



Resolution No. 20/2022
of the Senate of Lodz University of Technology
of 27 April 2022.

STUDY REGULATIONS AT LODZ UNIVERSITY OF TECHNOLOGY

*Adopted pursuant to Article 28(1)(2) in conjunction with Article 75(1) to (4) of the Act of 20 July 2018. -
Law on Higher Education and Science (i.e. Journal of Laws of 2022, item 574, as amended).*

Chapter 1
Introduction

§ 1

The Study Regulations of Lodz University of Technology define the organization of first-cycle studies, second-cycle studies or long-cycle studies, both full-time and part-time, and the related rights and obligations of students and academic teachers as well as other persons engaged in the education process.

§ 2

Terms used in the regulations shall mean:

- 1) accumulation of achievements - the process of accumulating achievements with associated ECTS credits; the accumulation of achievements occurs as a result of positive verification of the student's achievement of the learning outcomes assigned to the individual educational components (modules, subjects), regardless of the conditions (formal education, non-formal education, informal learning) and the time of learning; the student may accumulate ECTS credits in order to:
 - a) to obtain a qualification in accordance with the requirements of TUL as the institution awarding the qualification,
 - b) documenting personal achievements for lifelong learning;
- 2) learning outcomes - the knowledge, skills and social competences acquired through the learning process;
- 3) examination - oral, written or a combination of both the above-mentioned forms of verifying the achievement of learning outcomes covering the scope of one or more forms of the course;
- 4) mode of studies - full-time studies, part-time studies;
- 5) syllabus - a document defining the subject, specifying, inter alia, the forms and number of hours of classes, the number of allocated ECTS credits, the objectives of the course and the assumed learning outcomes, the course content, methods of verifying the learning outcomes, the principles for determining the final grade;
- 6) course supervisor - the person responsible for the course program and its implementation, authorised to make changes to the course syllabus and student pass results in the course documentation;
- 7) study plan - a schedule for the implementation of the study program in the individual semesters and years of the study cycle;
- 8) timetable - a detailed timetable for the delivery of courses in a given semester of an academic year;
- 9) re-taking a course due to unsatisfactory academic performance - an obligation to complete a course included in the study plan in which the student did not obtain a positive grade in the previous cycle;
- 10) Vice-Dean - the Vice-Dean competent for student affairs - the person responsible for the organization and supervision of the delivery of education in an organisational unit of the University and authorised by the Rector to make decisions on individual student matters related to the course of studies;
- 11) study program - specifies: learning outcomes, description of the process leading to the achievement of learning outcomes, number of ECTS credits allocated to courses, internships;
- 12) Vice-Rector - the Vice-Rector competent for student affairs - the person performing the managerial functions referred to in the first sentence of Article 23(5) of the Act;
- 13) course instructor - an academic teacher or other authorised person who teaches the course;
- 14) course - a group of classes consisting of one type of classes or various component courses taught under a common name, with a unique code in the University's information system, with specified learning outcomes and an assigned number of ECTS credits, taught in a given semester of the study plan and subject to a total assessment;
- 15) completed course - a course with a positive cumulative final grade established and registered in the University's computer system;
- 16) ECTS credit transfer and recognition - the formal validation of awarded ECTS credits for the purpose of accumulating achievements and/or obtaining a qualification;
- 17) ECTS credit allocation - the process of allocating a number of ECTS credits to qualifications or individual educational components (modules, courses); the number of ECTS credits allocated depends on the workload required to achieve the expected learning outcomes for each educational component;
- 18) ECTS credit award - the formal award of ECTS credits to students allocated to individual qualifications (diplomas) or educational components (modules, subjects); credits are awarded to individual students following a validation process;
- 19) ECTS credit - defines the amount of student workload required to complete a study program, linked to learning outcomes; ECTS (European Credit Transfer and Accumulation System), used to assess student progress in acquiring knowledge and skills and to confirm the completion of successive stages of learning;

- 20) registration - the decision that determines a student's status in the following year of study;
- 21) Rector - Rector of Lodz University of Technology;
- 22) academic year - the calendar period in which the courses are taught, and the examinations and final course tests provided for in the study plan and curriculum are taken;
- 23) study year - the unit of account for the completion of a study program;
- 24) Summer/winter semester - a calendar period covering part of an academic year;
- 25) semester of study - the grading period for assessing a student's academic progress;
- 26) Statute - the Statute of Lodz University of Technology;
- 27) course of studies - the study program and study plan pursued by the student;
- 28) University - Lodz University of Technology;
- 29) Act - the Act of 20 July 2018. - Law on higher education and science (i.e. Journal of Laws of 2022, item 574, as amended);
- 30) validation of learning outcomes - the process of confirming that an individual has achieved learning outcomes verified against relevant standards;
- 31) verification of learning outcomes - methods and processes that lead to the determination of whether an individual has achieved the specified learning outcomes, i.e. whether he or she has acquired the knowledge, mastered the skills and demonstrated the social competences outlined in the description of learning outcomes for a given educational component; the verification process may take place without the direct participation of the person seeking validation;
- 32) faculty - an organisational unit specified in the Statute, providing education in at least one field of study;
- 33) course completion - obtaining a positive overall final grade from a course
- 34) classes completion - an activity to verify the achievement of learning outcomes provided for a given form of the course, which ends with the issuance of a grade;

§ 3

1. The commencement of studies and the acquisition of student rights takes place upon signing the oath, the text of which is specified in the Statute of Lodz University of Technology.
2. Failure to take the oath within the time limit referred to in §9(3) shall result in deletion from the list of students.

§ 4

1. The Rector is the head and guardian of the students of Lodz University of Technology.
2. Administrative decisions in individual student cases are issued by the Rector.
3. The Rector may authorise another person to make administrative decisions in individual student matters, in particular the competent Vice-Dean.
4. Administrative decisions issued by the Rector are subject to a request for reconsideration. The student shall submit the request to the Rector through the entity that issued the decision within 14 days of the delivery of the decision.
5. The Rector may authorise the Vice-Rector or another person designated by him/her to resolve the matters referred to in 2 in the second instance.
6. Decisions in individual student cases other than those referred to in 2 shall be taken by the competent Vice-Dean.
7. Decisions referred to in paragraph 6 may be appealed against within 14 days to the Rector. An application to the Rector shall be submitted by the student through the entity that made the decision, unless specific provisions of these regulations state otherwise. The Rector's decision on the appeal is final.
8. The Vice-Rector or another person authorised by the Rector shall be competent to resolve the matters referred to in 6 in the second instance.
9. The provisions of the Study Regulations at Lodz University of Technology concerning the faculty and the Vice-Dean shall apply accordingly to the relevant organisational units of the University providing education and the persons in charge of such units.
10. The forms of letters and the handling of matters occurring in proceedings and cases conducted by the University in student affairs are set out in the relevant announcement of the Vice-Rector.

§ 5

The Students Self-Government of Lodz University of Technology, acting through its bodies, is the sole representative of the interests and expresses the opinion of all students of the University in student matters.

Chapter 2

Rights and obligations of the student

§ 6

1. In addition to the rights under the universally applicable acts of law and the Statute and other internal legal acts of the University, the student has the right to:
 - 1) use of infrastructure, including the University's sports facilities, under the terms and conditions established by the University authorities;
 - 2) co-decide through the Student Government bodies on matters relating to the functioning of the University, the educational process, the granting of material aid, prizes and awards for students, and the distribution of funds allocated by the University for student matters;
 - 3) express an opinion on the education process and the fulfilment of obligations related to education by academic teachers;

- 4) participate in the work of the collegiate bodies of the University, on the principles set out in the Statute of Lodz University of Technology;
 - 5) study according to an individual organisation of studies according to the rules in § 12 and § 13;
 - 6) change the field of study and the mode of study, as well as the right to choose and change the specialisation of degree programmes within the scope of the technical, organisational and economic possibilities of the University;
 - 7) receive material assistance, pursuant to the rules set out in separate regulations;
 - 8) apply for accommodation and to accommodate their spouse or children in the University's hall of residence;
 - 9) receive prizes and awards in accordance with the rules set out by the University in separate regulations;
 - 10) participate in the social and cultural life of the University;
 - 11) participate in student organisations of the University, in particular scientific associations, artistic and sport groups and clubs;
 - 12) participate in training related to the rights and obligations of students;
 - 13) hold a valid student identification card;
 - 14) use, in relations with the authorities of the University, the support of authorised representatives of the Student Government.
2. The student has the right to elect as well as to be elected to the authorities and bodies of the University pursuant to the rules laid down in the Statute of Lodz University of Technology.

§ 7

1. The student's duties include:
 - 1) acting in accordance with the academic oath and the Study Regulations of Lodz University of Technology;
 - 2) compliance with the regulations in force at the University;
 - 3) pursuing studies in accordance with the study program and plan, in particular participation in didactic and organisational classes, completing courses and passing examinations, completing internships and other tasks resulting from the study program;
 - 4) attendance of OHS training courses required by separate regulations
 - 5) obtaining and presenting, in the event of a referral from the competent authorities of the University, a medical certificate stating that there are no contraindications to pursue studies in the chosen field in the course of which the student will be exposed to harmful, onerous or hazardous factors, under pain of non-admission to classes;
 - 6) obtaining and presenting, as an excuse for absence from compulsory classes due to a medical condition, a medical certificate in one of the following forms:
 - a) a medical certificate issued in the form of an electronic document,
 - b) a printout of the medical certificate issued electronically bearing the signature and stamp of the doctor,
 - c) a medical certificate issued on a medical certificate form printed from the ZUS electronic system;
 - 7) obtaining and presenting, in the case of a referral issued by the competent authorities of the University, a certificate from a medical commission on long-term unfitness for studies; failure to present the aforementioned certificate constitutes grounds for unexcused absences from classes, tests and examinations;
 - 8) showing respect for the University property;
 - 9) observance of the regulations on the intellectual property law;
 - 10) use of functions, documents and information made available to students by the University IT system, in particular timely verification of the status of individual financial commitments of students registered in the system, the final course results obligatory in a given semester and the registration status;
 - 11) use of the University Electronic Mail System, which is the primary means of communication between the student the University with respect to the course of study, including daily checking of an individual e-mail box; the information communicated by the instructors and the University administration to the student through this system is binding on the student, and the student is obliged to take the action communicated through this means.
2. The student is obliged to effect timely payment of fees related to the studies and fees for educational services, if such fees are provided for in separate regulations. Failure to pay the aforementioned fees may result in the deletion from the list of students.
3. The student is required to submit, within thirty days of the start of the course, a declaration of acceptance and commitment to comply with the conditions of study and the fees associated with the course of study.
4. The student is obliged to immediately notify the appropriate Vice-Dean of any circumstances having a negative impact on the student's fulfilment of the obligations imposed by the study regulations and other regulations in force at the University.
5. The student is obliged to immediately notify the appropriate Dean of any changes in the surname, address, and circumstances affecting the scope and amount of material assistance granted.
6. The student who is under the influence of alcohol, drugs or similar psychoactive substances is not allowed to participate in classes under pain of submitting an application for disciplinary action and imposing disciplinary penalties provided for by the regulations.

§ 8

1. The rights and obligations of the student shall cease on the date of loss of student status, in particular on the date of graduation or removal from the list of students, with the exception of outstanding financial obligations to the University and subject to section 2. The time limits for expiry of the rights to benefits referred to in Article 86(1)(1) to (4) of the Act and the decision on granting of the benefits referred to in Article 86(2) of the Act are laid down in the Act.

2. A person who has completed a first-cycle program shall retain the rights of the student until 31 October of the year in which he or she completed that program, excluding the right to the benefits referred to in Article 86(1) from (1) to (4) of the Act.

Chapter 3 Organisation of studies

§ 9

1. The academic year begins on 1 October and ends on 30 September of the following calendar year. The academic year includes:
 - 1) the winter semester, which includes the teaching period, the winter holiday break, the winter examination session, the winter holidays dividing the winter examination session into two parts;
 - 2) the summer semester, which includes the teaching period, the spring holiday break, the summer examination session, the summer holidays dividing the summer examination session into two parts.The calendar of a given academic year may specify additional days off from classes.
2. The Rector or Vice-Rector for student affairs, in consultation with the relevant body of the Student Government, publishes a detailed schedule of the following academic year by June 1.
3. The schedule of mandatory dates applicable in the following academic year shall be published by the Rector or the Vice-Rector for student affairs by 1 June, subject to section 4.
4. The obligatory time limits for submitting the diploma thesis in a given academic year shall be agreed with the relevant body of the Student Government.
5. The obligatory date for obtaining credit for all courses and classes specified in a student's semester study plan is the last day of the examination session indicated in the timetable of obligatory dates for a given academic year referred to in 3, subject to 4.
6. The total duration of examination sessions during one academic year may not be shorter than 6 weeks.
7. The Rector may establish additional days or hours free of classes at the University during the academic year. The relevant bodies of the Student Government have the right to submit proposals for the establishment of such days and hours.
8. The Vice-Dean may establish additional times free of classes in selected fields of study during the academic year. The relevant bodies of the Student Government have the right to submit proposals for establishing such times.
9. In justified cases, the Vice-Dean, in consultation with the competent body of the Student Government, may introduce changes to the schedule of mandatory dates established in accordance with section 2 of the academic year organisation and determined in accordance with section 3 for specific groups of students, in particular for students in their final semester of first-cycle studies. Such changes should be published prior to the commencement of classes in the semester to which they relate.
10. The basic didactic unit shall be the "hour of classes" lasting 45 minutes.
11. Classes in full-time studies shall be held on working days from 8 a.m. to 9 p.m., except for Physical Education classes, which may be held from 6 a.m. to 9 p.m.
12. Classes in part-time studies may be held on Saturdays and Sundays from 8 am to 8 pm.
13. Changes to the dates of classes specified in sections 11 and 12 may be made only with the documented consent of the students concerned.
14. Classes, tests and examinations on part-time and full-time courses cannot be held together.

§ 10

1. The studies are conducted according to the study program established by the Senate of Lodz University of Technology.
2. Studies at Lodz University of Technology may be conducted in foreign languages if the study program so provides. The provision of degree programmes in a foreign language also includes the verification of the achievement of learning outcomes, a thesis preparation and a diploma examination in a foreign language.
3. Selected courses and classes at studies conducted in Polish may be conducted in a foreign language in accordance with the study program.
4. The student pursues studies in accordance with the study program in force for the educational cycle beginning in the academic year in which he/she began studies. This provision shall not apply in the case of changes to the study program resulting from generally applicable regulations.
5. The Vice-Dean announces on the Faculty website or information board the course plans for study programs no later than 3 working days before the start of classes in a given semester.

§ 11

In order to improve the didactic process, the Vice-Dean may appoint supervisors of: years of study, fields of study, specialisations, etc. from among academic teachers of the University and specify their duties.

§ 12

1. Students of Lodz University of Technology may apply for an individual organisation of studies consisting in studies according to an individual study program. The decision in these matters is made by the Vice-Dean.
2. Studying as part of an individual study program is carried out according to the guidelines set out in separate regulations.
3. For a student undertaking studies according to the individual study program, the Vice-Dean:
 - 1) in consultation with the student, appoints a tutor from among academic teachers;

- 2) in consultation with the student and his/her academic tutor, determines and modifies the individual study program.
4. A student who fails to complete a properly determined individual study program may be ordered by the Vice-Dean's decision to continue his/her studies on general terms. On his/her own initiative, the student may apply to the Vice-Dean for resignation from the implementation of the individual study program.

§ 13

1. In justified cases, in particular due to health problems, studying at several faculties or universities and when the student represents the University in sport competition at a minimum the national level, it is admissible to establish an individual organisation of studies for the student consisting in individual organisation of courses, i.e. a change in the order in which the courses provided for in the course plan are run, or a change in the dates and rules of completing particular courses.
2. The individual organisation of classes is determined by the Vice-Dean in consultation with the student.

Chapter 4

Rules for the completion of courses and registration of students

§ 14

1. The content, methods and forms of verifying learning outcomes as well as the rules and method of determining the final grade in a course are included in the syllabus available through the University IT system and are binding for students and academic teachers running a course. The content of the syllabus is updated before the beginning of the semester in which the course is run.
2. The course supervisor or the instructor during the first classes of the course are obliged to present the syllabus and to formulate and provide documented information to students on:
 - 1) the rules of attending didactic classes;
 - 2) conditions for justifying and compensating for absences from classes;
 - 3) the conditions and procedure for completion of classes;
 - 4) methods of verification and conditions for conducting tests verifying learning outcomes;
 - 5) the rules for determining partial grades from the component forms of classes and the final grade from the course;
 - 6) consultation dates adapted to the mode of study.A change in the conditions specified in points 1, 2 and 3 during the course period may take place in consultation with the students concerned.
3. Exceeding the limit of 20% of unjustified absences from one of the obligatory forms of classes during the course may be the basis for failing the course. All forms of classes are obligatory for first-year students of the first-cycle studies. Second-year, and subsequent years students, as well as second-cycle students are obliged to attend auditorium classes, laboratory classes, project classes, language classes, seminars, practical and field classes. Students have the right to justify their absence from the course to the instructor within 14 days of the end of the period of absence on the basis of a medical certificate submitted in the forms specified in § 7(1)(6) or other documents confirming the reason for their absence.
4. Completion of classes in a course shall be granted by the course instructor or course supervisor in accordance with the rules set forth in the syllabus. In particular, course completion may take the form of an examination.
5. An examination is a test of the learning outcomes achieved by a student as specified in the syllabus. The examination may be conducted orally or in writing, or both. The result of the examination may constitute a final grade in a course or a part of the final grade in a course, determined in accordance with the rules specified in the course syllabus.
6. The competence examination is a special form of confirming the achievement of learning outcomes related to the aggregated study field learning outcomes of the study program. The competence examination shall be conducted verbally and may be supplemented by a written examination. The examination is conducted by a committee appointed by the Vice-Dean. The result of the competence examination becomes a part of the course assessment, pursuant to §50 (11) of these Regulations.
7. Course completion, which according to the study program does not end with an examination, is done after all the components of the course have been completed. In such a case, the final grade for a course shall be determined, in accordance with the provisions of the course syllabus, as the weighted average of the partial grades for the component forms of course completion, unless the detailed provision in the course syllabus provides otherwise.
8. A course which, according to the study program, ends with an examination shall be taken after all course components have been completed and the examination has been passed. Completing the course components may be a condition of admission to the examination if such a condition is specified in the course syllabus.
9. At the request of the teacher, the student is obliged to present a valid student card during the course completion and during the exams.
10. The student has the right to inspect own graded works on dates indicated by the course instructor.
11. The results of an examination or any other form of verification of learning outcomes should be made available to the student concerned at least 48 hours before the last course completion date set in the examination session no later than 10 days from the date of completion of the course.
12. Chronologically, the last exam grade obtained is the final grade. This does not apply to the competency examination, for which the first positive mark is the final mark.
13. The course instructor is obliged to keep written course completion and examination papers, which were the basis for determining the grade for the course for a minimum period of 3 years.

14. The course supervisor or a person authorised by him/her is obliged to enter the results of the course completion into the computer system of the University within 7 days of the grade being determined and to strictly observe the time limits for confirming and documenting the results of the courses conducted in accordance with the rules and schedule of obligatory time limits in force at the University.
15. The student is obliged to verify the course completion results registered in the University IT system and report his/her reservations concerning the registered results to the appropriate course coordinator or the Vice-Dean within the obligatory time limit referred to in § 9(3).
16. In the event that it is found that the student is not doing the tasks independently, uses prohibited materials and auxiliary devices or interferes with the proper course of each form of verifying learning outcomes, the test or examination may be interrupted and invalidated for a given student. In the event of an interrupted test or examination, the course instructor is obliged to immediately notify the Vice-Dean. The student has the right to re-take the examination to verify the learning outcomes in the next semester. The student has the right to lodge a written appeal with the Vice-Dean within seven days from the decision of the course instructor.
17. In the event of a documented finding that the work presented by the student for assessment is not independent, the course instructor is obliged to immediately inform the student about this fact and inform the Vice-Dean. Non-independent preparation of work may be the basis for the course instructor or the course coordinator to fail the course for the student. The student has the right to lodge a written appeal against this decision with the Vice-Dean within seven days of being informed about the determination of the lack of work independence.
18. The student's actions referred to in 16 and 17 are a violation of the Study Regulations at Lodz University of Technology and may constitute grounds for the student to incur disciplinary liability.
19. The recording of sound and images during classes is possible only after obtaining the prior consent of the course instructor, subject to § 34(2)(5). In the case of the use of sound and image recording devices, the course instructor may require the student to sign a declaration of copyright protection and the use of the recorded materials exclusively for private use, pursuant to Article 23 of the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2021, item 1062, as amended).

§ 15

1. The manner and mode of completing and crediting internships is specified in the traineeship syllabus applicable to a given study program. The Vice-Dean or any other employee of the University authorised by the Rector decides on completion of the internship. The commencement of an internship at an earlier date requires the prior approval of the Vice-Dean or other employee of the University authorised by the Rector.
2. The student's professional work or equivalent activities may be the basis for the credit for the mandatory internship in the study program, or part of it, provided that the learning outcomes achieved in this way correspond to those required by the internship card. In the above cases, the Vice-Dean or other employee of the University authorised by the Rector decides on the completion for the internship.

§ 16

1. The course completion, which according to the program does not end with an examination, should be organized before the end of the period of classes in the semester, which is the basic time limit for completing the course. It is allowed to arrange the basic time limit to complete the course during the examination session immediately after the period of classes in the course. In addition, during the examination session immediately following the course period, students are entitled to at least one re-take course completion for each of the component forms of the course; during the examination session in the following semester, students are entitled to at least two re-take course completion dates for each of the component forms of course. In the case of those course completion forms in which, according to the information provided to students in accordance with the procedure laid down in §14(2), attendance at classes is necessary to complete the course, a student shall have the right to apply for re-take course completion once only during the examination session immediately following the course.
The same methods of verifying learning outcomes and the same requirements and rules for determining the grade apply to all course completion deadlines defined above.
2. Completion of the course, which according to the program ends with an exam, should be organized during the exam session following the period of classes in the course, which is the basic date for completing the course, subject to section 3. It is permissible to organise an examination before the examination session in the case of courses that have been completed during the teaching period of the semester. The date of the examination so scheduled must not interfere with the timetable and should be announced no later than two weeks before the first date. This term shall not count towards the number of terms to which the student is entitled under this section. The student has the right to take the exam at least twice in the semester in which the course is run and to take the exam at least twice in the exam session in the next semester, except in the cases specified in § 14(16). The same methods for verifying learning outcomes, conditions for conducting the exam, as well as requirements and rules of determining the grade apply to all exam dates specified above.
3. The competence examination is organized during the last semester of the studies. The student has the right to take the competence examination at least twice during this semester. A prerequisite for taking the competence examination is the completion, confirmed by an entry in the IT system, of all the courses specified in the study program and taken in the semesters preceding the final semester of study, with the exception of compulsory internships and courses for which credit is given with a "zal" [pass] entry.
4. No later than two weeks before the start of the examination session, the Vice-Dean will announce the examination schedule for the examination session, observing the principle of non-overlapping examination dates. The timetable must include at least three examination dates for each subject taken in the semester and at least two dates for examinations in

subjects taken in the previous semester. The schedule for the competence examination must include at least three competency examination dates per semester and shall be announced by the Vice-Dean no later than two weeks before the first date. The student has the right to choose the examination dates within the technical and organisational possibilities of the University, in the mode determined by the subject instructor and, in the case of a competence examination, in the mode determined by the Vice-Dean. The student's use of examination dates shall be in accordance with the limits described in 2 and 3.

5. In the course of part-time studies, final course tests and examinations, including a competence examination, shall be held on the dates of meetings and during examination sessions on Saturdays or Sundays, unless otherwise specified in the information on the organisation of studies made available to applicants at the admissions stage. At the request of the students concerned, the Vice-Dean may schedule a competence examination outside the meeting date or on another day of the week.
6. A student who has obtained permission for individual organization of classes may, with the consent of the Vice-Dean and in agreement with the course instructor or course coordinator, complete classes on individually agreed dates.
7. The course coordinator or the course instructor have the right to set, at the student's request or on his or her own initiative, an additional so-called zero examination date during the period preceding the examination session. The zero date is not included in the number of dates to which a student is entitled pursuant to para. 2. The methods of verifying learning outcomes, the conditions for conducting an examination and the requirements and rules for determining the grade for an examination at the zero date are the same as for the basic dates.
8. The course instructor may consider not taking a course completion test or an examination justified at the well-founded and documented request of the student submitted no later than within seven days of the agreed date of the course completion test or examination.
9. Unjustified absence from the course completion test or examination on a given date shall result in the loss of that deadline.
10. The Vice-Dean may modify the requirements for student registration for the following semester, as specified in §21, if for documented fortuitous reasons the student has not benefited from the dates of course completion or exams to which he or she is entitled.

§ 17

1. In the event of obtaining an unsatisfactory grade for the course completion or examination and after exhausting the number of admissions to obtain credit or pass the examination specified in § 16 to which the student is entitled, the student has the right, within 7 days of the date of publication of the course completion results or the examination grade, to submit a justified request to the Vice-Dean to set the date for the examination before a board as regards the course completion grade or the examination grade, as appropriate.
2. The Vice-Dean convenes, respectively, the examination or course completion before a board, which must take place within 14 days from the date of submitting the request.
3. The Vice-Dean may also, before making a registration decision for the next semester, convene an examination or course completion before a board on his/her own initiative or at the request of the examiner or the student completing the course.
4. The examination or course completion are conducted by a board appointed by the Vice-Dean. The board is composed of:
 - 1) The Vice-Dean or a person appointed by the Vice-Dean as the Chairman;
 - 2) an examiner – an academic teacher, a specialist in the course to be completed
 - 3) the supervisor of the year, study field and/or specialization or another academic teacher appointed by the Vice-Dean.
5. The following may take part in the examination or course completion before a board as observers:
 - 1) a representative of the Student Government invited by the Vice-Dean;
 - 2) another person appointed by the student taking the examination.A person who conducted a previous examination or course completion may not take part in the examination or course completion before a board.
6. The examination and course completion before a board cover the scope and methods of verifying learning outcomes specified in the course syllabus to which they relate.
7. The result of the examination or course completion before a board shall be determined by the board. The grade of the examination or the course completion mark is final.
8. Failure to pass the examination and course completion before a board, as well as an unjustified failure to take an examination and course completion before a board, shall result in failing to complete the course.
9. In the event of a justified student's absence on the prescribed date of the examination or course completion before a board, the Vice-Dean shall set the second and final date for the examination or course completion before a board.

§ 18

1. The following grading scale is used at Lodz University of Technology:
 - 1) five - 5.0;
 - 2) four and a half - 4.5;
 - 3) four - 4.0;
 - 4) three and a half - 3.5;
 - 5) three - 3.0;
 - 6) two - 2.0.

The lowest and only failing grade is two - 2.0.

2. When determining the overall final grade for a course, which, according to the entry in the syllabus, is determined as a weighted average of the partial grades, the following rules for converting the weighted average into the grades given in the scale set out in 1 shall apply:
 - 1) 3.00 - 3.24 - three - 3.0;
 - 2) 3.25 to 3.74 - three and a half to 3.5;
 - 3) 3.75 - to 4.24 - four - 4.0;
 - 4) 4.25 - to 4.74 - four and a half - 4.5;
 - 5) 4.75 to 5.00 - five - 5.0.
3. Selected course modules, in particular modules leading to a micro-qualification, as subjects are subject to credit using the entry "zal" [pass], which has no numerical equivalent and is not included in the calculation of the average grade for the period of study.
4. Physical Education classes are completed with the entry of 'zal' [pass] which has no equivalent in numerical assessment and is not taken into account in the calculation of the mean score.
5. Internships can be credited with 'zal' or a numerical grade in accordance with the study program.
6. The status of submission of the diploma thesis is recorded in the IT system with the entry of 'zal'.
7. The average grade for a given period of study is calculated as the weighted average of the grades from the courses completed in the given period of study, excluding the subjects indicated in § 19 (4)(4). The number of ECTS credits assigned to a given course is a weighting, related to the sum of ECTS credits for all courses completed in a given period of study. When determining the weighted average, the courses that have been credited with the entry of "zal" and the grades from the competence examination referred to in §14(6) shall not be taken into account.

§ 19

1. The rules for registering students for subsequent semesters and years of study are based on the ECTS credit accumulation and transfer system. ECTS credits are assigned to entire courses and not to individual forms of classes.
2. ECTS credits assigned to a course shall be considered as obtained by a student on condition that a positive final and total grade is timely registered in the IT system of the University, taking into account the cases specified in § 27.
3. The settlement period for assessing the student's progress in learning is a semester of study.
4. In a given semester, the student attends classes in accordance with an individually determined semester study plan, which, except in the case of an individual organisation of studies as defined in § 12 and § 13, shall include:
 - 1) all obligatory courses specified in the study plan for a given semester;
elective courses selected by the student and approved by the Vice-Dean;
 - 3) courses or classes outside the study program specified by the Rector;
 - 4) additional courses outside the study program for which the student obtained the Vice-Dean's consent;
re-taken courses i.e. courses that have not been completed in the previous semesters;
 - 6) courses from the program of subsequent, higher semesters of studies, for which the student has obtained the Vice-Dean's consent (the so-called advancement courses);
 - 7) courses that constitute study program differences, as defined by the Vice-Dean in relation to changing the field of study, mode of study or course of study.
5. Completion of all courses and classes specified in a student's semester study plan, with the exception of 4 (4), is compulsory and is subject to settlement in accordance with the rules set out in § 23.
6. Students who are re-registered for the same semester or year are not obliged to obtain credit and pass examinations in previously completed courses. In the case of program changes, a decision to recognise subjects already completed as equivalent may only be taken by the Vice-Dean on his/her own initiative or at the request of the student submitted within 14 days of the start of classes in that course.
7. A student who has not completed a given course and, in accordance with the decision of the Vice-Dean, has been directed to repeat the subject, is obliged to attend and repeat all forms of the course. The course supervisor is entitled to exempt a student repeating a course, at the student's request, from retaking those parts of the course that the student has previously completed. A request to this effect should be submitted by the student within 14 days of the start of classes in that course.

§ 20

A student who re-attends certain classes due to unsatisfactory academic performance shall pay a fee in accordance with the rules established by the University. Failure to pay the fee may be the basis for the student's removal from the list of students.

§ 21

1. The organisational units of a study program shall be the semester of study and the year of study.
2. The unit of account for the implementation of the course of studies is the year of study.
3. The student shall be required to complete the year of study by the end of the academic year in which the student completes that year of study, subject to section 4.
4. If the study plan provides for the completion of studies in the winter semester, the student shall be obliged to complete the last year of studies by the end of the examination session of the winter semester.

5. For studies starting in the summer semester, the first year of study is implemented for one semester in the academic year when the studies start. For studies ending in the winter semester, the final year of study is carried out for one semester - the winter semester, of the academic year in question.
6. The limits for permitted credit deficit applicable to the settlement of learning progress in all modes of study and fields of study shall be as follows
 - 1) after the winter semester– 15 ECTS credits;
 - 2) after one year of study - 15 ECTS credits.
7. The Vice-Rector may, in consultation with the competent body of the Student Government, change the permissible limits of credit deficits. The change of the limits shall be published no later than one month before the beginning of the academic year from which it is to be effective.
8. The Vice-Dean may specify additional conditions for completing the year of study and for registering for the next year of study. The list of additional registration conditions is subject to approval by the Vice-Rector and is published before the beginning of the academic year from which it is to be effective.
9. In special cases, the Vice-Dean has the right to change the limit for individual student's credits and additional conditions applicable to a given program of study, as well as to determine individual conditions for the student's registration for the next year of studies.

§ 22

1. After each semester, the Vice-Dean decides on the number of ECTS credits and grades obtained, which are entered into the student's periodic achievement sheet and registered in the University's computer system, and on this basis assesses the progress in studying.
2. The assessment of studying progress after the winter semester shall result in the maintenance of the registration for the next semester of the year of study, subject to the cases specified in sections 3, 4 and 5.
3. If it is determined that the credit deficit of the student referred to in § 21(6)(1) has been exceeded after the winter semester, the student may be removed from the list of students due to a lack of progress in studying.
4. If it is found that the student has not completed the compulsory health and safety training within the time limit specified by the Vice-Dean, the student may be removed from the list of students due to the lack of participation in the compulsory classes.
5. A student may be deleted from the list of students during an academic year if he or she is found not to have participated in the compulsory courses which consists in unjustified absences of the student from the courses referred to in § 14(3).

§ 23

1. Completion of the year of study and registration for the following year of study shall depend on the number of the ECTS credits in the courses obligatory for the student at a given stage of study and on the fulfilment of additional registration conditions referred to in § 21(8) and (9).
2. On the basis of the student's periodic achievements, the Vice-Dean settles the year of study and makes a decision on the crediting the year of study, the mode and conditions of student registration for the following year of study, the repetition of the period of study, or a decision resulting in the initiation of proceedings to remove the student from the list of students. This decision shall be registered in the University IT system This decision shall be registered in the University IT system.
3. In order to complete a year of study, a student must complete all the courses and, accordingly, accumulate the number of ECTS credits from all the courses specified for a given year in the study program and fulfil all the conditions referred to in § 21(8) and (9).
4. Completing the year of study results in full registration for the next year of study in accordance with the study program.
5. A student who has not fulfilled the conditions for completing a year of study, but who has jointly fulfilled the following conditions:
 - 1) has not exceeded the limit of permissible credit deficit referred to in § 21(6)(2) and
 - 2) has completed all re-taken courses; and
 - 3) has fulfilled all additional conditions referred to in § 21(8) and (9),
 receives a conditional registration for the following year of study, subject to the cases specified in § 24.
6. A student who has not fulfilled the conditions for obtaining full or conditional registration, but who has jointly fulfilled the following conditions:
 - 1) has not re-taken the year of study subject to settlement, and
 - 2) has not exceeded the permissible limit of credit deficit specified in § 21(6)(2) [subject to § 21(9)] by more than 5 credits may, upon written request of the student, be ordered to repeat a given year of study. Exceptions include the first-year students of first-cycle studies and the first-year students of uniform Master's studies, who may not re-take the first year of their studies.
7. In the event that the lack of credits results exclusively from one of the semesters of the repeated year of study, the Vice-Dean sends the student on leave for the remaining semester of that year of study.
8. A student who fails to meet the registration requirements specified in sections 3, 5 and 6 may be removed from the list of students due to failure to complete the year within a specified period of time.

§ 24

1. A student in the final year of studies who has not fulfilled the conditions for course completion in the final year of studies, but who has jointly fulfilled the following conditions:

- 1) has not exceeded the limit of permissible credit deficits referred to in § 21(6)(2) except for the credits assigned to the diploma thesis, and
 - 2) has completed all re-taken courses; and
 - 3) has fulfilled all additional conditions referred to in § 21(8) and (9),
- may, at their own request, submitted together with their supervisor's opinion, be directed to repeat the last semester of their studies.
2. Allowing for the re-taking of the last semester means setting a new date for the submission of a diploma thesis, in accordance with the obligatory time limits referred to in § 9(3).
 3. Repetition of the last semester of study may be granted only twice in a given course of study.
 4. Failure to obtain credit for the last semester of studies in the event of its repetition may result in the deletion from the list of students due to failure to obtain credit for the semester within a specified period of time.
 5. The student who has not fulfilled the conditions specified in section 1 as regards the repetition of the last semester of studies may be deleted from the list of students due to failure to complete courses within a specified period of time.
 6. The student in the final year of studies who has not fulfilled the conditions for course completion in the final year of studies only as a result of not submitting a diploma thesis may apply for a new time limit for submitting a diploma thesis. The student submits a written request to the Vice-Dean for an extension of the time limit for submitting the thesis together with an opinion of the thesis supervisor no later than by the end of the deadline for submitting the diploma thesis
- The new time limit for submission of the diploma thesis may not exceed the nearest obligatory deadline for submitting the diploma thesis referred to in § 9(3).
7. The consent to change the time limit for submitting the diploma thesis in the cases specified in section 6 above may be obtained twice during the period of study at a given level and study program.
 8. The total number of changes to the time limit for submitting a diploma thesis in the cases specified in sections 2 and 6 above at a given level and study program is limited to two.
 9. If the diploma thesis is not submitted within the prescribed time limit, a decision shall be made to remove the student from the list of students.

§ 25

1. The student shall be removed from the list of students if it is found that he or she has not taken up studies. Not taking up a course of study shall be understood as follows:
 - 1) failure to submit the declaration referred to in § 7(3) on time;
 - 2) failure to submit, by the beginning of the semester at the latest, a request to the Vice-Dean for permission to continue studies after the end of the leave from classes.
2. The student shall be removed the list of students due to resignation from studies at the request of the student.
3. The student shall be expelled from the list of students by way of an administrative decision.

§ 26

1. In the case of:
 - 1) death of a student;
 - 2) the student's loss of capacity to perform acts in law;
 - 3) revoke respectively the decision or decree of admission
 student status is terminated, with effects analogous to those of removal from the list of students.
2. A person removed from the list of students, with the exception of the case referred to in 1(1), shall be obliged to fulfil all financial and material obligations towards the University no later than the date on which the administrative decision on removal from the list of students has become final and legally binding.

Chapter 5

Validation, transfer, recognition and accumulation of achievements

§ 27

1. For courses completed by the student in another field of study at the University or outside the University, including at a foreign university:
 - 1) achieved ECTS credits shall be transferred and recognised without re-verification of the achievement of learning outcomes if the learning outcomes have been awarded to the student in accordance with the agreement between the higher education institutions; the student shall be awarded the number of ECTS credits specified in the agreement between the higher education institutions;
 - 2) ECTS credits obtained may be transferred and recognised towards the courses specified in the study program;
 - 3) in the case of a change of a field of study or a study program, once it has been ascertained that the learning outcomes achieved are compatible, the student shall be awarded, in the new field of study or program, the number of ECTS credits for the courses and internships completed in the previous field of study that are attributed to the learning outcomes achieved through the corresponding courses and internships in the new field of study or study program.
2. The decision on transferring and recognising ECTS credits, completing courses and converting grades to the scale specified in § 18 (1) is made by the Vice-Dean, at the student's request, based on the documentation of the course of study presented by the student.

§ 28

1. A student who has participated in research work, courses, training or other short forms of education provided by the University may, at his or her request, be exempted from attending part or all of the classes in the subject for which he or she has achieved the prescribed learning outcomes in those forms of education.
2. In the case of a request for partial recognition of the learning outcomes established for a course, the exemption from participation in part of the course, the recognition of part of the learning outcomes, the completing and partial grades for the forms of the course and the overall final grade for the course are decided by the course tutor or the course supervisor respectively.
3. In the case of a request for comprehensive recognition of the learning outcomes established for a course, the exemption from the course, the recognition of the learning outcomes, completing and the final grade for the course are decided by the Vice-Dean in consultation with the course instructors and the course supervisor.
4. A student submits a documented request to the course tutor or the Vice-Dean, as appropriate, to be excused from classes and to be given credit for all or part of a course within 30 days of the start of the semester.

§ 29

1. At the documented request of the student, a process of validation of learning outcomes acquired during the period of the study program in question in research work, courses, training or other short forms of learning which have not been assigned ECTS credits may be carried out.
2. The validation of learning outcomes, the assignment of ECTS credits and the determination of the grade is carried out by a committee appointed by the Vice-Dean, guided by the rules set out in these regulations and applicable to the course and study program concerned.
3. Following the process of validation of learning outcomes and assignment of ECTS credits, it is possible to award ECTS credits to the student and recognise them in the process of accumulation of achievements and/or qualifications. Decisions on these matters are made by the Vice-Dean.

§ 30

At the documented request of the student, achievements obtained in research work, courses, training or other short forms of learning not included in the study program, by decision of the Vice-Dean, may be entered in the Diploma Supplement as part of the accumulation of personal achievements for lifelong learning purposes.

§ 31

As a result of the validation of learning outcomes, no more than 50% of the ECTS credits allocated to courses in the study program can be awarded.

§ 32

Detailed conditions and procedures for the validation, transfer, recognition and accumulation of achievements not regulated in these regulations are set out in separate regulations.

Chapter 6 Students with disabilities

§ 33

The University shall, as far as possible, create conditions for persons with disabilities to participate fully in the educational process, including the adaptation of study conditions to the type of disability. At the University, the unit responsible for supporting and coordinating activities for the benefit of persons with disabilities is the Office for Persons with Disabilities.

§ 34

1. The needs resulting from the disability are reported to the Vice-Dean's Office and the Office for Persons with Disabilities at the latest within two weeks from the beginning of the semester and during the semester, within two weeks from the occurrence of these needs
2. Depending on the type of disability and technical and organizational capabilities, the University creates appropriate conditions for a disabled student to attend and complete classes. In particular:
 - 1) at the request of the student, the head of the Office for Persons with Disabilities issues an "Opinion on adapting the organisation of the teaching process to the needs resulting from the student's disability". It specifies the student's limitations resulting from his or her disability and indicates alternative forms of implementation of the didactic process. The Vice-Dean refers this opinion to the persons conducting didactic classes pursued by the student;
 - 2) if the student's disability does not allow participation in classes on general principles, it is possible to increase the permissible number of hours of absences from compulsory classes;
 - 3) if the state of health of the student makes it impossible to implement the study plan for a given year or semester, the Vice-Dean, at the request of the student and after obtaining a written opinion from the Office for Persons with Disabilities, may establish an individual organisation of studies for the student consisting in individual organisation of classes or grant the leave from classes;
 - 4) classes and tests may be attended by assistants of disabled persons, including sign language interpreters, teachers, stenographers and laboratory assistants, based on the opinion of the Office for Disabled Persons of TUL and with the consent of the Vice-Dean;
 - 5) if, due to a student's disability, the student cannot independently make notes, the Vice-Dean after consultation with the Office for Disabled Persons, grants permission to use additional technical equipment and to make notes by recording sound and images. In the case of the use of sound and image recording devices, students are obliged to

sign a declaration of copyright protection and use the recorded materials exclusively for private purposes, pursuant to Article 23 of the Act of 4 February 1994 on copyright and related rights (i.e. Journal of Laws of 2021, item 1062, as amended);

- 6) in individual cases concerning examinations or other forms of verification of learning outcomes it is permissible to adapt the form of verification to the special needs resulting from the student's disability.

Chapter 7

Leaves

§ 35

1. The student receives leave from classes in the form of short-term leave or long-term leave.
2. Single short-term leave may be granted for a period not exceeding one year – two semesters of classes.
3. Long-term leave is granted for a period longer than one year (two semesters of classes), but not longer than two years (four semesters of classes).
4. Short-term leave may be granted in the form of:
 - 1) Dean's leave – resulting from the course of study;
 - 2) health-related leave – in the case of long-term incapacity to pursue studies, as confirmed by a certificate issued by a medical committee;
 - 3) health-related leave for a pregnant student– leave shall be granted for a period up to the date of birth of the child;
 - 4) parental leave – to which the parent is entitled for up to one year from the date of birth of the child, however, if the end of the leave falls during a semester of classes, the leave may be extended until the end of that semester;
 - 5) vocational – intended, in particular, for education outside the country or the implementation of a vocational placement or internship implemented as part of international programs;
 - 6) special – granted due to documented, important fortuitous circumstances
5. Short-term leave, except for Dean's leave, is granted by the Vice-Dean upon a request of the student submitted at the latest within 14 days from the occurrence of the reason constituting the basis for its granting, except for medical leave for a pregnant student, which may be granted in any period of pregnancy.
6. Short-term leave in the form of vocational leave may be obtained for a total period of one year at a given level and study program.
7. The Dean's leave is granted by the Vice-Dean on his or her own initiative.
8. During short-term leaves, with the exception of health-related leave as defined in section 4(2), a student shall retain the possibility to attend the verification of learning outcomes from failed courses within the time limits specified in the schedule of the academic year.
9. During short-term leaves, except for health-related leave as defined in section 4(2), the student may, upon the consent of the Vice-Dean, re-take the previously failed courses. In such a case, the student shall pay fees for the re-attendance of courses in accordance with the rules established by the University as referred to in § 20.
10. At the student's request, the Vice-Dean may consent to student attending classes and complete courses from higher years of study during short-term leave (the so-called advancement classes), except for health-related leave. This decision is made by the Vice-Dean and recorded in the University IT system. Approved advancement courses become obligatory for a student in a given period of study.
11. Long-term leave referred to in section 3 above may be granted to a student by the Vice-Rector at the documented request of the student.
12. Long-term leave may be granted once at a given level and program of study. Long-term leave may not be combined with the vocational leave referred to in section 4(5).
13. The granting of leave extends the date of the planned completion of studies.
14. The granting of leave shall be confirmed by issuing a decision and an entry into the University IT system.
15. During the period of leave, a student shall retain student entitlements
16. No fees shall be charged for the period of leave for studies and other educational services, subject to 9.
17. After the end of the leave, by the day preceding the beginning of the semester at the latest, the student shall submit an application to the Vice-Dean for permission to continue studies. Failure to submit an application shall constitute grounds for the student to be deleted from the list of students due to the student's failure to take up studies.
18. After the end of the student's leave, the Vice-Dean decides on the continuation of studies and the registration of the student resulting from the course of the student's studies, completed before the student was sent on leave.

Chapter 8

Resumption of studies and change of fields of study

§ 36

1. Re-enrolment of a person who has been removed from the list of first-year students shall be by means of an admissions procedure.
2. A person who has been removed from the list of students in the second year or further years may, with the consent of the Vice-Dean, be re-enrolled on the list of students and reinstated in the rights of the student.
3. A person applying for re-enrolment on the list of students and restoration of student rights shall submit a request to the Vice-Dean no later than 21 days before the beginning of the semester from which he or she intends to resume studies. In the request, the student specifies the field of and form of study.

4. Re-enrolment on the student list and restoration of student rights is possible under the following conditions, which must be met jointly:
 - 1) no more than 5 years have elapsed since the date of the decision on the deletion becoming final and binding;
 - 2) the person applying for reinstatement has not been previously reinstated in the student rights at the same level of study;
 - 3) the removal from the list of students did not result in a disciplinary penalty of expulsion from the University;
 - 4) the field of study for which the person requests reinstatement is still provided.
 - 5) a person requesting reinstatement shall present a current medical certificate stating that there are no health contraindications to study in a given field of study, issued on the basis of a referral issued by the competent authorities of the University; in the case of persons resuming their studies with the sole purpose of taking the diploma examination, without completing the other requirements set out in the curriculum, it is not required to present a medical certificate stating that there are no health contraindications to study in a given field of study;
 - 6) a person applying for re-enrolment fulfilled, after being removed from the list of students, the obligation to settle financial and material obligations towards the University.
5. The decision on re-enrolment and resumption of studies in a given field and study program is taken by the Vice-Dean.
6. The Vice-Dean may refuse re-enrolment and reinstatement in the student's rights if the previous course of study does not guarantee completion of the course of study within the time limit specified in the study plan or if there has been a change in the study program making it impossible to continue in the same field of study.
7. Re-enrolment on the list of students and restoration of student rights may take place at the beginning of the semester of a given academic year.
8. The reinstatement shall take place in the field of study pursued before the deletion, in the study program in force at the time of reinstatement.
9. In the decision on re-enrolment, the Vice-Dean shall specify:
 - 1) the field of study, mode, year and semester of study for which the student is reinstated;
 - 2) detailed conditions for the implementation of resumed courses of study, including study program differences to be supplemented by the student and time limits for supplementing such differences. The aim of supplementing program differences is to achieve all learning outcomes resulting from the current study program.
10. There is no charge for reinstatement as a student.

§ 37

1. The student may, upon consent of the appropriate Vice-Deans:
 - 1) transfer from the field of study in which he or she is studying to another field of study at Lodz University of Technology while retaining his/her current level of study;
 - 2) transfer from full-time to part-time studies (or vice versa).
2. A student who has a registration for at least the second year of study may apply for transfer to a full-time first cycle studies provided that he/she has fulfilled all the obligations resulting from the regulations in force at the University. A student who is registered for at least the second semester of study may apply for transfer to a course in full-time second-cycle studies, provided that he or she has fulfilled all obligations arising from the regulations in force at the University. In particular, in order to be approved for transfer to the first year of study, the student must meet the admissions criteria, including the criterion of exceeding the admissions points threshold, in force at Lodz University of Technology in a given year in the field of study to which the student intends to transfer. A student shall submit an application for transfer to the Vice-Dean in charge of the field of study to which the transfer is to be made no later than within 7 days of the beginning of the semester.
3. A student of any year of full-time or part-time studies may apply for transfer to a field of study, provided that they fulfil all the obligations resulting from the regulations in force at the University. In particular, in order to be approved for transfer to the first year of study, the student must meet the admissions criteria, including the criterion of exceeding the admissions points threshold, in force at Lodz University of Technology in a given year in the field of study to which the student intends to transfer. A student shall submit an application for transfer to the Vice-Dean in charge of the field of study to which the transfer is to be made no later than within 7 days of the beginning of the semester.
4. The Vice-Dean responsible for the field of study and study program to which the student is transferred shall recognise the learning outcomes achieved during the studies in the previous study program and shall specify the program differences to be completed by the student, together with the deadlines for their completion.

§ 38

1. A student may transfer from Lodz University of Technology to another higher education institution if they have fulfilled all their obligations under the regulations in force at Lodz University of Technology.
2. A student who leaves Lodz University of Technology as a result of a transfer to another higher education institution is obliged to submit information on the transfer to the relevant Vice-Dean and to resign from the studies at Lodz University of Technology as of the date of enrolment at the receiving institution.

Chapter 9

Studying extra-curricular courses and an additional field of study

§ 39

1. With the consent of the Vice-Dean, a student may study extra-curricular courses, i.e. courses not included in the study program.
2. The extra-curricular courses, upon the Vice-Dean's approval, are registered in the University IT system. Credits obtained as a result of completing the extra-curricular courses are not taken into account in the course of study.
3. The conditions for the completion of an extra-curricular course are the same as in the case of a compulsory course.
4. It is not possible to obtain credit for an extra-curricular course in the mode of recognition of learning outcomes.
5. Extra-curricular courses are listed in the Diploma Supplement.
6. Fees shall be collected for the study of extra-curricular courses in accordance with the rules established by the Senate and in the amount determined by the Rector.

§ 40

1. A student may study outside his / her basic field at any number of fields and at various levels, also at other universities.
2. Admission to studies in an additional field of study takes place only in accordance with the admission procedure.
3. When undertaking studies in several fields of study, the student shall specify which of them is the primary, second or subsequent field of study. The student is obliged to inform in writing the Vice-Deans of Faculties in all fields of study in which he/she is studying about the choice of basic, second and subsequent fields of study.
4. The decision on the recognition of the achieved learning outcomes shall be made by the Vice-Dean of the faculty accepting the student for an additional field of study.

Chapter 10

Conditions for the pursuit of studies by students admitted to the University as a result of the recognition of learning outcomes

§ 41

1. Students admitted to studies as a result of recognition of learning outcomes study under the rules set out in these Regulations, in accordance with the study program of the field of study to which they were admitted.
2. Based on the decision of the competent committee verifying learning outcomes in accordance with the principles set out by the Senate, the Vice-Dean decides to register a student for a specific program and semester of studies and to credit certain courses from the study program together with the ECTS credits assigned to them and grades determined by the committee during verification of learning outcomes.
3. The number of ECTS credits awarded as a result of recognition of learning outcomes may not exceed 50% of credits provided for in a given study program.
4. For a student admitted to studies as a result of recognition of learning outcomes, the Vice-Dean may determine the individual organisation of studies and the individual conditions of registration for subsequent years of studies.
5. For a student admitted to studies as a result of recognition of learning outcomes, the Vice-Dean may appoint a tutor from among academic teachers with at least a doctoral degree.

Chapter 11

Awards, distinctions and penalties

§ 42

1. Students who are distinguished by exceptionally good academic results, excellent fulfilment of their duties, ethical attitude, activity in student life or special sports achievements may be awarded scholarships, prizes and distinctions in accordance with the applicable law.
2. Each form of student awards and distinctions shall be documented and registered in the University IT system.

§ 43

1. The student shall be liable to disciplinary action for any conduct that violates the dignity of the student and the regulations in force at Lodz University of Technology.
2. Disciplinary penalties include:
 - 1) admonition;
 - 2) reprimand;
 - 3) reprimand with admonition;
 - 4) suspension from certain student rights for up to one year;
 - 5) expulsion from the University.
3. Disciplinary penalties shall be documented.
4. The detailed procedure for the explanatory and disciplinary proceedings in student cases, as well as the manner of the performance of disciplinary penalties and their expungement of record shall be laid down in separate legislation.

Chapter 12

Diploma thesis

§ 44

1. A diploma thesis is an independent written development of a solution to a specific scientific or practical problem or artistic achievement, presenting the knowledge and skills of a student in accordance with the learning outcomes defined for a given field of study, level and profile of education and the ability to analyse and deduce independently.
2. A student diploma thesis may be prepared on the basis of a team project, provided that the student's participation in the project implementation is specified in detail.
3. The diploma thesis may be performed with the consent of the Vice-Dean outside Lodz University of Technology, including at another Polish or foreign university, as well as at a Polish or foreign research centre.
4. The diploma thesis is submitted in the language of instruction. At the student's request, with the consent of the thesis supervisor and the Vice-Dean, the thesis may be submitted in a language other than the language of instruction.

§ 45

The University's information system is used to handle the graduation process.

§ 46

1. A diploma thesis is carried out by a student under the supervision of a diploma thesis supervisor.
2. The supervisor of an engineering or bachelor's thesis may be an academic teacher with at least a doctoral degree. In a particular case, an employee of the University who is not an academic teacher with at least a doctoral degree or a specialist from outside the University with at least a university degree may be appointed as the supervisor of an engineering or bachelor's thesis.
3. The supervisor of the master's thesis may be an academic teacher holding the title of professor or the degree of doctor habilitowany or the degree of doctor, employed as a professor at the university. In a particular case, an employee of the University holding at least a doctoral degree or a specialist from outside the University holding at least a doctoral degree may be appointed as the supervisor of a master's thesis.

§ 47

The student is obliged to submit the diploma thesis to the supervisor and have it accepted by the supervisor confirmed by an entry "zal" in the University's computer system, before the obligatory deadlines referred to in § 9 (3) and (4), which means submission of the diploma thesis on time. The supervisor enters a "zal" entry for the diploma thesis into the University's computer system after confirming that the requirements for the thesis have been met, including a positive assessment of its originality.

§ 48

1. The diploma thesis is subject to an independent assessment and evaluation by a diploma thesis supervisor and a reviewer.
2. The reviewer of the thesis may be an academic teacher with the title of professor, the degree of doctor habilitowany or the degree of doctor employed as a professor at the university.
3. If the thesis supervisor is an academic teacher holding the title of professor, the degree of doctor habilitowany or the degree of doctor employed as a professor at the University, an academic teacher of the University with a doctoral degree or a specialist from outside the University with a doctoral degree may be appointed to review the thesis.
4. The thesis supervisor prepares an opinion on the thesis and gives a numerical mark for the thesis. The reviewer shall, at the latest within 14 days of receiving the thesis for review, prepare a review of the thesis and give a numerical mark for the thesis. The numerical marks are determined by the supervisor and the reviewer using the scale given in § 18(1).
5. In the event of a negative assessment of the thesis by a reviewer, the Vice-Dean will appoint a second reviewer.
6. A negative assessment of the thesis by the second reviewer results in the thesis being considered as not submitted and the "zal" entry confirming positive acceptance of the thesis being cancelled in the University's computer system. In such a case, at the student's request, the Vice-Dean may agree to extend the deadline for submission of the thesis, but not by more than three months, and direct the student to repeat the final semester of study.
7. Students have the right to familiarise themselves with the content of the opinions and reviews referred to in section 4 no later than two days before the date set for the diploma examination.

Chapter 13 Diploma exam

§ 49

1. Within 21 days of meeting the condition of completing all courses and obtaining the number of ECTS credits resulting from the study program, including the submission of a diploma thesis, the student is obliged to fulfil all obligations towards the University and submit a request to the Vice-Dean for admission to the diploma examination.
2. The Vice-Dean after confirming that:
 - 1) the student has completed all courses provided for in the study program, including internships;
 - 2) the student submitted the thesis has been submitted on time;
 - 3) there is a positive confirmation of the originality of the diploma thesis;
 - 4) the student has been awarded positive grades for the diploma thesis issued by the thesis supervisor and the reviewer;
 - 5) the student has met other individual conditions established by the Vice-Dean in the course of his/her studies and the student has settled all the obligations towards the University,
 issues a decision on admitting the student to the diploma examination within 14 days and sets a date for it.

3. In the event that the student fails to submit a request for admission to the diploma examination on the terms and within the time limits specified in sections 1 and 2, the Vice-Dean has the right to set a date for the diploma examination on her/his own initiative.
4. If it is found that an opinion or a review of the diploma thesis is not made available to a student within the time limit referred to in § 48(7), the Vice-Dean shall set a new date for the diploma examination meeting the condition set forth in § 48(7).
5. The diploma examination is carried out no later than within 6 weeks from the date of submission by the student of a request for admission to the diploma examination. This period does not include the period from July 15 to August 31. At the student's justified request, the Vice-Dean may convene a diploma exam at a later date.
6. In part-time studies, the diploma examination shall take place on the dates of meetings and during the examination session on Saturdays or Sundays, unless otherwise specified in the information on the organisation of studies made available to candidates at the admissions stage. At the request of the degree candidate, the Vice-Dean may schedule the degree examination outside the dates specified above.

§ 50

1. The diploma examination takes place before a committee appointed by the Vice-Dean. The committee shall consist of at least three academic teachers, including the chairperson of the committee, who shall be the Vice-Dean, or a person authorised by the Vice-Dean. The committee shall comprise: for first-cycle studies, at least one academic teacher holding the title of professor or the degree of doctor habilitowany; and for second-cycle studies, at least two academic teachers holding the title of professor or the degree of doctor habilitowany.
2. The student is required to have a student ID card when taking the diploma examination.
3. The diploma examination is conducted in the language of instruction. In case the diploma thesis is submitted in a language other than the language of instruction, the Vice-Dean, at the request of the student or the thesis supervisor, may agree to conduct the diploma examination in the language in which the diploma thesis was submitted.
4. Other persons may take part in the diploma examination as observers, at the request of a student or supervisor and with the consent of the Vice-Dean.
5. An assistant for a disabled person, including a sign language interpreter, may attend the diploma examination. A person assisting a disabled student must have the Vice-Dean's consent to participate in diploma examinations.
6. At the request of the student or diploma thesis supervisor, the Vice-Dean may consent to the open nature of the diploma examination.
7. The diploma examination includes:
 - 1) presentation of the results of the diploma thesis by the student
 - 2) defending the thesis during which the student refers to the supervisor's opinion and review prepared by the reviewer and provides answers to the committee's questions regarding the content and subject of the thesis.
8. During the diploma examination, the Committee shall determine:
 - 1) the final assessment of the diploma thesis based on the numerical assessments of the paper issued by the supervisor and the reviewer, the opinion of the diploma thesis prepared by the supervisor and the review prepared by the reviewer, in the case of the preparation of the second review, when determining the final assessment of the diploma thesis, the committee takes into account both reviews of the thesis;
 - 2) the grade for the diploma examination.

Grades are given in accordance with the grading scale specified in § 18(1).
9. The grade for the diploma thesis and the grade for the diploma examination shall be determined by the committee during the closed part of its meeting. Obtaining a negative result in any of the elements of the examination listed in section 7 results in a negative result of the diploma examination.
10. In the event of a positive assessment of the diploma thesis and a positive result of the diploma examination, the Committee determines the outcome of the studies and decides on the award of the appropriate professional title.
11. The basis for calculating the result of studies are
 - 1) the average of grades obtained during the entire period of study, the average shall be calculated as a weighted average in accordance with § 18(7) excluding: grades 2.0 (two), grades from the competence examination referred to in § 14(6) and courses credited with "zal"; the average of grades shall be rounded off and determined to two decimal places;
 - 2) a positive assessment of the competence examination;
 - 3) a positive assessment of the diploma thesis;
 - 4) a positive assessment of the diploma examination.

The final numerical result of the studies is the sum of:

 - a) 0.6 of the grade mentioned in point 1,
 - b) 0.2 of the grade mentioned in point 2,
 - c) 0.1 of the grade mentioned in point 3,
 - d) 0.1 of the grade mentioned in point 4.

The final numerical results of the studies shall be rounded off and determined to two decimal places.
12. The verbally specified study result is determined on the basis of the final numerical study result referred to in section 11 according to the following scale:
 - 1) 4.85 and above excellent;
 - 2) 4.55 - 4.84 very good;
 - 3) 4.20 - 4.54 more than good;

- 4) 3.80 - 4.19 good;
- 5) 3.40 - 3.79 satisfactory;
- 6) up to 3.39 - sufficient.

The verbal result of the study thus determined shall be entered on the higher education diploma.

13. Protocol of the diploma examination shall be drawn up.
14. Immediately after the end of the examination, the chairperson of the diploma examination committee, in the presence of its members, shall announce the grade of the diploma thesis and the result of the diploma examination determined by the committee. In the event of a positive result of the diploma examination, the chairperson of the committee shall give the result of the studies and announce the decision on the granting of an appropriate professional title.
15. At the request of the Vice-Dean, the Rector may award a diploma of graduation from Lodz University of Technology with distinction to a person who graduated with distinction in a given academic year and obtained a relevant professional title.
16. A diploma with distinction may be awarded to a graduate who has jointly fulfilled the following conditions:
 - 1) completed their studies in accordance with the specified study plan, in particular, did not repeat any period of study;
 - 2) obtained a grade point average higher than 4.55 throughout the study period;
 - 3) obtained a final mark of 5.0 in the diploma thesis and a mark of 5.0 in the competence examination;
 - 4) has not violated the rules contained in the oath, in particular has not been subject to a disciplinary penalty;
 - 5) has achieved, during the period of study, outstanding additional academic or artistic achievements related to the field of study completed.
17. The Rector may award a material award as a result of a graduate obtaining a diploma with distinction.

§ 51

1. In the event of a negative result from the diploma examination, the Vice-Dean, upon the student's request, may set a second, final date for the diploma examination. The second examination may not take place earlier than after two weeks and not later than two months from the date of the first diploma examination, except for the period from 15 July to 31 August. The Vice-Dean informs the student about the date of the examination at least 7 days prior to the set date.
2. In the event of a student's excused absence on the set examination date, the Vice-Dean, upon the student's request submitted within 7 days of the original examination date, may set a second, final date for the diploma examination. The re-examination may not take place later than two months after the original date of the diploma examination, excluding the period from 15 July to 31 August.
3. In the event of failure to take the examination on the second date or an unjustified absence of the student, a decision shall be issued to remove the student from the list of students due to failure to take the diploma examination on the date of the examination.

§ 52

The rules for the recognition of diploma examinations and diploma theses executed outside Lodz University of Technology are laid down in separate regulations.

§ 53

Other details of the diploma procedures, not determined by these regulations are determined by the Rector in the form of diploma regulations at Lodz University of Technology.

Chapter 14 Graduation

§ 54

1. Graduation takes place on the date of taking the diploma examination.
2. The graduate shall receive a university diploma in a given field of study and profile confirming his/her higher education and professional title:
 - 1) the Bachelor or Bachelor of Science or equivalent, confirming higher education at the level of first-cycle studies;
 - 2) the Master's or Master of Science or an equivalent confirming higher education at the level of second-cycle studies or uniform Master's studies, respectively.
3. Within 30 days from the date of graduation, a graduate shall receive a diploma of graduation together with a diploma supplement and two copies thereof, including, at the graduate's request, a copy in a foreign language.

Chapter 15

Conditions and mode of participation of talented secondary school students in classes provided for in the study program

§ 55

1. Highly talented secondary school students, hereinafter referred to as "students", may participate in selected classes provided for in the study program in fields of study compatible with their abilities, which are run at the University.
2. The decision in this respect is made by the Vice-Dean, at the request of the student which contains the recommendation of the principal of the school in which the student is studying. In the case of underage students, the request must be supplemented with a written consent of parents or legal guardians of the student.

3. Students admitted to participate in classes:
 - 1) have the right to use the teaching premises and facilities of the University and the assistance of its employees and bodies;
 - 2) may participate in the activities of the student scientific movement;
 - 3) are obliged to comply with the regulations and rules binding at the University;
 - 4) must be covered by insurance, in their own right, against accidents and third-party liability.
4. The condition of joining the classes is to undergo training in the field of occupational safety and health and fire protection.
5. Credit for classes shall be given to students in accordance with the rules laid down in these Study Regulations. The Vice-Dean of the Faculty may determine individual conditions of participation and the mode of completing classes by a student. After completion of classes, the student receives a confirmation of participation in classes and completion of courses.

Chapter 16 Transitional provisions

§ 56

For students who pursue studies according to the study programs in force before the academic year 2019/2020, the relevant provisions of the Study Regulations of Lodz University of Technology adopted by the Resolution No. 18/2015 of the Senate of Lodz University of Technology of 23 September 2015 shall apply in place of the provisions of § 18(7), § 50(7), § 50(8), § 50(9) and § 50(11) of these Regulations.

§ 57

1. Decisions on individual student cases, including registration decisions issued for study semesters completed in the academic year 2022/23 and taken before the date of entry into force of the Study Regulations, shall become decisions for the next year of studies completed in the academic year 2022/23 within the meaning of these Study Regulations.
2. The concluded agreements referred to in § 18(5) of the Study Regulations of Lodz University of Technology adopted by Resolution No. 18/2015 of the Senate of Lodz University of Technology of 23 September 2015 shall remain in force; the provisions of Article 160a of the Act of 27 July 2005 shall apply to such agreements. - The Law on Higher Education (i.e. Journal of Laws of 2017, item 2183, as amended) in connection with Article 264(1) of the Act of 3 July 2018. - Provisions implementing the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended).
3. The concluded agreements referred to in § 7(3) of Study Regulations of Lodz University of Technology adopted by Resolution No. 6/2019 of the Senate of Lodz University of Technology of 24 April 2019 shall remain in force.

Chapter 17 Final provisions

§ 58

1. These Regulations adopted by the Senate of Lodz University of Technology on 27 April 2022 shall enter into force on 1 October 2022 and shall also apply to students who commenced their studies before the academic year 2022/2023, subject to § 56.
2. Resolution No. 6/2019 of the Senate of Lodz University of Technology dated 24 April 2019, the Study Regulations of Lodz University of Technology shall be repealed.