

# RULES OF STUDY AT THE UNIVERSITY OF LODZ

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# I. GENERAL PROVISIONS

## § 1

1. Studies at the University of Lodz are organised pursuant to binding provisions, and in particular:
  - the Act on Higher Education and Science of 20 July 2018, hereinafter referred to as „the Act“;and the provisions of:
  - Statutes of the University of Lodz, hereinafter referred to as „the Statutes“;
  - the present Rules of Study at the University of Lodz, hereinafter referred to as „the Rules“.
2. The Rules apply to full-time (standard daytime) and extramural (evening, weekend) studies, whether first-cycle, second-cycle, or uniform (direct) Master's degree programmes, held at the University of Lodz.

## §2

1. The following terms used in the Rules shall have the following meaning:
  - 1) Faculty Council – a collegial organ that co-manages a given Faculty of the UL;
  - 2) Dean – the head manager of a given Faculty of the UL, as well as a superior of its students and staff body, acting under the authorisation of the Rector; whenever the Rules refer to a dean, it is also understood to mean a vice-dean, with the exception of § 56(2) and (3);
  - 2a) Dean’s Office – Centre, Department, Office or a different unit responsible for student’s administrative affairs at the faculty, supporting the Dean;
  - 3) educational unit – an institute, teaching institute, department, department/sub-department or laboratory/unit;
  - 4) Thesis Supervisor – an academic teacher possessing at least a doctoral degree, under whose supervision the student prepares the Diploma Thesis;
  - 5) Course Coordinator – a person assigned by the Dean to define the description, and requirements for implementation and crediting of a given course, as well as to supervise over the assessment of study effects, and to grade the course, who also leads classes within a course, with the reservation of classes led by persons who are not UL staff members, whereby a UL staff member who does not lead classes can be assigned as a Course Coordinator;
  - 6) course – an element of study schedule that includes one form (single-component course) or several different forms of classes (multi-component course) and is attributed a description of expected study effects, programme content, forms and methods of instruction as well as a specific number of ECTS credit points;
  - 7) Diploma Seminar – a Master thesis seminar, a Bachelor thesis seminar, or a Bachelor of Engineering thesis seminar;

- 8) Diploma Thesis – a Master degree thesis, a Bachelor degree thesis, or a Bachelor of Engineering thesis;
- 9) grade – a measurable outcome of the evaluation; positive, or negative, as referred to in Section (§) 39(2);
- 10) course grade – a grade given at the general session sitting, or at the re-assessment opportunity, related to the completion of a course, as defined by the Course Coordinator [please note that the terms “general session sitting” and “re-assessment opportunity” refer to two sittings of an examination, and therefore should not be confused with the reference to periods of “general examination session”, and “make-up examination session”, respectively, even if there may be time correspondence – IRO’s comment];
- 11) parallel field of study – study programme taken up in accordance with the system and the principles stipulated in Section (§) 22 of the hereby Rules;
- 12) study effects – the knowledge, skills, and social competence that the student should be able to have attained at the end of the educational process;
- 13) semester/study year – with regard to completion of particular study stages, a semester means a semester-based programme, a year means a year-based programme;
- 14) study curriculum - the description of the study effects defined by the University, in accordance with the Act of 22 December 2015 on the Integrated Qualifications System, for the field, level and profile of a study programme, taking into account the universal characteristics of the first-cycle, as defined in that Act, and the characteristics of the second-cycle, as defined in the regulations issued on the basis of Article 7(3) of that Act, and the educational process leading to attainment of those effects, together with the ECTS credit points assigned to the individual modules of that process and other elements required by the provisions of the general law and the regulations of the University;
- 15) study schedule - an element of the study curriculum in the form of a table (so-called hours grid), separately for full-time (standard, daytime) studies and extramural (evening/weekend) studies, a description of the study curriculum implementation, in particular a list of courses with assigned ECTS credit points and courses to which ECTS credit points are not assigned (in accordance with the applicable regulations - e.g. Physical Education classes, mandatory trainings) to be taken within the study pursuit, including details of their workload by hours, the form in which they are to be completed, and the form in which they are to be passed/graded, divided into successive semesters/years of study;
- 16) class timetable - a timetable established by the Dean for the conduction of classes in a given academic year for particular study programmes, divided into individual days and hours, with an indication of the location of the place of their conduction (classrooms) and the names of the course leaders;
- 17) acceptance of the Diploma Thesis by the Thesis Supervisor - acceptance of the thesis in the APD system carried out immediately after its positive verification in the Uniform

Anti-Plagiarism System;

18) a Diploma Thesis with a confidentiality clause - a thesis accessibility of which, as well as its inclusion in the systems used by the University of Lodz, has been restricted due to the information it contains being subject to protection under the regulations on the protection of classified information;

19) Athlete - a student benefiting from the dual-sports career programme for athletes studying at the University of Lodz (the "Studies and Sport at the UL" programme), as specified in the Regulation of the UL Rector;

20) student with special needs - a student, including a student holding a disability certificate, who due to his/her external or internal characteristics, or due to the circumstances he/she faces, needs to take additional measures or apply additional means to overcome a barrier in order to participate in various spheres of life on an equal basis with others.

### §3

1. The Superior of all UL students is the Rector.
2. The Rector is empowered to solve decisions pertaining to all matters arisen in relation to the present Rules of Study.
3. Individual cases of students shall be solved by the competent Dean, under the authorisation of the Rector.
4. A student may apply to the Rector to review administrative decisions of the Dean, issued as authorised by the Rector. The review request shall be submitted to the Rector within the period of 14 days from handing the decision. Appeals are to be submitted by the student via the Dean. The request is to be supplemented by documents or opinion letters justifying its contents, including the mandatory opinion of the Dean concerning the subject matter of the appeal. The request, together with the Dean's opinion, and attachments, is, within the period of 7 days from submitting the appeal, handed to the Rector for review.
5. In any matters that do not require the issuance of an administrative decision, the organs of the university issue statements. The Code of Administrative Procedure shall not be applicable to the aforesaid statements. A student has the right to read the content of the statement. The student shall be informed of the statement immediately after its issuance by electronic communication to the address within UL-identifiable domain. The day of informing the student shall be considered the date of service. Within the period of 14 days from statement being issued in individual student case, the review request to the Rector shall be available to the student. The decision of the Rector is final.

### §4

All matters pertaining the organisation and system of studies, which are not regulated under the provisions of the Rules of Study, shall be decided upon by the Rector.

## §5

1. A Faculty Council shall issue proposals, in the form of resolution subsequently submitted to the approval of the Senate, in the following matters:
  - a) drafts of curricula, including study schedules, in accordance with the binding guidelines,
  - b) rules for the implementation of the student's obligation to participate in particular forms/modes of classes,
  - c) range and conditions for leading classes taught in a foreign language, for conducting knowledge and skills tests, diploma examinations, as well as for preparing Diploma Theses in a foreign language,
  - d) length of grading period - either semesterly or yearly - used with uniform (direct) Master's degree programmes or extramural (weekend, evening) studies,
  - e) rules of acceptability and conditions for retaking the first semester or the first year of study,
  - f) maximum number of teaching hours and the maximum number of examinations per academic year,
  - g) student's minimum grade average (of all courses taken to date) of the current study pursuit as a requirement for application for an individually arranged study schedule and curriculum (IPS),
  - h) criteria for acceptability and the procedure of solving the student's appeal from the decision on refusal to credit a course/course component, as referred to in Section (§) 41 of the present Rules,
  - i) format of Diploma Thesis, subject to Section (§) 52(2),
  - j) scope of examination requirements for the diploma examination,
  - k) procedures for conducting open diploma examinations.
2. A Faculty Council is entitled to issue proposals, in the form of resolution subsequently submitted to the approval of the Senate, in the following matters:
  - a) maximum number of students repeating the same semester/study year, including repeating by resumption, per study programmes at the Faculty and the period for which resumption is possible from the date of deletion from the students' list,
  - b) minimum number of ECTS credit points, or the minimum number of courses, allowing for a conditional promotion and registration for the following semester/study year,
  - c) officially binding sequence of courses,
  - d) compulsory courses, whose credits are obligatory for registration for the following semester/study year, regardless of the total number of ECTS credit points received by a student,
  - e) separate, from the one stipulated in Section (§) 23 of the present Rules, set of rules for transferring students from full-time (standard, daytime) to extramural (evening, weekend) studies, or vice versa, applicable to the entire Faculty, or particular study programmes,
  - e<sup>1</sup>) separate rules, from those stipulated in § 25 of the present Rules, for transferring students

- from different universities, applicable to the entire Faculty or particular study programmes,
- f) conversion factor for ECTS credit points applied at specific fields of study and specialties, if the exchange of students on an international or national level fail to guarantee an equivalence in students' achievements,
  - g) possibility to apply for an individually arranged study schedule and curriculum (IPS; Polish: Indywidualny plan i program studiów) starting from the first semester of second-cycle studies,
  - h) separate set of rules, from the one stipulated in Section (§) 38(7) and 38(8) of the hereby Rules, for recognising a as a part of the student's upcoming pursuit of studies,
  - i) separate set of rules, from the one stipulated in Section (§) 38(9) of the hereby Rules, for receiving credits and sitting examinations,
  - j) additional, to the ones stipulated in Section (§) 52, designations for a thesis, or provide examples of written output that meet the guidelines for a Diploma Thesis,
  - k) prolonging the period, stipulated in Section (§) 54(5), entitling the student to exemption from taking complementary examinations and courses that would make up for differences in study curricula and/or study schedules,
  - l) set a form of Bachelor's/Master's diploma examination different from the one stipulated in Section (§) 56(6).
3. Upon approval of the Senate, resolutions of Faculty Councils pertaining to matters referred to in Section (§) 5(1)(b-k) as well as Section (§) 5(2) above shall form annexes to the hereby Rules of Study.
  4. Resolutions of Faculty Councils pertaining to matters referred to in Section (§) 5(1)(b-k) as well as Section (§) 5(2) above shall be submitted to the Senate not later than five months before the first day of new academic year.

#### §6

The bodies of the Student's Government shall take part in the decision process concerning educational and teaching process subject to the terms of the UL Statute and the Rules of Study.

#### §7

1. A high school student of outstanding achievements shall, on the Dean's consent, be allowed to attend classes provided in the study pursuit of a study programme that matches the field of their achievements. Should the course classes take place during the school hours, an additional consent from the principal of the school is required.
2. The high school student is entitled to obtain credit of their course(s). The rules for granting a credit shall be identical with those binding the UL students. The Dean, on the course leader's request, may apply different rules for the credit.

#### §8

The payment for educational services shall be governed by separate provisions of regulations issued by the UL Rector.

## II. STUDENT'S RIGHTS AND OBLIGATIONS. AWARDS AND DISTINCTIONS

### §9

Each student has the right to:

- a) have their personal dignity respected by each member of the academic community,
- b) develop their own scientific, culture, sports, and tourism interests, within the organisational possibilities of the UL,
- c) partake in the University's student organisations, especially arts projects, science clubs, and sports organisations,
- d) health protection, financial assistance, awards and distinctions, granted on the ground of the present Rules and separate regulations.

### §10

1. Each student is obliged to:

- a) act in accordance with the pledge taken, the UL Statutes together with the Rules of Study as well as other regulations binding at the UL, and, most of all, respect the dignity of the UL student and the good name of the UL,
- b) use educational opportunities offered by the UL, especially:
  - attend classes in accordance with the Rules of Study and the conditions set out in the course syllabus,
  - sit examinations, participate in internships, and meet other requirements provided in study curriculum,
- c) obey good academic morals,
- d) respect all members of the academic community,
- e) care for the UL property, fulfill obligations, and especially pay financial liabilities towards the UL whilst meeting the stipulated deadlines.

2. For any action against the dignity of a student and/or breach of regulations binding at the University, including violation of copyright regulations, a student shall bear disciplinary responsibility pursuant to the rules set by separate provisions.

### §11

1. After being included in the students' register for a given study and no later than 7 days of commencement of classes, a student is obliged to sign an electronic declaration in the USOSWEB system that they are familiar with the conditions for charging fees for educational services at the University of Lodz, as specified in the Regulation of the Rector of the UL.

2. Every student will have their electronic mail account created in the University's web domain, and they will receive access data, namely login (username) and password. Login (username) and password are basic login data for other UL online platforms/systems (USOSWeb, WiFi, eduroam).
3. For contacting the UL, specifically, a student is to use only the e-mail address referred to in Section (§) 11(2) above. The University of Lodz directs the electronic correspondence to the student at the address referred to in Section (§) 11(2) above.
4. A student is to read and obey the Rules of using institutional UL electronic mail accounts.
  - 4a. A student is obliged to check e-mail often enough to keep contact with the UL on an ongoing basis.

#### §12

1. A student is to inform the Dean's Office of the appropriate Faculty, without delay, but not later than within 30 days, on the change of their marital status, name or surname, home address, mailing address or telephone number. In the case of not meeting this obligation any letters delivered to the previous mailing address shall be treated as successfully received.
2. An international student is to report, without delay, but not later than within 30 days, to the appropriate Dean's Office and the International Students Office, on the issue or refusal of issue of a new document that confirms the following:
  - 1) legal stay in the territory of the Republic of Poland;
  - 2) insurance in the form of EHIC (European Health Insurance Card), statutory social insurance in accord with the provisions of the Act of 27 August 2004 on healthcare services financed from public funds or certified insurer coverage of medical expenses valid in the territory of the Republic of Poland.

#### §13

1. A student is obliged to complete an OSH (Occupational Safety and Health) training and a copyright training without delay after commencement of the study programme, but not later than the end of the first semester/study year.
2. Failure to complete the training stipulated in Section (§) 13(1) above shall result in failure to complete the given semester/study year, without the possibility of conditional promotion;
3. If the study curriculum of the given study programme includes a library training, then a student is to complete it till the end of the semester/study year specified in the study schedule.

#### §14



1. Each student is to obtain credits, sit examinations, and fulfill any other obligations, related to the pursue of study, meeting their deadlines.
2. The rules of a student's obligatory presence at specified forms/modes of classes are set by the Faculty Council.
3. A student's absence at classes may be excused by a medical certificate of their temporary inability to attend classes, or any justified reasons accepted by the course leader.
4. An absence shall be excused to the course leader immediately after the causing situation eases. The course leader shall then specify the way and term of making up for the absence.
5. A course leader may deny the student's right to making up for the absence, or set a different procedure for making up, other than the one related to class timetable, especially if making up entails the organisation of extra classes. The course leader shall inform the students of such non-standard conditions for making up for the absences at the first class meeting of a specified course.

#### §15

1. A student taking part in a research project held at the UL may be entitled to obtain credits for a course which is thematically related to the project. This matter is to be decided on by the Dean, pursuant to the opinion of the course leader, and the manager of the research project.
2. A student's participation in the activities of a research trip may be the basis to recognise and allocate credits for the entire workload, or its part, of specified course(s).

#### §16

A student may be undertaken to undergo anti-plagiarism procedure, concerning all the written works produced in relation to the studies. Specifically in the scope of Diploma Theses, the student is to undergo anti-plagiarism procedure with the use of Uniform Anti-plagiarism System. The anti-plagiarism procedure shall be stipulated in a Rector's regulation.

#### §17

1. A tutor is appointed for each group of first-year students. Tutors of specific groups of students may as well be appointed. The function of the first year tutor may be held until the end of the study pursuit of a group of students of a given study year. The Dean shall appoint tutors from amongst experienced academic teachers, and supervise their tutorial tasks.
2. Tutors shall familiarise students with the Rules of Study. Their tasks also include assistance for students with the matters pertaining to the pursuit of the studies, and the students' social welfare needs.

#### §18

1. A student distinguished by their remarkable study achievements, and exemplary handling of

their responsibilities, may be granted the following awards and distinctions from the University of Lodz:

- a congratulation letter from the Rector,
- a medal for excellent study achievements.

2. A detailed procedure for granting awards and distinctions shall be defined by the appropriate Rector's regulation.

#### §19

A student who completed their study programme or has been removed from the students' register, shall fill out an Electronic Routing Slip before collection of documents submitted to and issued by the University.

### III. TAKING UP STUDIES

#### §20

1. The admission to study programmes shall follow the procedure stipulated in the rules of admission, as passed by the Senate of the UL.
2. The admission for studies shall also be based on the confirmation of study effects, according to the procedure defined under separate UL regulations.
3. A person commences a study programme and acquires the rights of a student of the University of Lodz upon taking the pledge, of the wording stipulated in the Statutes of the UL. The pledge should take a celebratory form and be taken during the matriculation ceremony. The proof of pledge is submitted in writing as soon as possible, but no later than 7 days from starting the classes or admission to studies, to the appropriate Dean's Office or online after logging in to the university's campus platform.

#### §21

1. For the first semester/study year, a student may only be admitted by following the admission procedure, subject to Section (§) 20(2) of the present Rules regarding the confirmation of study outcomes.
2. In special cases, the student may change their field of study at the UL, on the consent of the Dean of the target Faculty.
3. The change of the field of study shall be possible after a semester, or a study year has been credited at the student's initial study programme.
4. On giving consent for the student's admission to the new study programme, the Dean shall, on the basis of the student's study effects, determine the procedure and deadlines for making up for the differences in study curricula.

#### §22

1. A student may only be admitted for a parallel study programme starting from the first semester/study year, without prejudice to Section (§) 21(1).
2. Studies at the main and the parallel study programme shall be realised as independent from one another, and subject to all the provisions of the present Rules.

#### §23

1. In justified cases, student of the same or related study programme, may transfer from full-time (standard, daytime) to extramural (evening, weekend) studies, or vice-versa. This especially applies to cases justified by such reasons as health, force majeure, care for relative(s) with disability, or studying variant fields outside the UL.
2. A separate set of rules for transferring students between full-time (standard, daytime) and extramural (evening, weekend) studies, applicable for students of the entire Faculty, or for specific study programmes, shall be stipulated in the appropriate annex to the present Rules of Study.
3. In the case of transfer stipulated in Section (§) 23(1) and 23(2), the Dean shall determine, on the basis of the study effects attained by a student, the procedure and deadlines for making up for the differences in study curricula.

#### §24

A UL student may transfer to a different higher education institution upon meeting their commitments to the UL, as certified by the signatures on the Routing Slip (Polish: karta obiegowa). The transfer of a student of extramural (evening, weekend) studies shall be possible upon payment of all fees and debts related to their pursuit of study. A student who has completed at least one semester, or (in case of a yearly grading scheme), one study year at the UL, may, on their own request, receive documentation of their study pursuit from the Rector.

#### §25

1. A student of a different higher education institution may, upon his/her request in writing, be admitted to the UL by the means of transfer to a programme of the same or related field of study. The student is to have at least one semester/study year completed with credits. The Dean shall decide on the admission; in the case of refusal, an administrative decision shall be issued. Before the consent to student's transfer, the Dean shall verify if the student had met all the obligations from the rules and regulations binding at his/her home university.
  - 1a. Separate rules for the transfer of students from another university, applicable to the entire faculty or to individual study programmes, are set out in the relevant attachment to these Rules of Study.
2. On expressing consent on the admission of the transfer student, the Dean shall determine the procedure and deadlines for making up for differences in study schedules and curricula, based on study effects attained by the student.

3. The provisions of the Section (§) 25(1) and 25(2) shall likewise apply to students transferring from a foreign higher education institution to the UL.

#### §26

1. A person who, having completed the first, or higher, semester or study year at the UL, has been removed from the student's register, may apply for resumption of studies at the same or related study programme.
2. A person who has been expelled from the University may apply for resumption of studies at the same or related study programme at the UL, if the penalty entry in the register has been erased pursuant to separate provisions.
- 2a. Studies may be resumed only after payment of overdue fees related to studying.
3. The decision on resumption of studies shall be made by the Dean on the student's request. On resumption, the Dean shall determine the semester/study year, for which the student is to be admitted, as well as the procedure and deadlines for making up for differences in study schedules and curricula based on the study effects attained by the student. After resumption, the student follows a currently applicable study curriculum.

#### §27

Decisions on change of the field of study, or higher education institution, as well as on resumption of studies, are to be made before commencement of the semester/study year, for which the student is to be registered. In cases justified by exceptional circumstances, as well as after considering the requirements of the educational process, the Dean may issue a decision on the change of the study programme, the university or resumption of studies after the beginning of the semester/year.

#### §28

1. In the case of:
  - repetition of a study year,
  - change of field of study– within the range of fields available at the UL,
  - resumption of studies,
  - continuation of studies after the period of leave,
  - commencing studies in a different field of study– within the range of fields available at the UL,
  - completing a course in a different field of study at the UL,

the Dean shall recognise and allow the substitution of already completed courses, as well as acknowledge the number of ECTS credit points assigned to them. If no grades or ECTS credit points are attributed to the course, the Dean shall stipulate the grade and/or the number of ECTS credit points, based on the grading outcomes of course components.

2. For the decision, the Dean shall refer to the equivalence of study effects of the course(s), especially the lack of differences in programme content, number of hours, course format, assessment criteria, and educational requirements.
3. The provisions of the present Section (§) shall not violate the provisions of Section (§) 37.

## IV. ORGANISATION OF STUDIES

### §29

1. A detailed division of the academic year at the UL shall be defined by the Rector each year. This shall include the first and the last day of teaching classes, the duration of examination sessions, and holidays. These arrangements shall be announced as regulations, not later than 90 days before the commencement of the new academic year.
2. The Rector may designate and declare selected days of the year as days without classes.
3. The Dean of each Faculty may designate and declare selected hours for a specified date as hours without classes (so called Dean's hours). The announcement of Dean's hours should not affect the learning outcomes.

### §30

1. Studies shall be conducted in accordance with study curricula, including study schedules adopted by the UL Senate, upon consulting faculty organs of the Student's Government. The study curricula shall be defined by the UL Senate not later than three months before the commencement of classes, and be announced via the BIP section on the UL website not later than 14 days of the resolution.
2. The detailed class timetables shall be determined by the Dean and announced not later than one week before the commencement of the semester/ academic year. The maximum number of class hours per academic year and the maximum number of examinations – no more than eight per academic year - for a given Faculty shall be stipulated in the appropriate annexes to the present Rules of Study. The Dean may plan the implementation of each course or module in consolidated time blocks, provided the appropriate form/mode of implementation is kept, with a possibility to complete them (with credits) directly after finishing the course of classes.
3. Class timetables stipulated in Section (§) 30(2), are to contain a list of examinations and credits which are mandatory for a specified semester or year of study, and, in the case stipulated in the third clause of Section (§) 30(2), they are likewise to contain the deadlines for sitting examinations and/or courses completion.

### §31

1. The organisation of internship shall be determined by the Rector's regulation.
2. Internships shall have the status of a course, and form a part of a study curriculum.
3. Internships shall be assessed with a grade and attributed a value on ECTS scale. The number of ECTS credit points for the completion of internship shall be stipulated in each study curriculum.
4. Internship shall be organised in accordance with the guidelines for drawing up the rules of conduct of Student Internship, stipulated by the Rector's regulation.
5. Internship supervisor, appointed by the Dean, shall be responsible for the organisation and recognition of internship, in cooperation with the Dean's Representative for Student Internships.
- 5a. With the student's justified request, the internship supervisor may agree to another form of internship, provided that it is in accordance with the study programme, takes place within the required timeframe, makes it possible to achieve the learning outcomes specified in the study programme and is in compliance with the internship rules. This may include, in particular, voluntary work, various forms of employment, participation in research camp works, internships and work placements as part of the Erasmus+ programme or other mobility programmes, provided that the documentation of their realisation required for a given study programme, indicated in the internship rules, is prepared.
6. Rules for the implementation of field exercises and guidelines for creating field exercises rules by faculties of the UL are adopted by Rector's regulation. The cost of travel, board and lodging during field training shall be borne by the student.

### §32

1. Students of the second or higher study year, being marked for their outstanding abilities and performance, who have their grade average (of all courses taken to date, as defined in Section (§) 39(5)), not lower than the value determined for a given Faculty in a separate annex to the hereby Rules, may apply for an individually arranged study schedule and curriculum (IPS; Polish: Indywidualny plan i program studiów). Second-cycle students may apply for the aforementioned entitlement, while registered for their second, or higher, study semester, unless the annex to the hereby Rules for a given Faculty stipulates otherwise. The Dean shall make it possible for a second-cycle student to apply for this entitlement to be effective as early as from their first semester, if this finds academic justification, especially if the student's progress is recognised by his/her prospective academic supervisor.
2. In exceptional cases, an individually arranged study schedule and curriculum (IPS) shall be also available to students of the second semester of the first study year of first-cycle and uniform (direct) Master's degree programmes, especially to finishers and winners of science competitions.
3. IPS enables the student to enrich his/her knowledge and skills related to his/her main field of

study, and/or related fields, and – whether possible – participate in scientific and research projects launched at the UL.

4. The decision on awarding the IPS shall be made by the Dean on student's request. In cases stipulated in Section (§) 32(2), the Dean shall make the decision on the student's request upon consent of the Faculty Council.
5. The IPS shall be implemented under an academic supervisor, appointed by the Dean, subject to Section (§) 32(6). The academic supervisor of an IPS student may be an academic teacher who holds the degree or title of Doctor of Science/Letters with habilitation [doktor habilitowany], as well as, on consent of the Faculty Council, an academic teacher who holds the doctoral degree.
6. In the case of implementation of a group science-research project, the Dean may appoint one academic supervisor for a group of students.
7. The Dean approves the IPS schedule prepared by the student in consultation with the academic supervisor.
8. The IPS may determine:
  - a) a replacement of some courses with others, considering the requirements stipulated in the study curriculum and while retaining effects designated for the study curriculum; the total number of mandatory credits and examinations shall not be lower than the number provided in the regular study pursuit.
  - b) an extension to the study effects designated for the study curriculum;
  - c) an individually arranged study schedule, i.e. attribute specified credits, examinations, and internships to specified semesters,
  - d) shortening of the study period while retaining the study effects designated for the study curriculum.
9. A student who fails to carry out the IPS duly may be, on the academic supervisor's request, directed by the Dean to continue his/her studies according to the regular mode and schedule. The student may likewise resign from pursuing the IPS programme on his/her own initiative. The Dean shall then stipulate the deadlines for missing credits and examinations, and for fulfilling any other responsibilities related to the particular study programme.

### §33

1. Students admitted to a given study programme on the basis of the confirmation of their study effects shall study under the principles stipulated in the present Rules, subject to Section (§) 33(2-5).
2. The data of the student referred to in Section (§) 33(1) shall be entered into the USOS online platform by the competent Dean's Office staff.
3. The Dean shall, not later than 7 days before the commencement date of classes of the given

semester/study year for which the student was admitted, designate an academic supervisor for the entire period of study, by choosing from among academic teaching staff employed in the given primary organisational unit, so that the student has a counsellor for the implementation of the individually arranged study schedule (IPLS; Polish: Indywidualny plan studiów) in the person of the academic supervisor.

4. The academic supervisor shall, upon consulting the student, design the IPLS study schedule based on study schedule of the programme the student has been admitted to. The IPLS shall recognise the ECTS credit credit points credited for the student as a result of the confirmation of the student's study effects.
5. The Dean shall approve the IPLS for a given student, not later than within a week after the commencement date of classes of the given semester/study year.

#### §34

1. In exceptionally justified cases, the Dean may grant a student the right for an individual study arrangement (IOS); Polish: Indywidualna organizacja studiów], subject to Section (§) 34(2). This may be especially due to documented cases of:
  - a) health problems, including disabilities,
  - b) force majeure,
  - c) care for relative(s) with disabilities,
  - d) periodic attendance at studies outside the UL.
2. Upon the request of a pregnant or parenting student, the IOS for the specific full-time (standard, daytime) studies shall be granted by the Dean and at the request of an athlete or a student carrying out an Erasmus+ mobility programme abroad, the Dean shall grant the IOS for a specific full-time or part-time study programme. In the case of students conducting an Erasmus+ mobility abroad, the Dean may decide to grant IOS exempt from the obligation.
3. The Dean shall give consent to the student's IOS for the period of a specified semester/study year or for the period of short term student mobilities. Students affected by disabilities having a disability certificate, and students referred to in Section (§) 34(2) above, may be given content to their IOS for their entire study period, as appropriate to the content of the request submitted. The Dean may consult the Rector's Representative for Persons with Disabilities before granting permission for IOS to a student with a disability, adhering to the rules of personal data processing.
4. The IOS shall consist of an individual procedure for implementation and completion (grading) the study schedule in a given semester/study year, determined by the Dean and, if necessary, in consultation with course leaders. The IOS shall by no means free the student from the obligation to attain equivalent study effects and to complete courses by obtaining credits and sitting examinations, yet it may enable them to be allowed for a yearly grading scheme.
5. The written statement related to the provisions of Section (§) 34(4) shall be made in two identical copies, one of which shall serve the student as the basis for the implementation of



their study schedule, and the other shall remain in the student's files.

## V. PRINCIPLES OF THE ECTS SYSTEM

### §35

1. Besides the assessment of the merits (performance), as expressed by the grades, study periods at the UL shall be credited with the award of ECTS credit points. At the UL, ECTS shall be used for all fields and modes/schemes of first-cycle, and second-cycle studies, and uniform (direct) Master's Degree study programme.
2. Condition for graduation shall be gaining the number of ECTS credit points stipulated in the study curriculum.

### §36

1. Courses covered by the study schedule offered at the UL within the particular study programme have a number of ECTS credit points attributed to them. The UL educational offer may also contain activities without ECTS score, including Physical Education classes.
2. The number of ECTS credit points attributed to courses shall be stipulated in the study curriculum in accord with ECTS credit point attribution system adopted at the Faculty.
3. A student receives ECTS credit points for completed courses. The points obtained shall accumulate.

### §37

1. The University of Lodz shall guarantee that Students taking part in student mobility programmes within and outside the country (under Erasmus+, Edukacja, NAWA and MOST or other mobility programmes realised within international alliances, including UNIC), will be given recognition of study achievements (including grades) to an extent that they correspond with study effects for home study programmes at the UL or form an individually arranged study curriculum.
2. The University of Lodz shall give the students, who transfer to the UL from another Polish or foreign higher education institution, recognition of study achievements (including grades and ECTS credit points) to an extent that they correspond with study effects for particular study programmes at the UL.
3. Study effects gained at other institutions shall be given a number of ECTS credit points that reflect the number attributed to the study effects gained at the UL. In the case of participation in the Erasmus+ or other programmes realised under the agreements, ECTS credits gained from either the home or the host institution shall be considered. All the ECTS credits, gained by student at another university under Erasmus+ or other mobility programme, require settling regardless of the form in which the courses are delivered (full-time, remote, mixed).

4. The Dean shall make assessment of the merits (performance) of the student to the extent stipulated in Section (§) 37(1-2). Credits pertaining to this assessment shall be documented on a sheet generated by the online USOS platform. Data concerning the student's completed curriculum components and study outcomes at a partner university abroad shall be entered into the USOS by persons authorised by the Dean. The student's achievements gained during the mobility programme, including original names of courses, shall be listed in the diploma supplement.
5. The University of Lodz shall guarantee that students transferring from the UL to another Polish or foreign higher education institution, be given notification of study achievements (grades and ECTS credit points) in accordance with the study curriculum and study effects of given study programmes of the UL.
6. The Dean may delegate his/her competences to prepare a decision stipulated in Section (§) 37 (3-4) to a faculty or department ECTS coordinator or to a Faculty Coordinator for International Exchange.
7. Part or all of a given study period under mobility programmes may take place remotely or in a mixed form, with the form resulting from a specific agreement (e.g. as part of the Erasmus+ programme, UNIC offer) or a study programme adopted for a given teaching cycle.
8. Participation of students taking part in mobility programmes assumes the possibility of taking tests, subject examinations and diploma examinations remotely (outside the seat of the university or its branch).
9. A student participating in a short-term mobility programme (remote or mixed), in the event of being unable to attend classes at the UL during mobility, may submit an application for IOS, referred to in § 34 of these Rules.

## VI. COMPLETION OF A SEMESTER/ STUDY YEAR

### §38

1. The final deadline to complete summer semester, as well as to complete a study year (for study programmes scheduled to end with a summer semester) shall be 30 September. The deadline to complete winter semester as well as to complete a study year (for study programmes scheduled to end with a winter semester) shall be the last day of make-up examination session. The deadline to complete winter semester shall be stipulated by the Rector of the UL in the regulation concerning the division of the academic year. Each year/semester should be graded in the manner and to the deadline stipulated by the Dean.
2. The basic grading period at the UL shall be a semester, yet, in the case of uniform (direct) Master's degree programmes and extramural (evening, weekend) studies, it shall be either a semester or a study year. For both first-cycle and second-cycle studies of full-time (standard, daytime) daytime mode, a study year may be designated as the basic grading period pertaining to the second or following study years - pursuant to the relevant annex to the

hereby Rules of Study.

3. Optional courses shall be completed and credited on the basis of the rules applicable to mandatory courses.
4. A student who fulfilled criteria for completing a semester/study year, shall be registered for the following semester/study year.
5. A student who was awarded promotion to the following semester/study year despite failing to obtain the required in study curriculum number of ECTS credit points (conditional promotion), is to make up for the shortage of credit points by the deadline and on conditions specified by the Dean.
6. A student who failed to obtain in the given semester/study year the minimum number of credit points indicated for each Faculty stipulated in a relevant annex to the hereby Rules, allowing for a conditional promotion, or failed to credit courses specified in this annex, fails to complete this semester/study year and is allowed for re-registration for the same semester/study year in order to retake it, upon the Dean's consent. The Dean shall establish detailed rules for retaking a semester/study year, and they shall especially concern the scope of differences between the former and the present study curriculum, which the student is to make up for.
7. Upon the Dean's consent, and on conditions specified by the Dean, a student may complete and obtain credits for courses outside the schedule of their present semester/study year, towards the credit of the future study pursue, subject to the sequence of courses stipulated in a relevant annex to the hereby Rules. The student shall be bound with the course choice, which shall be made at the beginning of the semester/study year, not later than the second week after the first day of classes, or to any other deadline stipulated by the Dean. A student who has credited all courses within the study schedule for the semester/study year they registered, and, additionally credited all the courses within the study schedule for the following semester/study year, shall be credited this following semester/year, as well as directly registered for the appropriately higher semester/study year. A student of payable study programme, who has credited all the courses of the study year they are registered for, and, additionally, all the courses of the following study year, may be registered for an appropriately higher study year after settling all payments for all credited semesters/study years.
8. A student directed to retake a semester/study year is, on the Dean's consent, and on conditions specified by the Dean, eligible to credit courses included in the study schedule of a higher semester/study year, subject to the sequence of courses stipulated in a relevant annex to the hereby Rules. The student shall be bound with the course choice, which shall be made at the beginning of the semester/study year, not later than the second week after the first day of classes, or to any other deadline stipulated by the Rector. The retaken semester/year of study may, however, be completed on condition that all missing courses are credited or under the conditional promotion procedure. A retaking student who has credited all courses within the study schedule for the semester/study year they retook, and,

additionally credited all the courses required for the following semester/study year, shall be credited the following semester/year, and be directly registered for the appropriately higher semester/study year. A student of payable studies, who has credited all the courses of the study year they retook, and all the courses of the following semester/study year, may be registered for an appropriately higher study year after settling all payments for all credited semesters/study years.

9. Examinations and graded credits for each course, subject to Section (§) 30(2) third clause, are due to the examination session period, or, exceptionally, before the examination session if agreed with the course leader or, in the case of courses in modern foreign languages - with the Director of the UL Foreign Language Centre. Course components, as part of a multi-component course, if they are to be credited separately according to the study curriculum, shall be credited, as a rule, before the examination session; in justified cases, Course Coordinator may, on the student's request, express their consent for crediting, or sitting examinations, during the examination session period. A student taking an examination in a multi-component course must always be preceded by obtaining credit for all components of that course. Students must be given sufficient opportunity to complete the components of a multi-component course in advance of the examination date for that course. The relevant annex to the hereby Rules of Study may stipulate different conditions for obtaining credits and sitting examinations.
10. The course leader shall enable the student to receive the credit or sit the examination outside the examination session period on condition that the student realises the IPS or is granted the IOS.
11. The pursuit of studies at the UL shall be recorded with:
  - 1) course completion in form of an electronic record sheet in the USOS system,
  - 2) the student's periodic progress sheets in a printed form generated from the USOS system.
12. Course grades, including examination grades awarded in the general session separate from grades of re-assessment sitting, shall be recorded in the documents listed in Section (§) 38(11).
13. A course leader shall include all the grades recorded into the USOSweb platform without delay, but not later than seven days of the date of examination, or course completion; the grade shall be recorded not later than the last day of the make-up examination session. If the course consists of several forms of components, graded separately, the final grade of the course (credit/examination) shall be calculated in accordance with the formula provided by the Course Coordinator. The coordinator enters the course grade into the general record in the USOSweb system immediately, no later than on the last day of the make-up session, and in the case of remote part-time studies no later than 7 days after the end of the make-up session.
14. If a student fails to appear for an examination on the first date set or fails to obtain credit

for a course by the end of a make-up examination session, the course leader enters an "unsatisfactory" failing grade into the record of grades in the USOSweb platform no later than on the last day of the make-up examination session.

15. (repealed)

16. The credit of semester/study year shall be awarded by the Dean, on the basis of the documents listed in Section (§) 38(11).

### §39

1. All courses shall finish with the issue of grades.

2. For examinations and graded credits, the following passing grades shall be used:

- Very good – 5,0
- Good plus – 4,5
- Good – 4,0
- Satisfactory plus – 3,5
- Satisfactory – 3,0

As well as a failing grade:

- Unsatisfactory – 2,0.

3. In the case of courses that finish with an examination, two separate grades for general (first) sitting and re-assessment (make-up) sitting of the examination may be provided. In the case of courses finished with credits, one final grade is provided.

4. In the case of course components, for which, within the provisions of study curriculum, no grade is required for passing, the course leader shall use the following symbols:

- "zal" – in case of passed course components,
- "nzal" – in case of failed course components.

5. The grade point average for the entire course of studies shall be calculated as weighted average, of all course grades in the entire course of studies, including the arithmetical average between grades awarded at general (first) session sitting and corresponding re-assessment grades, with weights equivalent to ECTS credit points attributed to particular courses; the grade point average for a specified semester/study year shall be calculated as weighted average, of all course grades that the study curriculum lists as a basis for registration for the following semester/study year, including the arithmetical average between grades awarded at general (first) session sitting and corresponding grades awarded at re-assessment (make-up) sitting, with weights equivalent to ECTS points attributed to particular courses. In case of a course consisting of separately graded components, only the main course grade is counted for the calculation.

6. The grade point average shall be calculated thus:

- a) the grade from each course, from among courses counted into the basis for calculation of the grade point average, expressed as a number (the arithmetical average between grades awarded at general (first) session sitting and corresponding re-assessment grades,) shall

- be multiplied by the number of ECTS credit points attributed to the course;
- b) the results of multiplication shall be added;
- c) the sum specified in Point (b) shall be divided by the sum of ECTS credit points awarded for all courses counted into the basis for calculation of the grade point average;
- d) the score shall be provided to two decimal places.

The average shall be calculated using the following formula:

$$\bar{X} = \frac{\sum_{i=1}^n x_i p_i}{\sum_{i=1}^n p_i}$$

where:

$\bar{X}$  - grade point average,

$n$  - number of course grades (the total number of grades awarded from all courses stipulated by the study curriculum as a basis for registration for the following semester/study year, including grades awarded in the general (first) session sitting as well as make-up grades),

$x_i$  - grade from an individual course or the arithmetical average between the grade awarded at the general (first) session sitting and the corresponding re-assessment grade,

$p_i$  - number of ECTS credit points attributed to the course passed with the  $X_i$  grade.

7. In the case of students, who have transferred to a specified study programme from a different programme or a different higher education institution, or have changed their form of studies within the same programme, the grade point average stipulated in Section (§) 39(4) shall include grades recognised by the competent Dean responsible for the study programme receiving the student.

#### §40

Detailed requirements and procedures for credits and examinations in particular courses, and their components, especially the format of the graded credit, or examination, the range of subject matter they cover, lists of reference material, and textbooks necessary for preparation, shall be determined by the heads of appropriate educational units/Course Coordinators, and announced to the students by the course leader at the first class meeting.

#### §41

In case of courses/course components which finish with credit award, should the student fail to fulfill the conditions formulated on the basis of provisions of Section (§) 40, the course leader shall refuse the student a credit and award an "unsatisfactory" failing grade, or place the "nza" symbol. The relevant annex to the hereby Rules of Study shall determine the conditions of admissibility and the procedure for deciding on the student's appeal from a decision of refusal to credit a course/course component.

#### §42

1. Examinations shall be taken during the examination session. Examinations may also be taken according to the rules stipulated in Section (§) 38(9).
2. An examination may be administered orally, in writing, as a test (including open-ended and choice questions), as practical performance, or as a combination of these forms, should the specifics of its subject matter require this. The examination form shall be determined by the course leader, with the exception of courses in modern foreign languages, the form of which is determined by the Director of the UL Foreign Language Centre.
- 2a. The examination may also be conducted remotely, i.e. outside the seat of the University or its branch, using electronic means of communication in accordance with the procedure and rules for conducting remote examinations defined by the Rector of the UL in a separate regulation.
3. For each examination, two sittings shall be arranged, namely the general (first) session sitting and the re-assessment (make-up) opportunity. The re-assessment opportunity shall take place not earlier than 7 days after the results of the general session sitting are announced.
4. The dates and rooms (locations) for the sittings shall be arranged by the examiner, on hearing the students' opinion, and announced to the students not later than three weeks before the commencement of the examination session. The examination session schedule shall be published online on each Faculty's website. The Dean may establish different rules for arranging dates or rooms (locations) for the examinations.
5. The student shall not be obliged to take more than one examination pertaining to their Main Field of Study on the same day.
6. On the request of the organs of the Students' Government, the Dean shall delegate the tutor, or any other person, to observe the examination.
7. Upon arriving for the examination, a student is to obtain credits for classes pertaining to the course required for taking the examination.
8. A student taking the examination is obliged to show his/her student ID, national ID, or international passport, if called to verify identity by the person who conducts the examination. In the case of examinations using electronic means of communication, the student provides a photograph in USOSweb allowing the examiner to check his/her identity. This provision shall be applied as appropriate to other skill tests or knowledge tests carried out during study pursuit.

9. A student awarded the unsatisfactory failing grade from the examination at the general (first) sitting shall be entitled to re-sit the examination.
10. A student who failed to take the examination due to justified causes stipulated in Section (§) 14(3), shall retain their right to sit the examination, on a different date arranged by the examiner, within the period of the examination session, on condition that they report to the examiner directly after the causing situation eases.
11. A student shall not lose their right to take the examination at the general (first) sitting or at a re-assessment (make-up) opportunity, had the examination, as previously arranged, been cancelled due to the absence of the examiner. The new arrangement of the date of the examination shall not clash with the student's other examinations arranged in the examination session schedule.
12. In the case when the examination cannot be administered by an examiner in the field of the examination, the head of the appropriate educational unit designates another academic teacher.

#### §43

1. In case there occur, directly before or in the course of the examination session, circumstances that prevent taking examinations or completing courses during the period of examination session, and, especially, in case of student's illness, force majeure, childbirth, infant care, or for other justified causes, the student shall be entitled to apply, on their own request, for the postponement of their examinations or course completion deadlines.
2. The decision on the postponement of the examinations or course completion deadlines shall be made by the Dean, upon the request of the student, based on the submitted documents.
3. The examination, on the basis of the above rules, shall be postponed not later than a month after the end of the credit-earning (grading) period established for the given study programme. In justified cases, the Rector may postpone the examination sitting, or date of course completion, with no more than one following month, with the reservation of Section (§) 54(3). In particularly justified cases, especially those related to the limitation or suspension of the operation of the University, the Rector may postpone the deadline for sitting examinations or completing courses, but no longer than until the last day of the following semester.

#### §44

1. If the student is awarded an "unsatisfactory" failing grade from the examination, the Dean – on the student's request grounded on circumstances pointing to improper administration of the examination, submitted not later than 7 days of announcement of examination scores or from the Dean's own initiative – may order to administer an examination conducted before an examination board. The examination shall take place not later than 10 days of the Dean's decision.



2. The examination conducted before an examination board takes place before a board consisting of:
  - a) the Dean, or an academic teacher authorised by them, holder of the academic title or academic degree of Doctor of Science/Letters with habilitation – as chairperson of the board,
  - b) two experts on the field which embodies the subject matter of the examination, or a related field.

The academic teacher who has awarded the grade being verified, may participate in the examination as an observer. Further observers may include: a representative of the Faculty Council of the Students' Government, the tutor of the study year, or a student/academic teacher indicated by the student. The examination may be conducted in spite of the absence of the representative, or the tutor, or the observer indicated by the student.

3. The result of the examination conducted before an examination board shall be decided upon by the majority vote. The decision of the board shall be final.
4. The grade awarded from the examination conducted before an examination board shall replace the grade the student appealed from.

#### §45

In the case when an examination or a course completion held in written form, the graded paper shall be made available to the student on their request. The student's paper shall be kept by the course leader for the period of 12 months from the day of announcement of the results of the examination or course completion test.

#### §46

1. The Dean shall, through an administrative decision, remove the student from the students register in case of:
  - a) failure to undertake studies,
  - b) withdrawal from studies,
  - c) failure to submit the Diploma Thesis before the deadline(s) ensued from the provisions of Section (§) 54(4),
  - d) failure to take the diploma examination,
  - e) a disciplinary punishment of expulsion from the University.
2. A student who withdraws (resigns) from studies at the University of Lodz shall submit a written request of withdrawal to the appropriate Dean. The decision on removal from the students' register shall be immediate, but not later than 7 days on submission of the request mentioned above.
3. The Dean may, through an administrative decision, remove the student from the students' register in case of:

- a) ascertained lack of participation in obligatory classes,
- b) ascertained lack of academic progress,
- c) failure to obtain the completion of semester/study year, and the Dean's permission to repeat a semester/study year,
- d) failure to pay study-related fees by deadline while having been granted no exemption from the fees.

3a. If an international student is removed from the student's register of the UL, as soon as the decision about removal has become final, the Dean shall immediately issue a notice of removal the foreign student from the student's register using a template provided by separate regulation of the Rector. Two copies of the notice are submitted to the International Relations Office.

4. Administrative decisions issued by the Rector or by the Dean upon authorisation of the Rector, may be challenged by a request for review.

#### §47

1. Students with special needs have the right to participate in classes with an assistant or a sign language interpreter, as well as the right to obtain credits and take examinations in an alternative form. This is also understood as obtaining credits and taking examinations with an assistant or a sign language interpreter, in accordance with the regulations of the Academic Support Centre, as specified by the UL Rector. Before granting permission for a student with special needs to take examinations in an alternative form, the Dean may consult the Rector's Representative of the University of Lodz for Persons with Disabilities, in compliance with the rules of personal data processing.

2. Forms of support for students with special needs are defined in the Rules for granting support, set out by the UL Rector.

## VII. SPECIFIC PROVISIONS ON COURSES AND PROGRAMMES OUTSIDE THE MAIN FIELD OF STUDY AND AT OTHER UNIVERSITIES

#### §48

1. Within the framework of their Main Field of Study, a student has the right to participate in selected classes of a different study programme, at a different faculty or university, including classes within the UNIC alliance (Opened Courses UNIC). The consent on the student's participation in selected classes shall be expressed by the Dean appropriate to their Main Field of Study or by a faculty or study programme ECTS coordinator or faculty coordinator for international exchange programmes. Before the commencement of classes, the student shall likewise apply for the permit for participation to the Dean of the Faculty or a representative of the university organising the classes, who expresses the consent upon hearing the opinion of the academic teacher leading the selected course. In the case of classes within a different study programme or from a different faculty, students shall be bound with their course

selection, and the grade obtained shall be counted for calculation of grade average.

2. The credit referred to in Section (§) 48(1) may not be awarded from a course whose subject matter is covered at an equal or higher level within the student's Main Field of Study.
3. Students have the possibility of education with elements of tutoring in accordance with the model adopted at the University of Lodz.
4. The rules of participation in the process of education with elements of tutoring and obtaining credit are defined by a separate regulation of the Rector of the UL.

#### §49

1. A student may attain selected study effects provided by the study curriculum at a different higher education institution in Poland or abroad.
2. The conditions for obtaining credits for study effects at a different higher education institution shall be determined by agreement between the student and the UL, between the UL and another university or between the student, the UL and another university. The Dean may condition the formation of the agreement by presentation of the other institution's consent expressed in writing.
3. If a part of the study effects at a different higher education institution is realised within the framework of an international student exchange programme, all conditions for this curriculum are to be fulfilled in order for the student to apply for obtaining credits for the part of their study schedule.

### VIII. LEAVES OF ABSENCE FROM STUDY

#### §50

1. In connection with illness, force majeure, childbirth, infant care, or having the status of athlete or other justified causes, a student may apply for a leave of absence and/or a leave of absence with the possibility of verification of study effects defined by the study curriculum, subject to Section (§) 50(3).
2. A leave of absence with the possibility of verification of study effects may not be granted for the period of examination session. While granting a leave absence, the Dean shall consider the possibility for the student to make up for the backlog after finishing the leave of absence in a mode and on conditions defined by course leaders.
3. A pregnant or parenting student or an athlete shall not be denied the consent for a leave of absence and/or a leave of absence with the possibility of verification of study effects stipulated in the study curriculum.
4. The student shall submit the request for permission for a leave to the Dean immediately after the occurrence of the cause justifying the leave; if the reason for the leave is childbirth, then the student should attach the child's birth certificate copy to the request.

5. The leave for illness shall be permitted on the ground of appropriate medical evidence issued, on the Dean's referral, by an authorised physician of health protection unit responsible for health care over the University. The student is obliged to inform Deans appropriate for all other study programmes they participate in. Once a teaching cycle has been completed, a student may not be granted medical leave for that teaching cycle unless he/she can demonstrate that the circumstances giving rise to the application made it impossible to apply earlier.
6. A leave for circumstances listed in Section (§) 50(1) shall be granted for the period of the duration of the cause and its aftermath, however, a leave permitted for other justified causes may not be granted for a period longer than one year at one time, subject to Section (§) 50(7).
7. A leave may be granted to a pregnant student till the date of childbirth, or to a parenting student for the period of one year; if the end of the leave falls within the time frame of a semester, then the leave may be extended till the end of the semester.
8. A student may apply for a research leave in case of departure for a study period abroad. The period of the leave shall equal the study period.
9. Rights to scholarship during the period of research leave shall be stipulated by separate rules.

#### §51

1. Students on leave shall report in writing their return for studies not later than 7 days before the end of the leave. A failure to observe this deadline shall be interpreted as a failure to resume studies.
2. Students returning from leaves shall be obliged to make up for differences in study curriculum and study schedule to the deadline stipulated by the Dean.

### **IX. DIPLOMA THESIS (MASTER'S, AND/OR BACHELOR'S, INCLUDING BACHELOR OF ENGINEERING)**

#### §52

1. A Diploma Thesis is a Master's Thesis, or, if the study curriculum so provides, a Bachelor's/Bachelor of Engineering's thesis submitted at completion of a study programme; it confirms that the student has attained study effects specified during an appropriate Diploma Seminar.
2. A Diploma Thesis shall have a format of a written monograph, essay, dissertation – these may contain a project part within them – or a project; a Bachelor's/Bachelor of Engineering's Diploma Thesis may also take the form of a report, project, presentation, or other kind of academic work – in such case, however, the student is obliged to include its description containing: the design for elaboration of the topic (a Thesis Plan), the research and

methodological approach, a list of main elements of content, and a bibliography.

3. The relevant annex to the hereby Rules of Study shall specify the valid format of Diploma Thesis; the annex may specify additional designations for a thesis, or provide examples of written output meeting the guidelines for a Diploma Thesis.

### §53

1. A student shall prepare the Bachelor's/Bachelor of Engineering Degree Thesis under the supervision of an academic teacher holding at least the doctoral degree. A student shall prepare the Master's Degree Thesis at uniform (direct) Master's degree programme, or second-cycle Master's Degree programme, under the supervision of an academic teacher holding at least the academic title or degree of Doctor of Science/Letters with habilitation. The Dean may authorise, on hearing the opinion of the Faculty Council, an academic teacher of doctoral degree or an expert from outside the UL holding an academic degree, to supervise a Master's Degree Thesis.
  - 1a. In the case of the implementation of the programme on the basis of an agreement with another university or research institute, an additional thesis supervisor from another university or institute, hereinafter referred to as an assistant supervisor, may be appointed in accordance with the procedure specified in section 2, provided that it results from the agreement. The assistant supervisor is to support the student in preparing one part of the thesis, e.g. research part.
2. The title of the Thesis and the choice of the supervisor shall be approved by the Faculty Council or a unit indicated by them.
3. At experimental fields of study, or fields of study involving field research, the head of the educational unit where the Master's Degree Thesis is being prepared may, in consultation with the Thesis Supervisor, designate a tutor for the research part of the thesis, from among the employees, or doctoral students, of the unit. The responsibilities of the tutor for the research part of the thesis shall include assistance with experimental parts of the thesis, solving technical problems, and supervision on the student's work safety.
4. At study programmes, where division into specialisations/specialties takes place during the pursuit of study, a student shall be entitled to choose one specialisation/specialty and one Diploma Seminar.
5. The Dean may restrict the right to choose a specialisation, and Diploma Seminar, if the number of applicants exceeds the teaching capacity of the unit.
6. The choice of the topic of the Diploma Thesis shall comply with the student's academic interests, and the strategic research plans of the UL.
7. A thesis prepared within the framework of the activities of the Students' Scientific Movement may be recognised as a Diploma Thesis.
8. A student shall be entitled to choose special topic lectures, specialised courses, and seminars related to the topic of the Diploma Thesis.

9. In justified cases, the Faculty Council may allow for preparation of Diploma Theses in a foreign language.
10. With study programmes conducted in foreign languages, students shall prepare Diploma Theses in this foreign language.
11. At the request of the student or based on an agreement between the interested entity and the University of Lodz and upon the consent of the Dean, the Diploma Thesis may be declared confidential.
12. The condition for classifying a diploma dissertation as confidential shall be justification of the reasons for making it confidential, as indicated by the relevant entity whose data the student used while preparing the Diploma Thesis, and an opinion issued by the Thesis Supervisor.
13. A copy of the Diploma Thesis awarded a confidentiality clause by the Dean's decision shall be kept in the student's file in such a way as to render it inaccessible to unauthorised persons.
14. Additionally, a Diploma Thesis with a confidentiality clause is kept in a closed envelope containing the following information:
  - a) stamp of the UL,
  - b) student's name and surname,
  - c) student's number,
  - d) academic title and academic degree of the Thesis Supervisor,
  - e) the date of acceptance of the thesis by the Thesis Supervisor in the APD system.
15. Diploma Thesis with a confidentiality clause is obligatorily uploaded to the Theses Archive (APD), but not submitted to the repository of written Diploma Theses.
16. Diploma Thesis with a confidentiality clause is subject to an anti-plagiarism evaluation using the Uniform Anti-plagiarism System (JSA).
17. Copy of the Diploma Thesis being the property of the student, after taking the diploma examination is not subject to protection by the University of Lodz.
18. Template of the application for awarding a confidentiality clause to the Diploma Thesis is defined by the Rector of the University of Lodz by means of a regulation.
19. Template of the declaration of the Thesis Supervisor and the Thesis Reviewer concerning the confidentiality of the Diploma Thesis is defined by the Rector of the University of Lodz by means of a regulation.
20. Template of the declaration of the members of diploma examination committee concerning the confidentiality of the diploma examination is defined by the Rector of the University of Lodz by means of a regulation.

#### §54

1. A student shall be credited the Diploma Seminar in the last semester or year of study, on uploading the Diploma Thesis to the APD system and its acceptance by the Thesis Supervisor, after having obtained credits for all the mandatory courses and internships.
2. Should the student have failed to receive credit for Diploma Seminar due to failure to upload

the Diploma Thesis to the APD system or lack of its acceptance by the Thesis Supervisor, they are entitled to apply for the extension of deadline for crediting the Seminar. The extension of deadline shall be decided upon by the Dean/Rector upon consulting the opinion of the Thesis Supervisor, pursuant to the rule expressed in Section (§) 43. Being a student of two or more concurrent study programmes shall not be a basis for the extension of deadline.

- 2a. In the event that a student is not credited the Diploma Seminar for reasons that the Dean deems justifiable, and completes all other courses in the study schedule within the statutory time limit, he/she has the right to apply for a special mode of repeating the Diploma Seminar for an appropriate semester or a study year, which assumes the exemption from the obligation to make up for differences in the current study curriculum for a given study programme or specialisation, provided that this study programme or specialisation is to be conducted in the following academic year.
3. In case of a longer absence of the Thesis Supervisor, the Dean may appoint, in consultation with the head of the appropriate educational unit, another academic teacher as the Diploma Thesis supervisor. The change of the academic teacher being the Thesis Supervisor in the period of the last 6 months before finishing the Thesis (or, 3 months, if applied to Bachelor of Arts/Engineering degree theses) may constitute the basis for the extension of deadline for its submission.
4. The Student is to upload the Diploma Thesis to the APD system and obtain the Supervisor's annotation of its acceptance not later than the last day of the make-up examination session of the last semester of studies. If the Diploma Thesis had been prepared in the format stipulated in Section (§) 52(2), the Student shall upload a Thesis description to the APD system. The Dean shall schedule the date of diploma examination if the student had credited all the obligatory courses and completed internships, and he/she obtained the ECTS credit point number required for all the hitherto study pursue. In the case when the seminar leader credits the seminar unaware of the student's failure to obtain credits for certain course component(s), the Dean may cancel the credit(s) for these components.
5. The resumption of studies referred to in Section (§) 46(1)(c) shall be pursuant to the rules stipulated in Section (§) 26. The Dean may give exemption from making up for differences in study curriculum and study schedule to the student, and limit his/her obligations to the preparation of Diploma Thesis within Diploma Seminar, should the break in studies have not been longer than one year. The Dean shall be guided in their decision by consideration of study effects attained by the student. Prolonging the period of break in studies entitling the student to be exempted from making up for differences in study curriculum and study schedule may be stipulated in the relevant annex to the hereby Rules.
6. In the case of resumption of studies referred to in Section (§) 54(5), the Dean may permit, in consultation with the head of the appropriate educational unit, either to complete the Diploma Thesis previously under preparation, or to restart its preparation within the same or another educational unit.

## §55

1. The Diploma Thesis, uploaded to the APD system, shall be assessed independently by the Supervisor and a Reviewer. A Diploma Thesis Reviewer shall be a person holding at least a doctoral degree of the same or related field. If the student has prepared a Master's Degree thesis at a uniform (direct) Master's degree programme, or at a second-cycle studies under the supervision of an academic teacher of a doctoral degree, the Reviewer shall be a holder of the title or degree of Doctor of Science/Letters with habilitation; in particular circumstances, the Dean may, on hearing the opinion of the Faculty Council, depart from this rule, and allow a person of a doctoral degree to prepare the review. The reviewer may also be a holder of at least a doctoral title/degree from outside the UL, in particular on the basis of the partnership between universities or academic institutions – the decision shall be made by the Dean on hearing the opinion of the Faculty Council.
2. The reviews of Diploma Theses shall be published and stored in the Diploma Theses Archive. This rule shall not apply to a thesis whose subject matter is classified and protected by law.
3. If the reviewer assesses the Thesis as unsatisfactory, the decision on admission to the Diploma examination shall be made by the Dean, who may seek the opinion of the second reviewer. To the appointment of the second reviewer, the provisions of Section (§) 55(1) shall apply. Should the second reviewer assess the Thesis as unsatisfactory, the Dean shall refer the student to repeat the semester/study year. In such case, the Dean may – referring to the study effects attained by student – limit the scope of student's duties to the preparation of the Diploma Thesis within the framework of a seminar.
4. For the assessment of Diploma Thesis, grades stipulated in Section (§) 39(2) shall be used.
5. The assessment of the Diploma Thesis prepared in the format stipulated in Section (§) 52(2), shall be made by a committee appointed for the conduct of diploma examination. The committee shall be familiarised with the Thesis, and make the assessment mentioned above on the day of the diploma examination. The grade shall be included in the diploma examination record.

## **X. DIPLOMA EXAM (MASTER'S, AND BACHELOR'S DEGREE, INCLUDING BACHELOR OF ENGINEERING). COMPLETION OF STUDIES.**

### §56

1. The condition for admission to the diploma examination shall be:
  - a) acquisition of credits for all mandatory courses and – if provided by the study curriculum – internships, and the number of ECTS point required in the course of study,
  - b) the award of at least satisfactory grade from the Master's Degree Thesis, or the Dean's



decision on admission upon exhausting the procedure referred to in Section (§) 55(3).

- 1a. The diploma examination may also be conducted remotely, i.e. outside the seat of the University or its branch, using electronic means of communication in accordance with the procedure and rules for conducting remote examinations set by the Rector of the University of Lodz by means of a regulation.
2. The Diploma examination, subject to Section (§) 56(3), shall take place before a committee chaired by the Dean, or an academic teacher holding the title, or degree of Doctor of Science/Letters with habilitation, authorised by the Dean. In addition to the chairperson, the committee shall include the Thesis Supervisor, and the reviewer. In the case, referred to in § 53(1a), the committee also includes the assistant supervisor.
3. If a Bachelor's/Bachelor of Engineering's Diploma Thesis had a format other than written, the Diploma examination shall take place before a committee, chaired by the Dean, or an academic teacher holding the title, or rank of Doctor of Science/Letters with habilitation, authorised by the Dean. In addition to the chairperson, the committee shall include the Thesis Supervisor, as well as an expert on the same, or related field/specialisation, holding at least the doctoral title/degree; provision of paragraph 2, sentence 4 shall be used accordingly.
4. The diploma examination shall take place no later than within a month of the day of the Thesis Supervisors' acceptance of Diploma Thesis uploaded to the APD system.
5. The scope of examination requirements for the diploma examination shall be governed by the relevant annex to these Rules of Study, separate for each Faculty.
6. The diploma examination shall be an oral examination. The different format of the bachelor's/engineering diploma examination at a given Faculty may be stipulated in the relevant annex to these Rules.
- 6a. Students with special needs have the right to take diploma examinations in an alternative form. This is understood as taking examinations with the support of an assistant or sign language interpreter, in accordance with the regulations of the Academic Support Centre, as specified in an Regulation of the Rector of the University of Lodz. Before granting permission to a student with special needs to take diploma examinations in an alternative form, the Dean may consult the Rector's Representative for Persons with Disabilities, in compliance with the rules of personal data processing.
7. For the assessment of the Diploma examination, grades stipulated in Section (§) 39(2) shall be used.
8. A report of the conduct of the diploma examination shall be drawn up and signed by the chairperson and members of the committee. In the case of a report in an electronic form, the members of the diploma examination committee are obliged to complete and approve the diploma examination report within 3 days from the day of its conduction in the indicated IT system.

1. In the case of an unsatisfactory failing grade awarded from the Diploma examination, or unjustified failure to attend the examination on the date arranged, the Dean shall arrange a retake opportunity as a final sitting. The date of the retake opportunity shall be arranged not earlier than one month of, yet not later than three months of the date of the first sitting of the diploma examination.
2. In the case of failing the diploma examination at a retake opportunity, namely either by earning an unsatisfactory failing grade or by an unjustified absence at the examination, the Dean shall issue a decision on removal from the students' register.

#### §58

1. The date of completion of studies shall be the date of passing the diploma examination with at least a satisfactory grade.
2. The basis for calculation of the final result of studies shall be comprised of the following:
  - a) the grade point average referred to in Section (§) 39(5-7),
  - b) the arithmetic mean of grades awarded for Diploma Thesis,
  - c) grade awarded for diploma examination.The result of studies shall be the sum of: 0,6 of the average referred to in Point (a), and 0,2 of the mean referred to in Point (b), and 0,2 of the grade referred to in Point (c).
3. If the study curriculum provides no Diploma Thesis to be submitted or in the case stipulated by Section (§) 56(3), the result of studies shall be the sum of 0,6 of the average referred to in Point (a), and 0,4 of the value of the grade referred to in Point (c).
4. The final result of studies shall be included in the diploma certificate, according to the following scale:
  - up to 3,25 – satisfactory (3);
  - from 3,26 to 3,60 – satisfactory plus (3,5);
  - from 3,61 to 4,10 – good (4);
  - from 4,11 to 4,60 – good plus (4,5);
  - 4,61 and more – very good (5).
5. The examination committee may rise the grade referred to in Section (§) 58(4), by half a grade point (0,5) if awarded to a student who, during their pursuit of study, did not repeat a semester/study year, distinguished themselves as a student, and achieved very good grades for either their Diploma Thesis and diploma examination, or their diploma examination exclusively, if their study curriculum does not require the preparation of a (Bachelor's Degree) Diploma Thesis.
6. On the joint motion of the student and the Thesis supervisor, an open diploma examination may be organised. The request is to be submitted to the Dean not later than 3 weeks before the planned examination. The procedure for open diploma examinations for each Faculty shall be stipulated in the relevant annex to the hereby Rules, however, the information on the time

and place of the examination should be displayed on the Faculty's website not later than 7 days before the planned date of the examination.

7. In case of graduation of an international student, the Dean, immediately after submitting the diploma examination with at least a satisfactory result, issues a notification of graduation of the international student according to a separate Rector's regulation. The notification in two copies is submitted to the International Relations Office.

#### §59

1. Within 30 days of the date of completion of the studies, the University shall issue a higher education diploma (degree certificate) together with a diploma supplement and, in addition, their two copies, including – if requested by the graduate:

- a) a foreign-language copy issued in English, French, Spanish, German, Russian;
- b) a diploma supplement copy issued in English.

1a. In the case of a dual degree programme based on an agreement with another university, in order to issue the documents referred to in § 1, the student's personal file folder should be supplemented with documentation of the part of the studies completed at another institution (list of credits; copies of records certified by the other institution).

2. (repealed)

3. The graduate, before receiving the diploma together with the supplement is to meet their commitments to the UL, certified by the signatures on the routing slip.

## XI. FINAL PROVISIONS

#### §60

The Rules of Study shall be published via the BIP (Public Information Bulletin; Polish: Biuletyn Informacji Publicznej) of the University, and should be made available to the students at webpages of particular Faculties.

#### §61

(repealed)

#### §62

Whenever reference is made in the UL legal acts to a "student's grade average", this shall denote grade point average within the meaning of the present Rules. In the necessity of conversion of grade averages from different higher education institutions to the grade averages applicable at the UL, the provisions of the present Rules shall be applied as appropriate.

#### §63

The present Rules shall be accepted by the Resolution No. 449 of the Senate of the University

of Lodz dated 14 June 2019, and enter into force on 1 October 2019.