

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 on Higher Education and Science of 20 July 2018 (Polish Official Journal, Year 2018, item 1668 as amended), hereinafter referred to as „the Act“;
 - 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 student and staff body, acting under the authorization of the Rector;
 - 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 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 programme that includes one form (single-component course) or several different forms of instruction (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 points;
 - 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 Section 39 (§39) Part 2;

10) Course Grade – a grade given at the general session sitting, or at the re-assessment opportunity sitting, related to the completion of 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 exam, and therefore should not be confused with the reference to periods of “general exam session”, and “make-up exam 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 rules stipulated in §22 of the present 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 a study period, the use of the word “semester” signifies a semesterly grading scheme while the word “study year” signifies a yearly grading scheme.

§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 appropriate Dean, under the authorization of the Rector.
4. A student may apply to the Rector to review administrative decisions of the Dean, issued as authorized 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, in the period of 7 days from submitting the appeal, handed to the Rector for the examination.
5. In any matters that do not require the issuance of an administrative decision, the organs of the university issue resolutions. The Code of Administrative Procedure shall not be applicable to the aforesaid resolutions. A student has the right to read the content of the resolution. The student shall be informed of the resolution 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 resolution in individual student cases, the review request to the Rector shall be available to the student. The decision of the Rector is final.

§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.

1. The Faculty Council:

- a) sets study programmes, including study schedules, in accordance with the binding guidelines,
- b) sets the rules for the implementation of the student's obligation to participate in particular forms of classes;
- c) sets the range and conditions for leading foreign language instructed classes, knowledge and skills tests, diploma exams, as well as for preparing diploma theses in a foreign language;
- d) decides whether a semesterly, or a yearly grading period is used with direct Master's degree programmes or extramural (weekend, evening) studies;
- e) decides on the acceptability and conditions for Students repeating the first study year,
- f) decides on the maximum number of didactic hours and the maximum number of exams per academic year,
- g) 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 (IPS),
- h) 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 §41 of the present Rules,
- i) specifies the valid format of a diploma thesis, subject to §52 Part 2,
- j) sets the examination requirements for the diploma exam,
- k) sets procedures for conduction of open diploma examination.

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, or the minimum number of courses, 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) [cancelled]
- f) establish a separate, from the one stipulated in §23 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,
- g) 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,

- h) determine the possibility to apply for an individually arranged study schedule and programme (IPS; Polish: Indywidualny plan i program studiów) starting from the first semester of second-cycle studies.
- i) establish a separate set of rules, from the one stipulated in §38 Parts 7 and 8 of the present Rules, for passing a course towards the credit for the following academic year,
- j) establish a separate set of rules, from the one stipulated in §38 Part 9 of the present Rules, for receiving credits and passing exams,
- k) define additional, to the ones stipulated in §52, designations for a thesis, or provide examples of written output that meet the guidelines for a diploma thesis,
- l) prolong the period, stipulated in §54 Part 5, entitling the student to exemption from complementary exams and courses that make up for curricular differences,
- m) set a form of Bachelor's/ Master's diploma exam different from the one stipulated in §56 Part 6.

§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, scientific interest groups, and sports organizations,
- 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 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 pursuant to the Rules of Study
 - take exams, carry out professional placement, and fulfill other conditions of study programme,
- c) obey good academic morals,
- d) care for the UL possessions,
- e) respect all members of the academic community.

§11

1. After being included in the student register for a given study programme and not later than 14 days of starting the classes, a Student is obliged to sign an agreement on payment for educational services at the UL.
2. Every Student will have their electronic mail account created in the "unilodz.eu" domain, and they will receive access data, namely login username and password. Username and password are basic login data for other UL online platforms (USOSWeb, WiFi, eduroam).
3. For contacting the UL, specifically, a Student is to use only the e-mail address referred to in Part 2 above. The University of Lodz directs the electronic correspondence to the Student at the address referred to in Part 2 above.
4. A Student is to read and obey the rules of UL e-mail.
5. An international Student is to inform the Dean's Office of the appropriate Faculty and the International Students Office, without delay, but not later than 30 days of issuance or refusal of a new visa or insurance policy.

§12

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.

§13

1. The student is obliged to complete OSH training and copyright training without delay after starting the study programme but not later than the end of the first semester/study year.
2. Failure to complete the training stipulated in Part 1 above shall result in failure to complete the given semester/study year, without the possibility of conditional promotion;

§14

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.

§15

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.

§16

The Student may be undertaken to undergo the anti-plagiarism procedure, concerning all the written works produced in relations to the studies. Specifically in the scope of degree theses, the Student is to undergo anti-plagiarism procedure with the use of Uniform Anti-plagiarism System. The anti-plagiarism procedure shall be stipulated by a Rector's Regulation.

§17

1. A first year 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 first year 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.

§18

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.

§19

A student who completed their studies or has been removed from the Students' list, 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 enrolment for studies shall follow the procedure stipulated in the rules for enrolment, as passed by the Senate of the UL.
2. The enrolment 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 the studies and acquires the rights of a Student of the University of Lodz upon taking the Oath, of the wording stipulated in the Statute of the UL.

§21

1. For the first semester/study year, the Student may only be admitted by following the recruitment procedure, subject to Section 20 Part 2 of the present Rules.
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, , on the basis of the Student's academic achievement, determine the procedure and deadlines for making up for the differences in study programmes.

§22

1. The student may only be admitted for a Parallel Field of Study starting from the first semester/study year, without prejudice to §21 Part 1.
2. 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.

§23

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, on the basis of the Student's academic achievement, the procedure and deadlines for making up for the differences in study programme.

§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 obiegowy). 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 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 information on their study curriculum from the Rector.

§25

1. A Student of a different higher education institution may 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 credited. The Dean shall decide on the admission; in the case of refusal, an administrative decision shall be issued. Before the student transfers, the Dean shall verify if the student had met all the obligations from the rules and regulations of the home university.
2. On expressing consent on the admission of the transfer student, the Dean shall determine

the procedure and deadlines for making up for the differences in study schedules and programmes, based on 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.

§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 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 at the UL, 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.

§27

Decisions on change of the field of study, or higher education institution, as well as on resumption of study (readmission), 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/semester.

§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 on a different programme – within the range of fields available at the UL,,
 - completing a course on a different study programme at the UL,

the Dean shall recognize and allow the substitution of already credited courses, as well as acknowledge the number of ECTS points gained in relation to them. If no grades or ECTS points are attributed to the course, the Dean shall stipulate the grade and/or the number of ECTS points, based on the outcomes of course components.

2. 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.
3. The provisions of the present Section (§) shall not violate the provisions of § 37.

IV. ORGANIZATION OF STUDIES

§29

1. A detailed division of the academic year shall be defined 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.

§30

1. Studies shall be conducted in accordance with study schedules and programmes adopted by the UL Senate, upon consulting faculty organs of the student's government. The study programmes shall be defined by the UL Senate not later than three months before the start of the classes, and be announced via the BIP section at the UL website not later than 14 days of the resolution;
2. The detailed schedules 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 didactic hours per academic year and the maximum number of examinations – no more than eight - per academic year shall be stipulated by the Faculty Council. The Dean may plan the implementation of each course or module in consolidated time blocks, provided the appropriate form of implementation is kept, with a possibility to complete (gain credits) for them directly after finishing the class.
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, and, in the case stipulated in the third clause of Part 2, they are likewise to contain the deadlines for examination and/or crediting (completing) the course.

§31

1. The organization of professional placement shall be determined by the Rector's Regulation.
2. Professional placements shall have the status of a Course, and form a part of a study programme.
3. Professional placements shall be assessed with a grade and attributed a value on ECTS scale. The number of ECTS points for the completion of work placement shall be stipulated

in a given study programme.

4. Professional placement shall be organized in accordance with guidelines for rules of conduct of Student's Work Placement.
5. A work placement coordinator, appointed by the Dean, shall be responsible for the organization and recognition of work placement, in cooperation with the Dean's Plenipotentiary for Student's Work Placement.
6. The cost of travel, board and lodging during field training shall be borne by the Student.

§32

1. Being registered for their second, or higher, study year, Students marked for their outstanding ability and performance, who have their grade average (of all courses taken to date, as defined in §39 Part 5), not lower than the value determined by the Faculty Council, may apply for an individually arranged study schedule and programme (IPS; Polish: Indywidualny plan studiów i program kształcenia). Second-cycle students may apply for the aforementioned entitlement, while registered for their second, or higher, study semester, unless the Faculty Council makes a different decision based on educational or research development reasons. The Dean shall make it possible for a second-cycle student to apply for this entitlement to be effective from their first semester, if this finds a didactic justification, especially if the student's progress is recognized by his/her future tutor.
2. In exceptional cases, an individually arranged study schedule and programme (IPS) shall be also available to students of the second semester of the first study year of first-cycle and direct Master's programmes, especially to finishers and winners of science competitions.
3. IPS enables the Student to enrich their knowledge and skills related to their 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 the Student's request. In cases stipulated in Part 2, the Dean shall make the decision on the Student's request upon consent of the Faculty Council.
5. The IPS shall be realized under the supervision of a tutor, appointed by the Dean, subject to Part 6. 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.
6. In the case of implementation of a group science-research project, the Dean may appoint one tutor for a group of students.
7. The Dean approves the IPS schedule prepared by the Student in consultation with the tutor.
8. The IPS may determine:
 - a) replacement of some courses with others, considering the requirements of the educational process and the Study Effects designated for the study programme; the total number of mandatory credits and exams shall not be lower than the number provided in the regular course of study.

- b) a change or extension to the Study Effects designated for the study programme;
 - c) an individually designed study schedule, i.e. attribute specified credits, exams, and work placement sessions to specified semesters,
 - d) shortening of the study period while retaining the Study Effects designated for the study programme.
9. A student who fails to carry out 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.

§33

1. Students admitted to studies on the basis of the confirmation of their study effects shall study under the principles stipulated in the present Rules, subject to Parts 2-5.
2. The data of the student referred to in Part 1 shall be entered into the USOS online platform by the appropriate Dean's Office staff.
3. The Dean shall, not later than 7 days before the starting date of classes of the given semester/study year for which the student was admitted, designate a tutor for the entire period of study, by choosing from among academic teaching staff employed in the given primary organizational unit, so that the student has a counsellor for the implementation of the individual study schedule (IPLS; Polish: Indywidualny plan studiów) in the person of the tutor.
4. The tutor shall, upon consulting the student, design the IPLS study schedule in the academic field the student has been enrolled to. The IPLS shall recognize the ECTS 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 starting date of classes of the given semester/study year.

§34

1. In exceptionally justified cases, the Dean may grant the Student the right for an individual arrangement of studies (IOS; Polish: Indywidualna organizacja studiów], subject to Part 2. 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. Upon the request of a pregnant or parenting student, the IOS for the specific full-time daytime (stacjonarne) study programme shall be granted by the Dean.
3. 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, and students referred to in Part 2 above, may be given content to their IOS for their entire study period, as appropriate to the content of the request submitted.

4. The IOS shall consist of an individual procedure of grading and implementation of the study curriculum in a given academic year, determined by the Dean in consultation with course leaders (teachers). The IOS shall by no means free the Student from the obligation to achieve equivalent Study Effects and to complete (credit) courses and take exams, yet it may enable them to be allowed for a yearly grading scheme.
5. The written statement related to the provisions of Part 4 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 ECTS SYSTEM

§35

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 (direct) 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.

§36

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, including Physical Education classes.
2. The number of ECTS points attributed to courses shall be stipulated in the study programme schedule with ECTS credit point attribution system adopted at the Faculty.
3. The Student receives ECTS credit points for credited courses. The points obtained shall accumulate.

§37

1. The University of Lodz shall guarantee that Students taking part in student mobility programmes, such as Erasmus+, Edukacja, NAWA 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 or form an individual study programme for mobility period.
2. The University of Lodz shall enable 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.

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 mobility programme, ECTS credits gained from the host institution shall be recognized. All the credits gained this way shall be recognized and graded by the UL to the extent in which they correspond to study effects of relevant UL study programmes.
4. The Dean shall assess the Student on the merits to an extent stipulated in Parts 1-2. Credits pertaining to this assessment shall be documented on a separate sheet generated by the USOS platform. Data concerning the Student's study components completed at a partner university abroad shall be entered into the USOS by persons authorized by the Dean. The outcomes that the student gained during Erasmus+ or other student mobility scheme, including the list of courses with their original names, shall be documented in the diploma supplement that the student receives after completion of the study programme.
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 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.
6. The Dean may delegate his competences stipulated in Parts 3-4 to a Faculty-level ECTS coordinator or a departmental ECTS/Erasmus+ coordinator, or to a Faculty-level Mobility Programmes Coordinator.

VI. COMPLETION OF A SEMESTER/ STUDY YEAR

§38

1. The 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 direct Master's degree studies and extramural (evening, weekend) studies, it shall be either a semester or a study year. For both first-cycle and second-cycle study programmes of stacjonarne (full-time daytime) mode, the Faculty Council may designate a study year as the basic grading period pertaining to the second or later study years, in the manner of Section 5 Part 1 Point (d) of the present Rules of Study.
3. Optional courses shall be credited on the basis of the rules applicable to mandatory courses.
4. 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.

5. 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 2 Point (b), 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.
6. 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 semester/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.
7. Upon the Dean's consent, and on conditions specified by the Dean, 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 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 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 payable 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.
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 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 Rector. 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 payable 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.
9. Examinations and final tests (towards the credit) for each Course, subject to Section 30 Part

- 2 third clause, are due to the examination session period, or, exceptionally, before the session if agreed with the Course leader or, in the case of courses in modern languages, with the Head of the UL School of Foreign Languages. Course components, if they are to be credited separately according to the 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 may stipulate different conditions for receiving credits and sitting exams.
10. 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.
 11. The course of studies at the UL shall be recorded with:
 - 1) course group documentation including a grade/credit record sheet, or equivalent course documentation from the USOS digital database in printed form,
 - 2) the Student's periodic progress sheets.
 12. The grades from course credits, including (if applicable) exam grades awarded in the general session separate from grades of make-up examination session, shall be recorded in the documents listed in Part 11. Any Student obliged to make payment for repeating courses in a specified semester/study year shall receive the periodic progress sheet after settling all payments for the specified semester/study year.
 13. The Course leader shall include all the grades recorded into the USOSweb platform without delay, but not later than seven 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. 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.
 14. In case the student failed to appear at the test or exam at the time envisaged for the general exam session, 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.
 15. 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 USOS platform (with the exception of entirely electronic Records of Grades).
 16. In order to be credited a semester/study year, the Student shall submit their periodic progress sheet. The credit of semester/ study year shall be awarded by the Dean, on the basis of the documents listed in Part 11.

§39

1. All Courses shall finish with the issue of Grades.
2. For exams and graded Credits, the following Grades shall be used:
 - Very good – 5,0

- 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 exam, two separate grades for general (first) sitting and make-up sitting of the exam may be provided. In the case of credits, one final grade is provided.
4. In case of Course components, for which, within the provisions of 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
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 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 schedule and study programme list as a basis for registration for the following semester/study year, including the arithmetical average between Grades awarded at general session sitting and corresponding Grades awarded at re-assessment 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 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 (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);
 - 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 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 from an individual course or the arithmetical average between the Grade awarded at the general 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 field of study from a different programme or a different higher education institution, or have changed their form of studies, the grade point average stipulated in Part 4 shall include grades recognized by the Dean responsible for the study programme receiving the student.

§40

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.

§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 §40, 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.

§42

1. Exams shall be taken during the examination session. Exams may also be taken according to the rules stipulated in §38 Part 9.
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-assessment 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 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 examination session schedule shall be published online on the Faculty's website. 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 the periodic progress sheet showing credits of didactic classes pertaining to the course required for taking the exam.
8. A Student taking the exam is obliged to show his Student ID, National ID, or International Passport, if called to verify identity by the person who leads the examination. This provision shall be applied as appropriate to other skill tests or knowledge tests carried out during studies.
9. A Student awarded the unsatisfactory grade from the exam at the first sitting shall be entitled to re-sit the exam.
10. A Student who failed to take the exam due to justified causes stipulated in §14 Part 3, shall retain their right to sit the exam, 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 exam at the first sitting or at 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.
12. 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.

§43

1. In case there occur, directly before or in the course of the examination session, circumstances that prevent taking exams 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 exams or course completion deadlines.
2. The decision on the postponement of the exams or course completion deadlines shall be made by the Dean, upon the request of the Student, based on the submitted documents.
3. The exam, 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 field of study. In justified cases, the Rector may postpone the exam sitting, or final assessment sitting, with no more than one following month, with the reservation of § 54 Part 3.

§44

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 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 exam 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 exam 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 exam conducted before an examination board shall replace the grade the Student appealed from.

§45

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 12 months from the day of announcement of the results of the exam or final test towards credit.

§46

1. The Dean shall, through an administrative decision, 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 before the deadline(s) ensued from the provisions of §54 Part 4,

- d) failure to take the Diploma Exam,
 - 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 list of students 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 list of students 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.
 4. Administrative decisions issued by the Rector or by the Dean upon authorization of the Rector, may be challenged by a request for review.

§47

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.

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 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 upon hearing the opinion of the academic teacher leading the selected Course. In such case, 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 Part 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.

§49

1. A Student may attain selected study outcomes provided by the 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.

VIII. LEAVES OF ABSENCE FROM STUDY

§50

1. In connection with illness, force majeure, childbirth, infant care, 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 outcomes defined by the study programme, subject to Part 3.
2. A leave of absence with the possibility of verification of study outcomes 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 shall not be denied the consent for a leave of absence and/or a leave of absence with the possibility of verification of study outcomes.
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 authorized physician of health service unit responsible for health care over the University. The student is obliged to inform Deans appropriate for all other study fields/programmes they participate in.
6. A leave for circumstances listed in Part 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 Part 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 a separate

regulation.

§51

1. The students shall report in writing their return for studies not later than 7 days before the end of the long-term 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 curricular differences (ie. differences in study programme) 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 programme 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 Faculty Council shall specify the valid format of Diploma Thesis; the Faculty Council 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 (or Bachelor of Engineering) Degree Thesis under the supervision of an academic teacher possessing at least the doctoral degree and employed on the post of Assistant Professor or Senior Lecturer, or a higher one. 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 at least 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 University Professor, 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. 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 specializations takes place during the course of study, a Student shall be entitled to choose one specialization and one Diploma Seminar.
5. 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.
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 recognized as a Diploma Thesis.
8. A Student shall be entitled to choose special topic lectures, specialized 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. At study programmes taught in foreign languages, the Students shall prepare Diploma Theses in the foreign language being the medium of teaching.

§54

1. A Student shall be credited the Diploma Seminar in the last semester or year of studies, on submitting the Diploma Thesis and its acceptance by the Thesis Supervisor, after having received credits for all the mandatory courses and work placement(s).
2. Should the Student have failed to receive credit for Diploma Seminar due to failure to submit the Diploma Thesis, 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.
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 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. If the Diploma Thesis had been prepared in the format stipulated in Section 52 Part 2, the Student shall submit a Thesis description along with the Thesis supervisor's annotation of acceptance, to the appropriate Dean's Office. The Diploma Thesis (or Thesis description) shall be submitted in printed form. The Dean's Office shall accept the Thesis if the Student had credited all the obligatory courses and professional placement sessions, and they obtained the ECTS credit point number required for all the hitherto period of study. In case the seminar leader credits the Student's seminar unaware of their failure to *acquire credits* for certain course component(s), the Dean may cancel the credit(s) for these components.
5. The resumption of studies referred to in §46 Part 1 Point (c) shall be pursuant to the rules stipulated in §26. The Dean may give exemption from making up for curricular differences 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. The Dean shall be guided in their decision by consideration of Study Effects gained by the Student. The Faculty Council may prolong the period of break in studies entitling the Student to be exempted from making up for curricular differences.
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.

§55

1. The Diploma Thesis, submitted in a written format, 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. The Reviewer may also be a holder of at least a doctoral title/rank 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 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.

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 achieved 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 §39 Part 2 shall be used.
5. The assessment of the Diploma Thesis prepared in the format stipulated in Section 52 Part 2, shall be made by a committee appointed for the conduct of Diploma exam. The committee shall be familiarized with the Thesis, and make the assessment mentioned above on the day of the Diploma exam. The grade shall be included in the diploma exam 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 exam shall be:
 - a) acquisition of credits for all mandatory courses and – if provided by the study programme – professional placement sessions, 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 Part 3.
2. The Diploma exam, subject to Part 3, 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. If a Bachelor's/Bachelor of Engineering's Diploma Thesis had a format other than written, 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, as well as an expert on the same, or related field/specialisation, holding at least the doctoral title/rank.
4. The Diploma exam shall take place not later than within a month of the day of submission of the Diploma Thesis (or description – if the Thesis had a format other than written) in the appropriate Dean's Office
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 §39 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.

§57

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 the case of failing the Diploma exam at a retake opportunity, namely either by earning an unsatisfactory grade or by an unjustified absence at the exam, the Dean shall issue a decision on removal from the list of students.

§58

1. The date of completion of studies shall be the date of 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 §39 Parts 5-7,
 - 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 referred to in Point (b), and 0,2 of the Grade referred to in Point (c).
3. If the study programme provides no diploma thesis to be submitted or in the case stipulated by §56 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 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 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 as a student, 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 (Bachelor's Degree) Diploma Thesis.
6. On the joint motion of the Student and the Thesis supervisor, an Open Diploma Exam may be organized. The motion is to be submitted to the Dean not later than 3 weeks before the planned exam. The procedure for open diploma exams shall be adopted by the Faculty Council, however, the information on the time and place of the exam should be displayed on

the Faculty's website not later than 7 days before the planned date of the exam.

§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 foreign-language copy.
2. The Diploma copy may be issued in one of the following languages; English, French, German, Russian or Spanish. The Diploma Supplement copy may be issued in English.
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 resolutions of Faculty Councils concerning student affairs should be made available to the Students at webpages of particular Faculties.

§61

The provisions of Article 75 Part 2 and 5 of the Act on Higher Education and Science shall be applied adequately to resolutions made by Faculty Councils on the grounds of the provisions of §5 of the present Rules.

§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.