Engineering.

## 3.1 CONDITIONS AND REQUIREMENTS RELATED TO THE PREPARATION, SUBMITTING AND EVALUATION OF A DIPLOMA THESIS

1. Only an employee of the University of Rad. with at least a doctoral degree may be the supervisor of a diploma thesis.

2. In exceptional cases, at the request of the Head of the Department, supervisors who are not employees of the Faculty may be appointed.

3. The supervisor must be an employee whose didactic or scientific work is consistent with the proposed topic of the diploma thesis.

4. The topics of diploma theses cannot differ from the discipline appropriate for the Mechanical Engineering major from a substantive and methodological point of view.

5. The student has the opportunity to propose a topic of the diploma thesis.

6. The topics of diploma theses must be submitted no later than two semesters before the end of studies.

7. The topics of diploma theses are subject to approval by the Dean after the opinion of the Directional Program Council.

8. Within 7 days of the student choosing the topic of the diploma thesis, the "Diploma Thesis Task" card (Appendix 7) is completed and submitted to the Student Services Office.

9. In exceptional, justified cases, with the Dean's consent, it is possible to change the supervisor and the topic of the diploma thesis.

10. The diploma thesis in the field of Mechanical Engineering, level I, general academic profile has the character of an engineering thesis. The requirements for editing the thesis are included in Appendix 8.

11. The diploma thesis is an independent study of an engineering nature, including in particular: technical or process analysis of the selected technology

in terms of meeting quantitative, qualitative, economic, energy and other requirements, production and/or characterization of a new product/device/utility item, production and/or characterization of a new technology, construction or technological design with appropriate documentation and description, computer program implementing the developed utility or cognitive algorithm together with a description of the methodology for its production, design of a measurement station together with a description of its construction and principles of operation and development of measurement results, measurements documenting the operation of the machine or technical installation.

12. The student submits two copies of the diploma thesis to the supervisor, whereby the student's declaration of independence in carrying out the work and the compliance of the electronic version with the submitted printed version is an integral part of each copy of the diploma thesis (the last page of the thesis) (Appendix 9).

13. The student is required to submit the diploma thesis no later than 3 months after the end of classes in the last semester with an attached version of the thesis in electronic form on a CD (in a paper envelope, glued to the last page of the thesis; .pdf format).

14. The title pages of each copy of the thesis must contain the supervisor's confirmation of acceptance of the thesis.

15. The supervisor contacts BOS with a question about the possibility of starting the diploma procedure.

16. If there are no formal objections from BOS, the supervisor starts the anti-plagiarism procedure.

17. The supervisor submits two copies of the diploma thesis and the report from the anti-plagiarism examination to the Student Service Office along with a signed opinion on admitting the student to the diploma exam (Appendix 10).

18. After issuing a positive opinion admitting the thesis to defense, the supervisor gives the student a grade for the rigor of "Preparation and submission of the diploma thesis" and the grade for the subject "Diploma seminar" is supplemented.

19. The supervisor and the reviewer appointed by the Dean shall evaluate the diploma thesis on the applicable forms within 7 days of receiving the thesis.

20. The grade for the diploma thesis is the arithmetic mean of the grades given by the supervisor and the reviewer.

## 3.2 RULES FOR CONDUCTING THE DIPLOMA EXAMINATION

1. After receiving positive reviews of the thesis, the Dean appoints a Committee – with a composition consistent with the Study Regulations – to conduct the diploma examination and sets the date of the diploma examination.

2. The course of the examination is recorded by a member of the Committee or a person designated by the Dean.

3. The diploma examination includes a presentation of the diploma thesis and answers to 3 questions: 1 question from the scope of basic and major subjects, 1 question from the scope of subjects related to the scope of education and 1 question from the scope of the thesis topic.

4. Exam questions from the group of basic, major and elective subjects are drawn from a set of questions prepared by the Directional Committee for the Assessment of Learning Outcomes and approved by the Directional Program Council.

5. The grade for the diploma examination is the arithmetic mean of the grades from the presentation of the diploma thesis and the answers provided, with a positive grade from each answer required to pass the exam.

6. The final result of studies is calculated according to the principles specified in the Study Regulations at the Kazimierz Pułaski University of Radom.

7. A report is prepared from the course of the diploma examination, including, among others: the date of the examination, the personal composition of the committee, the title and assessment of the diploma thesis, the content of the questions asked and the assessment of the answers provided, the assessment of the diploma examination, the average grade obtained during the period of studies, the final result of studies and the decision of the committee to award a professional title - which is announced on behalf of the committee by its chairman after the exam.

# 4. REGULATIONS FOR RECOGNITION OF SUBJECTS, RESUMPTION OF STUDIES AND TRANSFERS AT THE FACULTY OF MECHANICAL ENGINEERING

4.1 TRANSFERRING CLASSES OF PERSONS STUDENTS AT OTHER UNIVERSITIES OR FACULTIES

## 1. A student may be admitted to the Faculty of Mechanical Engineering at the University of Rad. by transfer from another university or faculty. The decision on admission by transfer is made by the Dean after hearing the opinion of the relevant Directional Commission for the Assessment of Learning Outcomes (KKOEU).

## 2. The condition for transfer and recognition of classes passed by the student at another university or in another field of study, and for assigning ECTS points, is the confirmation of the convergence of the achieved learning outcomes with the outcomes specified in the program of study of the field in which the student will continue their studies.

3. Subjects for which the student applies for credit may be recognized as credited (also with a grade) in place of subjects specified in the program of study, in the event of the confirmation of the convergence of the achieved learning outcomes. The relevant KKOEU gives the Dean an opinion on the convergence of the achieved learning outcomes in the subject, together with a proposal for a possible assessment. For this purpose, the KKOEU may ask the subject coordinator or the subject instructor for assistance in issuing such an opinion and suggested assessment

## 4. A student transferring classes is assigned the number of ECTS points assigned to the learning outcomes obtained as a result of completing the appropriate classes and internships in the field to which they are transferring.

## 5. In the event of program differences, the dean shall determine the method and deadline for making up for them.

## 6. A student applying for a transfer must have completed at least the first semester of studies and have the status of a student in the given academic year.

## 7. A written application by a student for a transfer should include an application to the dean (submitted no later than two weeks from the start of the semester) and a set of documents:

## • certificate of study,

## • consent of the dean of the parent unit together with a certificate of no arrears to the parent university,

## • program of studies together with specified learning outcomes for individual subjects,

## • study progress card (with the number of hours of classes, forms of classes, forms of crediting, ECTS points),

## • syllabuses.

## 4.2 TRANSFERRING A GRADE OR GIVING CREDIT TO A STUDENT AT THE FACULTY OF MECHANICAL ENGINEERING

## 1. The transfer of a grade or credit for a subject to a student at the Faculty of Mechanical Engineering may occur if the following conditions are met:

## • the subjects are located at an equivalent level of study (1st degree, 2nd degree),

## • the relevant KKOEU determines the convergence of the achieved learning outcomes with the outcomes specified in the study program.

## 2. The decision to transfer a grade or credit for a subject is made by the relevant KKOEU, which may ask the subject coordinator or the person conducting the subject for assistance to issue such an opinion.

## 3. If the relevant KKOEU considers the subject to be credited on the basis of recognition of other subjects credited and carried out according to a different study plan or in a different field of study or at another university, then the KKOEU decides whether the subject should be credited with a grade. If the grade is not indicated, the subject is credited with a "pass". The student documents the achievement of the grade by submitting a study record.

## 4. The student may apply for credit for the subject if no more than 5 years have passed since the end of the stage in which the credit for the transferred subject was made.

## 5. If the student’s application to transfer a grade or credit is not related to a change of university, faculty or field of study, and the study plan has not changed, then a decision by the KKOEU to transfer the grade is not necessary.

## 4.3 REPEATING A SUBJECT

1. The subject should be repeated in the following semester, and if this is not possible - in the following semester. The maximum deadline for passing repeated subjects cannot be longer than two semesters. The Dean may, in cases he considers justified, extend this deadline to four semesters.

2. The student repeats the subject with the person teaching the subject in the given semester.

3. Any doubts regarding this procedure are resolved by the Dean.

## 4.4 RESUMPTION OF STUDIES

## 1. The student may resume studies within 5 years from the date of removal.

## 2. The decision to resume studies is made by the dean after reviewing the opinion of the relevant KKOEU.

## 3. The relevant KKOEU issues an opinion on the conditions under which the student may resume studies. In its opinion, the KKOEU analyzes the obtained learning outcomes, also in terms of the currency of technical knowledge. In the event that technical knowledge is found to be outdated or program differences occur, it indicates the appropriate method of confirming the acquired technical knowledge or supplementing the program differences.

## 4. Studying after resumption takes place according to the applicable program of studies.

## 5. A student who has met all the requirements specified in the study program, except for passing classes in the last semester of studies, within which they are preparing a diploma thesis (e.g. diploma seminar, preparation and submission of a diploma thesis), and has been removed from the program due to failure to submit a diploma thesis, may, within two years from the date of removal, apply to resume studies in the diploma semester, without having to make up for program differences, provided that they are resuming studies for this reason for the first time. In such a case, the supervisor's opinion on the degree of advancement of the diploma thesis is required.

## 4.5 CHANGE OF FORM OF STUDIES

1. A student may transfer from full-time to part-time studies. The Dean issues consent for transfer. Changing from part-time to full-time studies requires additional consent from the Rector and is possible after completing at least the first year of studies

# 2. Applications for transfer or resumption of studies in the winter semester are accepted until August 31, and in the summer semester until January 31.

# 5. List of attachments

All attachments related to the rules of study in Mechanical Engineering are unified for all courses offered at the Faculty of Mechanical Engineering and are available on the Faculty's website in the corresponding tabs.

Appendix 1: Agreement on student internships (does not apply to Mechanical Engineering)

Appendix 2: Referral of a student to an internship (does not apply to Mechanical Engineering)

Appendix 3: Student report on the internship (does not apply to Mechanical Engineering)

Appendix 4: Certificate of completion of a student internship (does not apply to Mechanical Engineering)

Appendix 5: Student application for crediting the internship (does not apply to Mechanical Engineering)

Appendix 6: Report on the implementation of student internships (does not apply to Mechanical Engineering)

Appendix 7: Template of a task for a diploma thesis

Appendix 8. Requirements for editing the thesis

Appendix 9: Student declaration on independent completion of the diploma thesis and on the compliance of the electronic version with the printed version

Appendix 10: Opinion on admitting the student to the diploma exam