

Resolution no. 310
of the Senate of the University of Lodz,
as passed at the 26th working session of the 2008-2012 term,
on the 4th of April 2011.

concerning: the adoption of the Rules of Study at the University of Lodz

§1

The Senate of the University of Lodz hereby resolves to accept the Rules of Study at the University of Lodz, as worded in the Annex to the present Resolution.

§2

The Resolution comes into force on 1 October 2011, with the following reservations:

- 1) To students who have started or restarted their studies before the date of entry into force of the Rules of Study specified in Section (§) 1, the provisions of the §44 Part 4 of the previous Rules shall be applied,
- 2) The provisions of § 28 Part 2 of the previous Rules shall remain in force till 30 September 2012.

RULES OF STUDY AT THE UNIVERSITY OF LODZ

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I. GENERAL PROVISIONS

§1

1. Studies at the University of Lodz are organized pursuant to binding provisions, and in particular:
 - The Act of 27 July 2005: Law on Higher Education (Polish Official Journal No.164, item 1365 as amended), hereinafter referred to as „the Act“;
 - Statutes of the University of Lodz, hereinafter referred to as „the Statutes“;
 - Rules of Study at the University of Lodz, hereinafter referred to as „the Rules“.
2. The Rules apply to full-time and extramural studies, whether first-cycle, second-cycle, or uniform 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 council of a primary organizational unit of the UL, as well as a council of any other organizational unit of the UL;
 - 2) Dean – the Head of a primary organizational unit of the UL, as well as the Head of any other organizational unit of the UL;
 - 3) Educational Unit – a specific-field institute, chair or department which is not a part of any specific institute or chair;
 - 4) Thesis Supervisor – an academic teacher possessing at least a doctoral degree, and employed on the post of assistant professor (Polish: adiunkt), or senior lecturer (Polish: starszy wykładowca), under whose supervision the Student prepares the diploma thesis;
 - 5) Course Coordinator – a person assigned by the Dean to define the meritorical content of a given course, make the list of sources and the bibliography, as well as requirements for course attendance and rules of completion of a given course, and crediting its components;
 - 6) Course – a course (course unit) consisting of one type of classes, or several components under the same name, or a diploma seminar, or a work placement/internship session, as well as other forms of education (including extra-Faculty classes), accepted by the Faculty Council, and approved by the Senate of the UL, attributed a number of ECTS points, and leading to an exam, and/or credit;
 - 7) Diploma Seminar – a Master thesis seminar, a Bachelor of Arts thesis seminar, or a Bachelor of Engineering thesis seminar;
 - 8) Diploma Thesis – a Master degree thesis, a Bachelor of Arts degree thesis, or a Bachelor of Engineering thesis;
 - 9) Grade – a measurable outcome of the evaluation; positive, or negative, as referred to in §32 Part 2;

10) Course Grade – a grade included in the exam session, or in the re-assessment opportunity session, related to the completion of Course, as defined by the Course Coordinator;

11) Parallel Field of Study – study course taken up in accordance with the system and the rules stipulated in §18 of the present Rules.

2. Any references hereinafter to a semester shall simultaneously apply to a trimester.

§3

1. The Superior of all UL Students is the Rector.
2. The Dean is the first instance to solve all matters related to the course of study.
3. The Rector is empowered to solve appeals against decisions pertaining to all matters arisen in relation to the present Rules of Study.
4. Decisions of the Dean pertaining to individual Student matters may be appealed against to the Rector within the period of 14 days from handing the decision. Appeals are to be submitted by the Student via the Dean. An appeal is to be supplemented by documents or reviews justifying its contents. The Dean expresses in writing the opinion concerning the subject matter of the appeal. The appeal, together with the Dean's opinion, and annexes, is, in the period of 7 days from submitting the appeal, handed to the Rector for the examination.
5. Should the Dean conclude that the entire appeal deserves to be allowed for, they are entitled to change the decision being the subject matter of the appeal, within the period of 7 days from the submitting the appeal.

§4

All matters pertaining the organization 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. The Faculty Council:

- a) sets study schedules and study programmes, in accordance with the ECTS system for specific fields of study, and the standards defined in the internal Teaching Quality System of the UL,
- b) decides whether the grading period at a specific field of study is a semester, or a study year,
- c) defines criteria for crediting a semester/year of study, including the number of ECTS points required for credits,
- d) decides on the acceptability and conditions for Students repeating the first study year,
- e) decides on the maximum number of didactic hours and the maximum number of exams

per academic year,

- f) decides on a Student's minimum grade average (of all courses taken to date) as a requirement for application for an individually organized study schedule and programme,
- g) defines the criteria for acceptability and the procedure of solving the Student's appeal from the decision on refusal to credit a Course / Course component, as stipulated in §36 of the present Rules,
- h) defines the criteria for acceptability and the procedure of extension of the deadline for submitting the diploma thesis,
- i) sets the examination requirements for the diploma exam.

2. The Faculty Council is entitled to:

- a) set the maximum number of Students repeating a semester/study year per course group on the Faculty,
- b) set the minimum number of ECTS points allowing for a conditional promotion and registration for the following semester/ study year,
- c) define the official sequence of courses,
- d) define compulsory courses, whose credits are obligatory for registration for the following semester/study year, regardless of the total number of ECTS points received by a Student,
- e) introduce temporary changes to study schedule, with regards to particular circumstances, whose application shall result in the change of required number of ECTS points in a particular semester/ study year,
- f) establish detailed rules for admission to study programmes held at the specific Faculty as parallel fields of study, stipulated in §18 of the present Rules,
- g) establish a separate, from the one stipulated in §19 of the present Rules, set of rules for transferring Students from full-time to extramural programmes, or vice versa, applicable to the entire Faculty, or particular study fields,
- h) establish a separate, from the one stipulated in §24 of the present Rules, set of rules for recognition of credits,
- i) define a conversion factor for ECTS points applied at specific fields of study and specialties, should the exchange of studies on an international or national level fail to guarantee an equivalence in Students' achievements,
- j) establish a separate, from the one stipulated in §33 Parts 6 and 7 of the present Rules, set of rules for passing a course towards the credit for the following academic year,
- k) establish a separate, from the one stipulated in §33 Part 8 of the present Rules, set of rules for receiving credits and passing exams,
- l) set a form of Bachelor's/ Master's diploma exam different from the one stipulated in §50 Part 6.

The bodies of the student 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 achievement shall, on the Dean's consent, be allowed to attend courses of a study programme that matches the field of their achievement. 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 is allowed to credit 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, included in the Resolutions of the Senate of the UL, and the UL Rector's Regulations.

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 organizational possibilities of the UL,
- c) partake in the University's student organizations, especially arts projects, and scientific interest groups,
- d) health protection, financial assistance, awards and distinctions granted on the ground of the present Rules, and separate regulations.

§10

Each Student is obliged to:

- a) act in accordance with the Oath taken, the UL Statute, and the Rules of Study, 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,
- c) obey good academic morals,
- d) care for the UL possessions.

§11

Each student is to report, immediately, but not later than within 30 days, to the appropriate Dean's Office, on the change of their marital status, name(s), place of residence, telephone number, or e-mail address, as well as economic status if it affects the eligibility for, or amount of, financial assistance received.

§12

1. Each Student is to achieve credits, pass exams, and fulfill any other obligations, related to the course of study, meeting their deadlines.
2. The rules for a Student's obligatory presence at specified forms 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, unrelated to the study schedule, especially if making up entails the organization 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.

§13

1. A Student taking part in a research project held at the UL may be entitled to credit certain components of 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. The Student's participation in the work of a research trip may be the basis to credit the entire work placement session, or its part, or specified course(s). This matter is to be decided on by the Dean, pursuant to the opinion of the supervisor of the research trip, the work placement tutor, or the course leader.

§14

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

§15

1. A Student distinguished by their remarkable study achievement, 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 achievement
2. A detailed procedure for granting awards and distinctions shall be defined by the Rector's Directive.

III. TAKING UP STUDIES

§16

1. The enrolment for studies shall follow the procedure stipulated in the rules for enrolment, passed by the Senate of the UL.
2. A person is accepted as a Student of the University of Lodz upon taking the Oath and matriculation. The Student shall be admitted on the provision that they conclude an Agreement with the University of Lodz. The Agreement shall define the conditions of payment for studies, or specified educational services. After matriculation, the Students shall receive a Student ID Card. A student of the UL primary organizational unit referred to in §33 Part 10, shall additionally receive a course record book (Polish: Indeks). The Student is to take the Oath, of the wording stipulated in the Statute of the UL.

§17

1. For the first study year, the Student may only be admitted by following the recruitment procedure.
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 field of study.
4. On giving consent for the Student's admission to the new field of study, the Dean shall determine the procedure and deadlines for making up for the differences in study schedules and programmes, on the basis of the Student's academic achievement.

§18

1. A Student may apply for any number of study programmes outside the main field of study, including programmes realized at other institutions, if they fulfill all responsibilities related to their course of study at their main field of study. The Faculty Council may define detailed rules for admission at programmes held at the specified Faculty as Parallel Fields of Study.
2. The course(s) stipulated in Part 1 may be commenced after the Student has credited the

first study year at the main field of study.

3. The Dean of the Faculty where the Student intends to commence parallel studies, shall seek the advice of the Dean of the Student's current Faculty, in order to determine whether they fulfill the responsibilities related to the course of study at their main field of study. Should the advice entail a positive opinion, the Dean of the target Faculty shall determine the semester, to which the Student is to be admitted, as well as the procedure and deadlines for making up for the differences in study schedules and programmes.
4. The student may only be admitted for a Parallel Field of Study starting from the first semester/study year, by following the recruitment procedure.
5. Studies at the main and the parallel fields of study shall be realized as independent from one another, and subject to all the provisions of the present Rules.

§19

1. In justified cases, Student of the same or related field of study, may transfer from a full-time to an extramural programme, or vice-versa. This especially applies to cases justified by such reasons as health, force majeure, care for disabled relative(s), or studying variant fields outside the UL.
2. The Faculty Council may establish a separate set of rules for transferring studies between full-time and extramural studies, or vice versa, applicable for the entire Faculty, or particular fields of study.
3. In the case of transfer stipulated in Part 1 and 2, the Dean shall determine the procedure and deadlines for making up for the differences in study schedules and programmes, on the basis of the Student's academic achievement.

§20

An 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 an extramural programme shall be possible upon payment of all fees and debts related to their course of study. A student who has credited at least one semester, or (in case of a yearly grading scheme), one study year at the UL, may, on their own request, receive information on their study curriculum from the Dean.

§21

1. A Student of a different higher education institution may transfer to a programme of the same or related field of study at the UL on the consent of the Dean of the target Faculty. The Student is to have at least one semester/study year credited.
2. On expressing consent, the Dean shall determine the procedure and deadlines for making up for the differences in study schedules and programmes, on the basis of the Student's academic achievement.
3. The provisions of the Parts 1 and 2 shall likewise apply to Students transferring from a

foreign higher education institution to the UL.

§22

1. A person who, having credited the first, or higher, study year, has been removed from the Student's list, may apply for resumption of studies at the same or related field of study.
2. A person who has been expelled from the University may apply for resumption of studies at the same or related field of study, if the entry in the register of penalties has been erased pursuant to separate provisions.
3. The decision on resumption of studies shall be made by the Dean on the Student's request. On resumption of studies, 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 the differences in study schedules and programmes, on the basis of the Student's academic achievement.

§23

Decisions on change of the field of study, or higher education institution, 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 make a decision on the change of the field of study after the commencement of the academic year.

§24

In case of:

- repetition of a study year,
- change of field of study,
- resumption of studies,
- participation in a student exchange programme the University of Lodz is a partner of,
- commencing studies on a different programme,
- crediting course component on a different study programme or a different higher education institution,

the Dean may recognize and allow the substitution of already credited courses/course components, as well as acknowledge the number of ECTS points gained in relation to them. For the decision, the Dean shall refer to the equivalence of educational outcomes of the course(s), especially the lack of differences between the curricula, number of hours, course format, assessment criteria, and educational requirements. The Faculty Council may establish a separate set of rules of equivalence assessment and credit transfer. The provisions of the present Section (§) shall not violate the provisions of § 32.

IV. ORGANIZATION OF STUDIES

§25

1. A detailed division of the academic year shall be established by the Rector each year. This shall include the first and the last day of instruction, the duration of examination sessions, and holidays. These arrangements shall be announced as Regulations, not later than 30 days before the commencement of the new academic year.
2. The Rector may declare selected days of the year as days without classes.

§26

1. Studies shall be conducted in accordance with schedules and programmes adopted by Faculty Councils, upon consulting faculty organs of the student's government.
2. The detailed schedules shall be determined by the Dean, and shall be announced not later than one week before the commencement of the semester/ academic year. The maximum number of hours and the maximum number of examinations per academic year shall be stipulated by the Faculty Council. The number of examinations within one academic year shall not exceed 8.
3. The schedules stipulated in Part 2, are to contain a list of examinations and credits which are mandatory for a specified semester or year of study.

§27

1. The organization of work placement sessions shall be determined by the Rector in their Regulation,
2. Work placement sessions shall be qualified for the European Credit Transfer System (ECTS), as applied in the study schedule, and they shall be attributed a specified number of ECTS credit points.
3. Rules and procedures for recognition of work placement pertaining to the study schedule shall be determined by the faculty councils
4. A work placement coordinator, appointed by the Dean, shall be responsible for the organization and recognition of work placement, in cooperation with the Dean,
5. The work placement coordinator shall be subject to the Dean.

§28

1. Students marked for their outstanding ability and performance, registered for the second, or higher, study year (of first-cycle, or uniform Master's degree programmes) / semester (of second-cycle programmes), who have their grade average (of all courses taken to date), as defined in §34 Part 4, not lower than the value determined by the Faculty Council, may apply for an individually arranged study schedule and programme (IPS).
2. IPS enables the Student to enrich their knowledge of their main field of study, related fields, and, whether possible, participate in scientific and research projects launched at the UL.

3. The decision on awarding the IPS shall be made by the Dean on the Student's request.
4. The IPS shall be realized under the supervision of a tutor, appointed by the Dean. The tutor of an IPS Student may be an academic teacher who holds the doctor habilitatus academic rank, or title, as well as, on consent of the Faculty Council, an academic teacher who holds the doctoral title.
5. The Dean approves the IPS schedule prepared by the Student in consultation with the tutor.
6. The IPS may determine:
 - a) replacement of some courses with others, considering the requirements of the educational process; the total number of mandatory credits and exams shall not be lower than the number provided in the regular course of study.
 - b) an individually designed study schedule, i.e. attribute specified credits, exams, and work placement sessions to specified semesters,
 - c) shortening of the study period
7. Student who fails to realize the IPS satisfactorily may be, on the tutor's request, directed by the Dean to continue their studies according to the regular schedule. The Student may likewise resign from pursuing the IPS programme on their own initiative. The Dean shall then stipulate the deadlines for missing credits and exams, and for fulfilling any other responsibilities related to the particular field of study.

§29

1. In exceptionally justified cases, the Dean may grant the Student the right for an individual arrangement of studies (IOS). This may be especially due to documented cases of:
 - a) health problems,
 - b) force majeure,
 - c) care for disabled relatives,
 - d) periodic attendance at studies outside the UL.
2. The Dean shall give content to the Student's IOS for the period of a specified semester/academic year. Students affected by disabilities possessing a certificate of severe disability may be given content to their IOS for their entire study period.
3. The IOS shall consist in an individual procedure of grading and realization of the study curriculum in a given academic year, determined by the Dean in consultation with course leaders. The IOS shall by no means free the Student from the obligation to credit courses and take exams, or to achieve equivalent educational outcomes, yet it may enable them to be allowed for a yearly grading scheme.
4. The written statement related to the provisions of Part 3 shall be made in two identical copies, one of which shall serve the Student as the basis for the realization of their study programme, and the other shall remain in the Student's files.

V. PRINCIPLES OF THE EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)

§30

1. Besides the assessment of the merits, 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 schemes of first-cycle, and second-cycle studies, and uniform Master's Degree studies.
2. An additional condition for graduation shall be the possession of the number of ECTS credit points stipulated in the study programme.

§31

1. All courses offered at the UL should have a number of ECTS credit points attributed to them. The UL educational offer may also contain activities without ECTS score.
2. The number of ECTS points attributed to courses shall be stipulated by the faculty Council.
3. The Student receives ECTS credit points for credited courses. The points obtained shall accumulate.

§32

1. The University of Lodz shall guarantee that Students taking part in student exchange programmes, such as Erasmus, Campus Europae and MOST, be given recognition of study outcomes (grades and ECTS credit points) to an extent that they correspond with study programmes and educational outcomes of particular fields of study at the UL.
2. The transfer of ECTS credit points earned at other universities, the UL primary organizational units different than the Student's home unit, or other fields of study held at the Student's home unit, while outside the programmes stipulated in Part 1, is acceptable. The decision on crediting the course and recognition of the credit points shall be made by the Dean on the Student's request.
3. The University of Lodz shall guarantee that Students who transfer to the UL from another Polish or foreign higher education institution, be given recognition of study outcomes (grades and ECTS credit points) to an extent that they correspond with study programmes and educational outcomes of particular fields of study at the UL.
4. 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 outcomes (grades and ECTS credit points) to an extent that they correspond with study programmes and educational outcomes of particular fields of study at the UL.
5. The Dean shall assess the Student on the merits to an extent stipulated in Parts 1-3. Credits pertaining to this assessment shall be documented on a separate sheet generated by the USOS platform. Data concerning the Student's study at a foreign university shall be entered into the USOS by persons authorized by the Dean.
6. The Dean may delegate his competences stipulated in Parts 4-5 to a faculty ECTS

coordinator or a departmental ECTS coordinator.

VI. COMPLETION OF A SEMESTER/ ACADEMIC YEAR

§33

1. The deadline to complete Summer semester, as well as to complete an academic year shall be 30 September. 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. Optional courses shall be credited on the basis of the rules applicable to mandatory courses.
3. A Student who fulfilled criteria for completing a semester/study year, as stipulated by the Faculty Council, shall be registered for the following semester/ study year.
4. A Student who was awarded promotion to the following semester despite failing to obtain the required number of ECTS credit points, as stipulated in §5 Part 1 Point c), i.e. one permitted a conditional promotion, is to make up for the shortage of credit points by the deadline and on conditions specified by the Dean.
5. A Student who failed to obtain the minimum number of credit points stipulated in §5 Part 2 Point b), allowing for a conditional promotion, or failed to credit Courses specified by the Faculty Council, fails the semester/study year and is allowed for re-registration for the same semester/study year in order to retake it. The Dean shall establish detailed rules for retaking a study year, and they shall especially concern the scope of differences between the former and the present curriculum, which the Student is to make up for.
6. Upon the Dean's consent, the Student may credit Courses outside the curriculum of the study period they registered, towards the credit of the future course of study, subject to the sequence stipulated by the Faculty Council. 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 programme for the semester/study year they registered, and, additionally credited all the Courses within the study programme 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 extramural studies, who has credited all the Courses of the study year they registered, 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.
7. A student directed to retake a semester/study year is, on the Dean's consent, eligible to credit Courses included in the study programme of a higher semester/study year, subject to the sequence of Courses stipulated by the Faculty Council. 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 start of classes, or to any other deadline stipulated by the Dean. The retaken semester/study year shall be credited on condition that the Student has credited all missing Courses, or according to the conditional pass procedure. A retaking student who has credited all Courses within the study programme for the semester/study year they retook, and, additionally credited all the Courses within the study programme 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 extramural studies, who has credited all the Courses of the study year they retook, 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. Examinations and final tests for all Courses are due to the examination session period, or, on the Course leader's consent, before the session. Course components, if they are to be credited separately according to the study schedule or study programme, shall be credited before the examination session; in justified cases, the Dean may, on the student's request, express their consent for holding such tests, or exams, during the examination session period. The Faculty Council shall be entitled to stipulate different conditions for receiving credits and sitting exams.
9. The course leader shall enable the Student to receive the credit or sit the exam outside the examination session period should the Student realize the IPS or be granted the IOS.
10. The course of studies shall be recorded on the Student's periodic progress sheet, in the USOS platform and, at the primary organizational units listed in the Appendix to the present Rules, additionally in the Indeks.
11. The grades from the exam and course credits shall be recorded on the Student's periodic progress sheet, in the USOS platform, and in the Indeks, the last only if it is expected by a primary organizational unit of the UL for their course of studies to be recorded in. Any Student obliged to make payment for a specified semester/study year shall receive the periodic progress sheet after settling all payments for the specified semester/study year.
12. The Course leader shall include the Grade from the exam, or Course credit, into the record of grades at the USOSweb platform without delay, but not later than 14 days of the date of exam, or credit. The Grade shall be recorded not later than the last day of the make-up examination session, and, in case of yearly grading scheme, not later than 30 September. If the Course consists of several forms of components, graded separately, the final Grade of the Course (credit/exam) shall be calculated in accordance with the formula provided by the Course Coordinator.
13. In case the student failed to appear at the test or exam at the time envisaged, the course leader shall register an unsatisfactory (failing) Grade into the USOS web platform record not later than the last day of the make-up examination session.
14. Within 7 days of the end of make-up examination session, the Course leader shall provide the Dean's office with a printed and signed record of Grades from the USOSweb platform.

15. In order to be credited a semester/study year, the Student shall submit their periodic progress sheet, and, if the primary organizational unit of the UL requires thus, additionally their Indeks. The credit of semester/ study year shall be awarded by the Dean.

§34

1. All Courses shall finish with the issue of Grades.
2. For exams and graded Credits, the following Grades shall be used:
 - Very good – 5
 - Good plus – 4+
 - Good - 4
 - Satisfactory plus – 3+
 - Satisfactory – 3And a failing Grade:
 - Unsatisfactory – 2
3. In case of Course components, for which, within the provisions of study schedule or study programme, no Grade is required for a pass, the course leader shall use the following symbols:
 - "zal" – in case of passed Course components
 - "nzal" – in case of failed Course components
4. 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 Grades awarded in the general session as well as make-up 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 stipulated by the study schedule and study programme as a basis for registration for the following semester/study year, including Grades awarded in the general session as well as make-up Grades, 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.
5. The grade point average shall be calculated thus:
 1. the grade from each course, from among courses counted into the basis for calculation of the grade point average, expressed as a number (general session grades count separate from make-up grades) shall be multiplied by the number of ECTS credit points attributed to the course;
 2. the results of multiplication shall be added;
 3. 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 (with the attribution of adequate number of ECTS credit points separately for the general session grade and each possible subsequent make-up session grade received by the student);

4. 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 schedule and study programme as a basis for registration for the following semester/study year, including grades awarded in the general session as well as make-up grades)

x_i - grade(s) from the specified course

p_i - number of ECTS credit points attributed to the specified course

6. In case of students, who have transferred to a specified field of study from a different programme or a different higher education institution, or have changed their system of studies, the grade point average stipulated in Part 2 shall include grades recognized by the Dean.

7. The Rector shall stipulate, in their separate Regulation, conversion rates applicable to grades received at a different higher education institution, according to a different grading scale.

§35

Detailed requirements and procedures for credits and exams in particular courses, and their components, especially the format of the final test, or exam, 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.

§36

In case of courses/course components which finish with credit award, should the Student fail to fulfill the conditions stipulated in §35, the course leader shall refuse the Student a credit and award a failing grade, or place the "nza!" symbol. The Faculty Council 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.

§37

1. Exams shall be taken during the examination session. Exams may also be taken according

to the rules stipulated in §33 Part 8.

2. An exam may be administered orally, in writing, as a test, as practical performance, or as a combination of these forms, should the specifics of its subject matter require this.
3. For each exam, two sittings shall be arranged, namely the general session sitting and the re-sitting opportunity, at an interval not shorter than 7 days.
4. The dates and rooms 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 start of the examination session. The Dean may establish different rules for arranging dates or rooms for the exams.
5. The Student shall not be obliged to take more than one exam 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 exam.
7. Upon arriving for the exam, a Student is to possess document(s) showing credits of didactic classes pertaining to the course required for taking the exam, namely the periodic progress sheet, and, should the primary organizational unit of the UL require the Indeks as a means of recording of the course of studies, additionally the Indeks.
8. A Student awarded the unsatisfactory grade from the exam at the first sitting shall be entitled to re-sit the exam.
9. A Student who failed to take the exam due to justified causes stipulated in §12 Part 3, shall retain their right to sit the exam as the first sitting, 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.
10. A Student shall not lose their right to take the exam as the first sitting or as a re-sitting opportunity, had the exam, as previously arranged, been cancelled due to the absence of the examiner. The new arrangement of the date of the exam shall not clash with the Student's other exams arranged in the examination session schedule.
11. In case the exam cannot be administered by an examiner in the field of the exam, the head of the appropriate educational unit designates another academic teacher.

§38

1. In case there occur, directly before or in the course of the examination session, circumstances that prevent taking exams 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 exams.
2. The decision on the postponement of the exams shall be made by the Dean, pursuant to the submitted documents.
3. The exam, on the basis of the above rules, shall be postponed not later than two months after the end of the credit-earning period established for the given field of study.

§39

1. In case the Student is awarded a failing grade from the exam, the Dean – on the Student's request grounded on circumstances pointing to improper administration of the exam, submitted not later than 7 days of announcement of exam scores – may order to administer an exam conducted before an examination board. The exam shall take place not later than 10 days of the Dean's decision. The Dean may also order to administer an exam conducted before an examination board from their own initiative.
2. The exam conducted before an examination board takes place before a board consisting of:
 - a) The Dean, or an academic teacher authorized by them, holder of the academic title or academic rank of doctor habilitatus – as chairperson of the board,
 - b) Two experts on the field which embodies the subject matter of the exam, or a related field.

The academic teacher who has awarded the grade being verified, may participate in the exam as an observer. Further observers shall include: a representative of the Faculty council of the students' government, or the Tutor of the study year. The exam may be conducted in spite of the absence of the representative or the Tutor.

3. The result of the exam conducted before an examination board shall be decided upon by the majority vote, and, in case of equal division of votes, the chairperson shall have the casting vote. The decision of the board shall be final.
4. The grade awarded from the exam conducted before an examination board shall replace the grade the Student appealed from.

§40

In case an exam, or a final test towards credit, is 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 3 months from the day of announcement of the results of the exam or final test towards credit.

§41

1. The Dean shall remove the Student from the list of students in case of:
 - a) Failure to undertake studies,
 - b) Withdrawal from studies,
 - c) Failure to submit the Diploma Thesis or Diploma Exam before the deadline(s) ensued from the provisions of §48 Parts 2-4,
 - d) Imposing a disciplinary punishment of expulsion from the University.
2. The Dean may remove the Student from the list of students in case of:
 - a) Ascertained lack of academic progress,
 - b) Failure to obtain the completion of semester/study year, and the Dean's permission to repeat a semester/study year,

- c) Failure to pay tuition fees by deadline while having been granted no exemption from the fees.
3. Decisions of the Dean referred to in Parts 2 and 3 may be appealed against to the Rector. The decision of the Rector shall be final.
4. A person removed from the list of students shall be entitled to keep their Indeks, while the surrender of documents submitted at the University shall follow submitting the Student's routing slip.

§42

Students affected by disabilities who possess a certificate of disability degree, shall be entitled to receive credits and take exams in an alternative form. The consent on taking the exams and credits in an alternative form shall be expressed by the Dean, on hearing the opinion of the Rector's Plenipotentiary for the Disabled.

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

§43

1. Within the framework of their Main Field of Study, a Student has the right to participate in selected classes of a different field of study or at a different Faculty. The consent on the Student's participation in selected classes shall be expressed by the Dean appropriate to their Main Field of Study. Before the start of the classes, the Student shall likewise apply for the permit for participation to the Dean of the Faculty where classes are conducted, who expresses their consent on hearing the opinion of the academic teacher leading the selected Course.
2. A Student may apply for the possibility of crediting a Course they participate in by the terms stipulated in Part 1. In such case, the Grade awarded shall be included in calculating the grade point average.
3. The credit referred to in Part 2 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.

§44

1. A Student may realize a part of their study schedule and study programme at a different higher education institution in Poland or abroad,
2. The conditions for receiving credits for a part of the study schedule and study programme at a different higher education institution shall be determined by agreement between the Student and the UL. 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 schedule and study programme at a different higher education

institution is realized within the framework of an international student exchange programme, all conditions for this programme are to be fulfilled in order for the Student to apply for receiving credits for the part of their study schedule.

V. LEAVES OF ABSENCE FROM STUDY

§45

1. During their course of studies, a Student may apply for a leave of absence for either illness, force majeure, childbirth, infant care, or other justified causes.
2. The Student shall submit the request for permission for a leave to the Dean immediately after the occurrence of the cause justifying the leave.
3. The leave for illness shall be permitted on the ground of appropriate medical evidence issued, on the Dean's referral, by an authorized physician of health service unit responsible for health care over the University.
4. The leave for childbirth or infant care shall be permitted on the grounds of request submitted by the Student together with a copy of the child's birth certificate.
5. A leave permitted for circumstances listed in Part 1 shall be granted for the period of the duration of the cause, however, a leave permitted for other justified causes may not be granted for a period longer than one year at one time.
6. 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.
7. Rights to scholarship during the period of research leave shall be stipulated by a separate regulation.

§46

1. The students shall report 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 schedule and study programme to the deadline stipulated by the Dean.

VI. DIPLOMA THESIS (MASTER'S, AND BACHELOR'S, INCLUDING BACHELOR OF ENGINEERING)

§47

1. A Student shall prepare the Bachelor's (or Bachelor of Engineering) Degree Thesis (if the study schedule includes its preparation), under the supervision of an academic teacher possessing at least the doctoral degree and employed on the post of Assistant Professor or Senior Lecturer. A Student shall prepare the Master's Degree Thesis at uniform Master's

degree studies, or second cycle studies, under the supervision of an academic teacher possessing the academic title or rank of doctor habilitatus. The Dean may authorize (on hearing the opinion of the Faculty Council) an academic teacher of doctoral title employed on the post of Assistant Professor or Senior Lecturer, or an expert from outside the UL - holder of at least the doctoral title, to supervise a Master's Degree thesis.

2. 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 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.
3. At study programmes, where division into specializations takes place during the course of study, a Student shall be entitled to choose one specialization and one Diploma Seminar.
4. The Dean may restrict the right to choose a specialization, and Diploma Seminar, if the number of applicants exceeds the didactic powers of the unit.
5. 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.
6. A thesis prepared within the framework of the activities of the Students' Scientific Movement may be recognized as a Diploma Thesis.
7. A Student shall be entitled to choose special topic lectures, specialized courses, and seminars related to the topic of the Diploma Thesis.
8. In justified cases, the Faculty Council may allow for preparation of Diploma Theses in a foreign language.

§48

1. A Student shall be credited the Diploma Seminar in the last semester of studies, on submitting the Diploma Thesis and its acceptance by the Thesis Supervisor.
2. The Student is to submit the Diploma Thesis with the Supervisor's annotation of its acceptance, at the Dean's Office, not later than the last day of the make-up examination session of the last semester of studies. The Diploma Thesis shall be submitted in printed form, and in electronic version on an electronic data carrier.
3. Should the Student have failed to receive credit for Diploma Seminar due to failure to submit the Diploma Thesis to the deadline stipulated in Part 2, they are entitled to apply for the extension of deadline for submission of the Thesis and crediting the Seminar. The extension of deadline shall be decided upon by the Dean. The conditions for eligibility, and the procedure for the extension of deadline, shall be determined by the Faculty Council.
4. 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/Bachelor of Engineering degree theses) may constitute the basis for the extension of deadline for its submission.

5. The resumption of studies referred to in §41 Part 1 Point c) shall be pursuant to the rules stipulated in §22. The Dean may give exemption from complementary exams to the Student, and limit their obligations to the preparation of Diploma Thesis, should the break in studies have not been longer than one year.
6. In case of resumption of studies referred to in Part 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.

§49

1. The Diploma Thesis shall be assessed independently by the Supervisor and a reviewer. A Diploma Thesis reviewer shall be a person holding at least a doctoral title of the same or related field. If the Student has prepared a Master's Degree thesis at a Uniform Master's degree programme, or at a second-cycle programme under the supervision of an academic teacher of a doctoral rank, the reviewer shall be a holder of the title, or rank, of doctor habilitatus; 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 rank to prepare the review.
2. If the reviewer assesses the Thesis as unsatisfactory, the decision on admission to the Diploma exam 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 Part 1 shall apply.
3. For the assessment of Diploma Thesis, Grades stipulated in §34 Part 2 shall be used.

VII. DIPLOMA EXAM (MASTER'S, AND BACHELOR'S, INCLUDING BACHELOR OF ENGINEERING). COMPLETION OF STUDIES.

§50

1. The condition for admission to the Diploma exam shall be:
 - a) acquisition of credits for all mandatory courses and internship sessions, and the number of ECTS point required in the course of study,
 - b) award of at least satisfactory Grade from the Master's Degree thesis
 - c) award of at least satisfactory Grade from the Bachelor's/Bachelor of Engineering Degree thesis
2. Upon submitting the Diploma Thesis, the Diploma exam shall take place before a committee chaired by the Dean, or an academic teacher holding the title, or rank of doctor habilitatus, authorized by the Dean. In addition to the chairperson, the committee shall include the Thesis Supervisor, and the reviewer.
3. An Bachelor's/bachelor of Engineering Diploma exam conducted without submitting a

Diploma Thesis, shall take place before a committee, chaired by the Dean, or an academic teacher holding the title, or rank of doctor habilitatus, authorized by the Dean. In addition to the chairperson, the committee shall include two experts on the field/specialisation, holding the title, or rank, of doctor habilitatus.

4. The Diploma exam shall take place not later than within a month of the day of submission of the Diploma Thesis, or within one month of the day of completion of the last study semester in the case referred to in Part 3.
5. The examination requirements for the Diploma exam shall be set by the Faculty Council.
6. The Diploma exam shall be an oral exam. The Faculty Council may stipulate a different format of the exam.
7. For the assessment of the Diploma exam, Grades stipulated in §34 Part 2 shall be used.
8. A report from the conduct of the Diploma exam shall be drawn up and signed by the chairperson and members of the committee.

§51

1. In case of an unsatisfactory Grade awarded from the Diploma exam, or unjustified failure to attend the exam 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 exam.
2. In case of failing the Diploma exam at a retake opportunity, the dean shall issue a decision on (either a. or b.):
 - a.) permission to repeat the last semester/study year of the Student's study programme,
 - b.) removal from the list of students.

§52

1. The completion of studies shall follow passing the Diploma exam 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 §34 Parts 4-6,
 - b) the arithmetic mean of Grades awarded for Diploma Thesis,
 - c) Grade awarded for Diploma exam.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 of Grades referred to in Point b), and 0,2 of the Grade referred to in Point c).
3. In the case stipulated by §50 Part 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 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 board may rise the Grade referred to in Part 4, by half a grade point (0,5) if awarded to a Student who, during their course of study, did not repeat a semester/study year, distinguished themselves on a given field or specialisation, and achieved very good Grades for either their Diploma Thesis and Diploma exam, or their Diploma exam exclusively, if their study programme does not require the preparation of a Diploma Thesis.

§53

A graduate shall receive a higher education Diploma (degree certificate) together with a Diploma Supplement. 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. The graduate shall be entitled to keep their Indeks.

XI. FINAL PROVISIONS

§54

The Rules of Study and resolutions of Faculty Councils concerning student affairs should be made available to the Students in electronic version at the University of Lodz website and at webpages of particular Faculties.

§55

The provisions of Article 161 Part 2 and 4 of the Law on Higher Education shall be applied adequately to decisions made by Faculty Councils on the grounds of the provisions of §5 of the present Rules.

§56

The present Rules shall be accepted by the Resolution of the Senate of the University of Lodz of 4 April 2011, and enter into force on 1 October 2011, with the exception of the provisions of §34 Part 4 and 5, which shall enter into force on 1 October 2012.

Appendix

to the Rules of Study
at the University of Lodz

LIST OF PRIMARY ORGANIZATIONAL UNITS THAT RECORD THE STUDENT'S COURSE OF STUDY IN A COURSE RECORD BOOK (ALSO REFERRED TO AS: INDEKS)

1. Faculty of Geographical Sciences
2. Faculty of Philosophy and History
3. Faculty of Physics and Applied Informatics
4. Faculty of Law and Administration
5. Branch of the UL in Tomaszow Mazowiecki: Institute of Tourism; Forest Science Institute