

Resolution No. 18/2015  
of the Senate of Lodz University of Technology  
of 23 September 2015

**ACADEMIC REGULATIONS OF LODZ UNIVERSITY OF TECHNOLOGY**

*adopted pursuant to Article 161 paragraph 2 second sentence of the statutory act of 27 July 2005 – Law on higher education (Journal of Laws of the Republic of Poland of 2012 Item 572, as amended) and Section 14 paragraph 1 point 2 of the Statutes of Lodz University of Technology.*

Chapter 1

Preamble

The Academic Regulations of Lodz University of Technology shall be binding on all students and employees of the University with regard to organisation, pursuit and delivery of education. Consideration of the students' needs, rights, obligations and of the best interest of Lodz University of Technology shall be the guiding principle in deciding matters pursuant to these Regulations.

Section 1

Matriculation and taking the matriculation oath are required to be entered into the register of the University students. Having taken the matriculation oath, matriculated students receive student ID cards.

Section 2

1. All students of Lodz University of Technology are subject to the authority and care of the Rector.
2. Students of the faculties of Lodz University of Technology are subject to the immediate authority and care of the Dean of their respective faculty, who makes decisions in matters concerning individual students.
3. Students have the right to appeal Dean's decisions to the Rector. Appeals shall be made in writing and filed through the office of the Dean within 14 days of the date of the effective delivery of the decision.

Section 3

The bodies of the Student Government represent all students of Lodz University of Technology and are elected to further the Students' interests.

Section 4

The provisions laid down in the Academic Regulations which apply to faculties, Deans and faculty councils apply equally to the respective bodies of non-faculty and interfaculty primary organizational units running degree programmes.

Chapter 2  
Student rights and obligations

Section 5

1. The student has the right to:

- 1) acquire knowledge, skills and pursue their academic interests;
- 2) use the University facilities and equipment under the terms and conditions set down by the University;
- 3) pursue an individual programme of study, including an individual plan of study, pursuant to the provisions of Section 11;
- 4) express their opinions on the classes delivered;
- 5) participate in the activities of collegial bodies governing the faculty and the University pursuant to the provisions laid down in the Statutes of Lodz University of Technology;
- 6) receive financial aid as laid down in separate laws;
- 7) request accommodation in the University's student halls of residence (dormitories);
- 8) awards, prizes and other forms of recognition;
- 9) health and medical care including substance abuse and addiction counselling;
- 10) participate in the University's social and cultural events and activities;
- 11) associate in the University's student organizations, in particular, in science clubs, arts and sports groups;
- 12) be instructed in student rights and obligations.

2. The student has the right to vote and the right to stand for election pursuant to the provisions laid down in the Statutes of Lodz University of Technology.

Section 6

1. The student is required to:

- 1) conduct herself/himself in a manner consistent with the substance of the matriculation oath and with the provisions of the Academic Regulations;
- 2) abide by the laws and regulations in force at the University;
- 3) attend classes, participate in organisational activities set down in the plan of study and perform tasks required by the programme of study;

- 4) respect and care for the property of the University;
  - 5) abide by the regulations on intellectual property rights;
  - 6) abide by occupational safety and health regulations, fire safety regulations and other regulations concerning expected and prohibited conduct;
  - 7) use functionalities, documentation and information available to students through the University information system. The information, documentation, communication tools and procedures available through the said system are binding on the student.
2. The student is required to pay tuition and other fees for education services by or on the date set, shall such fees be charged pursuant to separate laws. Failure to pay the said fees may result in termination of the Student's registration at the University.
  3. The terms and conditions of charging tuition and other fees are laid down in an agreement made between the University and the student. The agreement is executed no earlier than after an administrative decision on admission to a degree programme has been made, and no later than 30 days of the onset of classes. Failure to sign the agreement on the terms and conditions of payment of tuition fees or other fees for educational services submitted by the University may constitute grounds for termination of the student registration at the University.
  4. The student is required to notify the Dean's office without delay of any and all changes to the Student's marital status, surname, address, and of any circumstances that may affect the amount of the financial aid granted to the Student.
  5. Students under the influence of alcohol or other controlled substances are prohibited from attending classes under pain of disciplinary penalties.
  6. The student is required to have a civil liability insurance policy.

### Chapter 3

#### Management and administration of education

#### Section 7

1. Studies at Lodz University of Technology are organised into semesters.
2. The Rector, having consulted the competent body of the Student Government, shall announce a detailed academic calendar of the following academic year no later than on 1st June.
3. The Academic year starts no later than on 1st October and finishes on the day which immediately precedes the day of the beginning of the following academic year.
4. The Academic year shall include:

1) the winter semester which includes a period of teaching and learning, examination period and winter vacation;

2) the summer semester which includes a period of teaching and learning, examination period and summer vacation dividing the examination period into two parts;

3) inter-semesteral break during which no classes are held and which immediately precedes the onset of the summer semester;

4) other days when no classes are held.

5. The total duration of the examination periods in one academic year shall not be shorter than 6 weeks.

6. The Rector shall have the discretion to announce additional days when no classes are held at any time throughout the academic year.

7. The Dean shall have the discretion to announce additional hours when no classes are held at any time throughout the academic year.

#### Section 8

1. Degree courses are delivered in accordance with the curricula approved by faculty councils, whereas the learning outcomes relating to the said curricula are approved by the Senate of Lodz University of Technology.

2. Organisation and progression of studies at Lodz University of Technology are based on the European Credit Transfer and Accumulation System (ECTS).

3. The Student pursues studies according to the curriculum effective in the academic year in which the Student is enrolled on the course. This provision does not apply to students who repeat a semester/year, transfer from another university, re-enroll following a leave of absence or readmission.

4. The Dean shall announce course unit timetables for the programmes of study as set down in the curriculum on the faculty website or on the faculty information board no later than 3 working days before the beginning of the semester.

#### Section 9

The Dean shall have the discretion to appoint Year Tutors, leaders of fields of study, leaders of specialisations, etc. from among the University academic teachers in order to facilitate teaching and mentoring activities.

#### Section 10

The Student has the right to choose the mode, the form and specialisation of studies subject to technical, organisational and economic capacity specified by the governing bodies of the faculty running the field of study.

## Section 11

1. The Student who excels in academic performance may apply for an individual programme of study, including an individual plan of study (IPS) subject to the appropriate curriculum, interdisciplinary curricula not excluding. The Dean holds the authority to decide this matter.
2. Studies under an individual programme of study, including an individual plan of study, proceed according to faculty regulations.
3. For the student who undertakes studies under an individual programme of study, including an individual plan of study, the Dean shall:
  - 1) appoint an ISP coordinator from among the academic teachers holders of at least a higher doctorate or, upon the faculty council's approval, from among assistant professors and senior lecturers (including, in the academic rank of *docent*) holders of a doctoral degree;
  - 2) set down the programme of study, including the plan of study, in consultation with the ISP coordinator.
4. In the event that the student's academic performance under the individual programme of study, including the individual plan of study, is unsatisfactory, the Dean shall have the discretion to revert the student to studies under the general rules and regulations. The student may choose to file a request to withdraw from the individual programme of study, including the individual plan of study, with the Dean's office of the Student's own accord.

## Section 12

1. Under exceptional circumstances, individual arrangement of studies may be granted (IOS), which allows individual adjustment of the terms and dates of assessment.
2. The Dean shall have the discretion to grant individual arrangement of studies.
3. The Dean has the discretion to allow the Student to register for course units that according to the plan of study would be taken in the following years of the Student's studies. The Dean may consult with academic teachers delivering the course units before permission is granted.

## Chapter 4

### Registration for courses and progression

## Section 13

1. Student progression is based on credit transfer and accumulation system (ECTS).
2. The Dean shall announce the maximum permitted number of trailing credit points and other progression requirements before the beginning of each semester or academic year.

3. Under exceptional circumstances, the Dean shall have the authority to change the minimum number of credits required and to set down other progression requirements on an individual basis.

4. The course unit director or the course unit director's designee shall be responsible for keeping records of the results of examinations and other forms of assessment up-to-date in the University's information system. The course unit director or the course unit director's designee shall submit signed reports of the results of examinations and other forms of assessment recorded in the system to the Dean's office after the end of each semester by the deadlines specified by the Rector.

5. The Student shall review the results of examinations and other forms of assessment as recorded in the University's information system by the deadlines specified by the Rector.

6. The Dean shall have the authority to approve the number of credit points awarded which shall be entered in the Student's academic performance periodic assessment form and recorded in the University's information system.

7. The Dean shall make a decision on the procedure and conditions of progression to the next semester of study. The decision is issued and communicated to the Student and recorded in the University's information system.

8. The Student may be registered for the next semester under the unconditional progress procedure or conditional progress procedure. The Student who has passed and been awarded credit points for all course units specified in the programme of study to date and has fulfilled all obligations in accordance with the Dean's decisions shall be registered under the unconditional progress procedure. The Student who has not exceeded the maximum permitted number of trailing credit points in the course of the Student's study to date and has fulfilled all obligations in accordance with the Dean's decisions shall be registered under the conditional progress procedure.

9. In the event that the Student does not satisfy the requirements for registration under unconditional or conditional progress procedure, the Dean shall decide to direct the Student to repeat the semester, to grant the Student a leave of absence to intermit for one semester before re-registering for the repeat in the following academic year or to terminate the Student's registration at the University due to failure to make academic progress.

10. Failure to make academic progress is deemed to have occurred when it is impossible to allow the student to proceed with the studies specifically due to:

1) exceeding the maximum permitted number of trailing credit points;

2) unexcused absence from classes referred to in Section 15 paragraph 2;

3) failure to satisfy other requirements for registration for the next semester specified by the Dean according to the procedure laid down in Section 13 paragraph 3;

11. The Dean, based on the information recorded in the University's information system, shall pronounce failure to make academic progress and may take the decision to terminate the Student's registration at the University in the event that the Student has not passed and has not been awarded credit points for all course units of the repeated semester and/or other course units repeated in the semester under consideration.

12. The Dean shall terminate the Student's registration at the University in the event that failure to undertake studies is deemed to have occurred. Failure to undertake studies shall be deemed to have occurred when the Student has failed to attend obligatory classes (unexcused absence) within 30 days of the onset of classes in the semester for which the student is registered.

13. The Dean shall terminate the Student's registration upon the Student's written request for voluntary withdrawal.

#### Section 14

1. The Student who has been re-registered for a semester or an academic year is not required to re-sit examinations and repeat other forms of course assessment which the Student has already passed and for which s/he has been awarded credit points. In the event that the learning outcomes set down in the programme of study are different for the original and for the repeat semesters, the Dean, at the beginning of the semester, shall determine whether the course units which the Student has already passed and been awarded credits for should be deemed equivalent.

2. The Student who has failed a given course unit and has been directed to repeat the course by virtue of the Dean's decision may be required to attend and be re-assessed on all components of the course unit (e.g. both lectures and laboratories).

#### Section 15

1. The Course unit director or the academic teacher delivering the course shall discuss the course unit specification form during the first class meeting and shall determine and instruct the Students in:

1) the teaching and learning methods and principles;

2) the conditions of seeking an excused absence from classes and making up for absence from classes;

3) the conditions and procedures of assessment and requirements for the award of credit points (including an additional date of assessment prior to the examination period as set down in the academic calendar);

4) the conditions of administering tests of knowledge and/or skills and methods of verification of the achievement of the intended learning outcomes;

5) the academic teacher's office hours for full-time and part-time students.

2. The Student is required to attend classes under pain of failing the course in the case of three unexcused absences from: seminars, laboratories, project based classes, tutorials, foreign language classes, practical classes and fieldwork activities. All types of classes are compulsory for first-year students. The Student shall have the right to seek excused absence from classes on the basis of providing the academic teacher delivering the course unit with a medical professional's confirmation of a needed absence or other evidence substantiating the reason for the absence.

3. In the case of course units for which credit points are awarded on the basis of assessment other than examination, credit points are awarded on satisfactory completion of all of the course unit components. The said assessment may not take the form of an examination and shall be effected before the examination period. It is permissible that such assessment be effected by the end of the examination period in the semester under consideration or by the end of the semester immediately following the semester under consideration.

4. The examination is a form of assessment of the extent to which the Student has achieved the intended learning outcomes as set down in the course syllabus. There are written examinations, viva voce (oral) examinations, and examinations which consist of both a written portion and a viva voce portion. The result of the examination may constitute part of the final grade awarded for the course as provided in the course specification form.

5. The Student is required to bring his/her student ID card to examinations and other forms of assessment.

6. In the case of unauthorised collaboration, making use of prohibited materials, information and devices, or any other form of misconduct that might in any way interfere with the proper conduct of any form of learning outcomes assessment, the Student may be prohibited from finishing the assessment and have her/his result disallowed. In the event that the Student has been prohibited from completing the assessment, the examiner must immediately report it to the Dean in writing. The Student shall be allowed to be re-assessed in the following semester. The Student shall have the right to appeal the examiner's decision to the Dean. The appeal shall be made in writing within 7 days of the decision.

7. The academic teacher delivering the course unit shall immediately inform the Student of unauthorised collaboration or unacknowledged help of others in any assignment submitted by the Student for assessment and shall report the finding to the Dean in writing. Unauthorised collaboration and unacknowledged help of others may constitute grounds for failing the student in the course. The student shall have the right to appeal the academic teacher's decision to the Dean in writing within 7 days of being notified of the academic dishonesty.

8. The Procedure of written assessments and examinations is laid down in the appendix hereto.

## Section 16

1. The Student who has participated in research activities, courses, trainings or other forms of certificated and non-certificated training may be partially or fully exempted from the requirement to

complete the course the intended learning outcomes of which the Student has previously achieved as a result of the certificated and non-certificated training. The Student may be deemed to have passed the course under the recognition of prior learning procedure. The Dean shall have the discretion to recognize prior learning after seeking the course unit director's written opinion.

2. Work experience may be counted towards the award of credit points for practical placement if the learning outcomes achieved in the course of professional activity are equivalent to the learning outcomes as laid down in the practical placement specification form. The Dean or the Dean's designee shall have the discretion to the award of credit points for practical placement.

#### Section 17

1. The following common grading scheme is used at Lodz University of Technology:

- 5.0 – five,
- 4.5 – four and a half,
- 4.0 – four,
- 3.5 – three and a half,
- 3.0 – three,
- 2.0 – two.

The lowest and the only failing grade is 2.0 – two.

2. On satisfactory completion of the Physical Training course, the Student is awarded a *pass* with no grade attributed to it. The said pass is not taken into account in calculating the average grade. On satisfactory completion of the practical placement, the Student is awarded a *pass* or a grade as specified in the programme of study.

3. The average grade for a given period of study is calculated as a weighted arithmetic mean of the grades awarded for course units under assessment in the said period of study. The weight of each grade is the quotient of the number of credit points attributed to a given course unit and the total number of credit points awarded in the period of study under consideration. Non-graded course units are not taken into account in calculating the weighted arithmetic mean.

#### Section 18

1. The assessment and award of credit points are regulated by the following provisions:

1) in the case of the course unit which ends with a form of assessment other than the examination, the Students shall have the right to three attempts in the semester in which the course unit is delivered and to two attempts in the following semester. This provision shall also apply to the assessment of particular components of the course unit except for those course unit components for which attendance is one of the mandatory conditions.

2) in the case of the course unit which ends with an examination, the Student shall have the right to two attempts in the semester in which the course unit is delivered and to two attempts in the examination period in the following semester.

2. The principles of participation and the procedure for the assessment of practical placements shall be specified in the practical placement specification form effective for a given programme of study.

#### Section 19

1. The number of examinations provided in the programme of study in the examination period of the winter semester shall not exceed three, and in the summer semester – four.

2. The Dean, having consulted the faculty council of the Student Government, no later than two weeks before the beginning of the examination period, shall announce the examination schedule for the examination period subject to the requirement that examination dates and times must not overlap. The examination schedule should provide no fewer than three examination dates for each course unit. For course units run in the winter semester, there should be no fewer than two examination dates set in the examination period following the summer semester. For course units run in the summer semester, there should be no fewer than two examination dates set in the examination period following the winter semester.

3. Upon the approval of the Dean, the Student may sit examinations and undergo other forms of assessment at dates other than the dates specified in the examination schedule.

4. Examinations and other forms of assessment for students enrolled in part-time programmes shall be scheduled on the dates of classes as set down in the detailed academic calendar whereas during the examination period, on Saturdays and Sundays.

5. The course unit director shall have the discretion to set an additional examination date off the examination schedule. The additional date is not counted towards the maximum number of attempts the Student is allowed under Section 18.

#### Section 20

1. At the Student's substantiated request submitted within 7 days of the announcement of the result of the examination or other form of assessment, the Dean may decide that an examination or, respectively, other form of assessment should be conducted by a specially appointed examination board which should be held within 14 days of filing the request.

2. The Dean may decide the examination referred to in Section 1 paragraph 1 hereof be held on the Dean's own initiative or at the request of the examiner or, respectively, the person conducting other form of assessment at issue.

3. The examination or other form of assessment referred to in Section 1 paragraph 1 hereof are conducted by the examination board appointed by the Dean, which shall consist of:

- 1) the Dean or a deputy Dean as the chairperson;
- 2) the examiner – an academic teacher specializing in the subject covered by the course unit;
- 3) the Year Tutor, leader of the field of study and/or specialization or other academic teacher designated by the Dean.
4. The following persons may visit the examination as observers:
  - 1) a representative of the Student Government;
  - 2) a student or an academic teacher designated by the student sitting the examination;

Persons involved in the administration of the original examination or other form of assessment must not participate in the examination or other form assessment referred to in Section 20 paragraph 1 hereof.

5. The examination or other form of assessment referred to in Section 1 paragraph 1 hereof shall have the same form as the original examination or other form of assessment.
6. The result of the examination or other form of assessment referred to in Section 1 paragraph 1 hereof is determined by the examination board.
7. In the event that the Student fails the examination or other form of assessment referred to in Section 1 paragraph 1 hereof or fails to sit the said examination or other form of assessment without a valid reason, the Student may be subject to:
  - 1) termination of the Student's registration at the University;
  - 2) repeat of the relevant semester of studies;
  - 3) repeat of the course unit at issue.

The Dean determines which of the above shall apply and communicates it to the Student together with the decision concerning the examination or other form of assessment referred to in Section 1 paragraph 1 hereof.

8. The results of the examination or other form of assessment under Section 20 paragraphs 1 – 6 is final.

## Section 21

The Student who repeats a course unit or a semester/academic year shall pay the tuition fee in accordance with the terms laid down by the Senate. Failure to pay the fee may constitute grounds for termination of the Student's registration at the University.

Chapter 5  
Students with disabilities

Section 22

1. It is permissible, on a discretionary basis, that the form of an examination, test or other assessment should be changed from written to viva voce (oral) or the reverse.
2. In the event that the Student's disability prevents the Student from attending classes in compliance with the general rules, it is permissible that the number of maximum allowed absences should be increased.
3. In the event that the Student's disability prevents the Student from taking notes, attending classes or examinations without the assistance of others, the Dean, on written recommendation of the Office for Students with Disabilities, shall grant permission to use assistive technological equipment/devices or the assistance of third parties such as sign language interpreters, readers, note takers, laboratory assistants.
4. In the event that the Student needs to use audio- or audio-video recording devices, the Student is required to sign a declaration concerning copyright protection and using the recordings for their personal needs pursuant to the provisions of Article 33<sup>1</sup> of the statutory law of 4 February 1994 on copyright and related rights (Journal of Laws of the Republic of Poland 2006, No. 90, item 631, as amended).
5. In the event that the Student health condition prevents the Student from complying with the plan of study as set down for the specific academic year or semester, the Dean, on written recommendation of the Office for Students with Disabilities, shall have the right to determine an individual plan of study or to grant the Student a leave of absence.
6. In the event that the Student with disabilities fails a course unit, the Dean, on written recommendation of the Office for Students with Disabilities, may set a reduced fee for the repeat of the failed course unit.
7. At the request of the Student with disabilities, the head of the Office for Students with Disabilities may issue an 'Opinion on the teaching and learning accommodations to address the Student's special needs'. The Dean shall forward the said Opinion to all persons delivering the classes. In the Opinion, the Student's disability-related needs are specified and alternative forms of teaching and learning are recommended to accommodate them.

Chapter 6  
Leaves of absence

Section 23

1. The Student may be granted the following types of the leave of absence:
  - 1) a voluntary leave of absence;

2) a mandatory leave of absence.

2. The leave of absence may be granted for a period not longer than 1 academic year (long-term leave of absence) and not shorter than 1 semester (short-term leave of absence).

3. At the Student's request, the Dean may grant the Student a voluntary leave of absence, shall compassionate or compelling circumstances arise that prevent the student from continuous participation in classes. The Student should file his/her request immediately after the reason for the request has arisen.

4. In the event that the student has been denied progression to the next semester and is required to repeat a semester in the following academic year, the Dean may direct the student to intermit for the other semester and grant him/her a mandatory leave of absence.

5. A leave of absence results in deferral of the intended date of completing the degree course.

6. A decision is issued stating that the leave of absence has been granted. The decision is recorded in the University's information system.

7. The Student retains his/her student status while on leave.

8. The Dean may grant the student's request for permission to attend classes, sit examinations and other forms of assessment while on leave. The Dean issues the decision and records it in the University's information system. The permission to attend the specified course units renders them mandatory for the student in the given period of study.

9. On expiration of the voluntary leave of absence, no later than 7 days prior to the beginning of the semester of studies, the student shall file a request for registration for the next semester of studies. Failure to submit the request may result in termination of the student's registration at the University due to failure to enroll.

10. On expiration of the student's voluntary leave of absence, the Dean determines the semester for which the student shall be registered based on the student's academic performance prior to the leave of absence.

## Chapter 7

### Readmissions, transfers and changes to enrollment in the field of study

#### Section 24

1. A person whose registration at the University has been terminated in the first year of the degree course may be readmitted under the general admissions procedure.

2. A person whose registration at the University has been terminated in the second or higher year of the degree course may be readmitted to studies upon the Dean's approval and having successfully sat a readmission examination. The Dean may deny readmission to a person whose registration at the

University has been terminated and whose previous academic performance does not augur that the person will be able to complete the studies within the normative duration of the degree course or in the event that there have been changes to the curriculum which preclude continuation of studies in the same field of study.

3. The Dean shall determine the scope and the date of the readmission examination. The examination includes verification of learning outcomes achieved in the course of the studies to date.

4. A fee is charged for the readmission procedure. The amount of the fee is set by the Rector under the terms laid down by the Senate pursuant to the relevant regulation of the competent minister.

5. Upon readmission, the Dean shall specify detailed terms and conditions of continuing studies for the returning student.

#### Section 25

1. The student may, upon approval of the competent Deans, transfer from the faculty where the student is currently enrolled to another faculty of Lodz University of Technology, or change the mode of study from full-time to part-time (or the reverse), or transfer to another field of study subject to making up the differences in learning outcomes resulting from the differences in the programmes.

2. The student may transfer to another university or from another university to Lodz University of Technology upon the approval of the Deans of the two faculties –the faculty from which the student transfers and the faculty to which the student transfers – subject to the fulfillment of all obligations at the faculty from which the student transfers.

3. Upon the transfer, the Dean may recognize the learning outcomes the student has previously achieved in another field of study, at another faculty or university.

#### Chapter 8

#### Multiple enrollments

#### Section 26

1. The student may, upon the Dean's approval, enroll on course units which are not included in the programme of study pursued by the Student (additional course units).

2. The academic teacher delivering the course unit may deny the Student enrollment on the course unit, should the academic teacher determine, in view of the competences so far attained by the student, that he/she is not sufficiently prepared.

3. Following the Dean's approval, the additional course units are recorded in the University's information system. Credits points awarded on passing the course units shall not be counted towards the award of the degree.

4. Additional course units are subject to the same assessment and credit award procedures as the course units obligatory under the programme of study.
5. Additional course units shall be listed in the diploma supplement.
6. Tuition and other fees are charged for additional course units as laid down by the Senate.

#### Section 27

1. Upon the approval of the competent Deans, the student may enroll on any number of degree programmes in addition to the primary degree programme which the student is enrolled on subject to satisfactory fulfillment of all obligations related to the said primary degree programme.
2. The approval of the Dean of the primary degree programme referred to in paragraph 1 must be obtained before the beginning of each academic year.
3. The decision on recognition of learning outcomes achieved to date shall be taken by the Dean of the faculty where the student enrolls on a second degree programme.

#### Chapter 9

##### Students admitted through recognition of prior learning

#### Section 28

1. Students admitted to studies through recognition of prior learning pursue studies under the provisions hereof in accordance with the programme of study for the field of study for which they have been registered.
2. The Dean, based on the decision of the committee for recognition of prior learning, determines the programme of study and the semester of study for which the student shall be registered, and makes a decision on the recognition of the course units, credits points assigned to them and grades as specified by the said committee during the verification of learning outcomes.
3. The number of ECTS credit points awarded through recognition of prior learning may not exceed 50 % of the total number of ECTS credit points as set down in the curriculum and the programme of study.
4. The Dean may specify an individual programme of study and individual progression terms for the student admitted through recognition of prior learning.
5. The Dean may appoint an academic tutor for the student admitted through recognition of prior learning from among academic teachers holders of at least a doctoral degree.

#### Chapter 10

##### Rewards and penalties

#### Section 29

1. Students who excel in academic performance, dutifully fulfill their academic obligations, whose academic conduct, academic integrity and participation in the life of the academic community are exemplary, or who have shown outstanding athletic achievement may be eligible for scholarships, awards and other forms of recognition as provided by law.
2. Specific principles and procedures for giving recognition to student achievement are provided in separate regulations. The said regulations shall not be amended later than three months before the beginning of the academic year in which they shall be in effect.
3. Records are kept of all awards and recognitions in writing and in the University's information system.

#### Section 30

1. The student shall be held accountable for conduct unbecoming a student or for a breach of the University rules, regulations, policies and procedures before the Committee on Student Discipline or before the Peer Conduct Board of the Student Government.
2. The Rector shall decide whether the case shall be referred to the Student Conduct Investigator or to the Peer Conduct Board of the Student Government.
3. The following disciplinary penalties may be imposed:
  - 1) a warning;
  - 2) a reprimand;
  - 3) a reprimand with a warning;
  - 4) forfeiture of specific student rights for a period of up to one year;
  - 5) expulsion from the University.
4. The Rector shall have the discretion to issue a warning in instances of minor misconduct without referring the case to the Committee on Student Discipline or the Peer Conduct Board.
5. Records are kept of all disciplinary penalties in writing and in the University's information system.
6. Specific principles of disciplinary proceeding are laid down in separate regulations.

#### Chapter 11 Diploma thesis

#### Section 31

1. The diploma thesis shall be the Student's own written work completed without the unacknowledged help of any other person which presents research and findings concerning an engineering, scholarly or

artistic problem and which demonstrates the Student's knowledge and skills in accordance with the learning outcomes as laid down for the specific field, cycle and profile of study.

2. The diploma thesis may be written on the basis of a group project with the stipulation that the Student's contribution to the said project has been specifically defined.
3. Upon the Dean's approval, the diploma thesis may be completed in an institution other than Lodz University of Technology, including another Polish or international university or Polish or international research institute.
4. The topic for the diploma thesis should be defined prior to the beginning of the Student's registration for the final semester of study (called the diploma semester) as set down in the programme of study. Failure to satisfy the stated condition may result in registration for the said semester being denied.
5. In the case that the diploma thesis shall be completed in an institution other than Lodz University of Technology, the topic for the diploma thesis may be defined after the final semester of study has begun.
6. Topics for diploma theses, alterations and modifications thereof shall be approved by the Dean on consultation with the faculty council or the competent faculty committee.
7. The diploma thesis may be written in a foreign language subject to the approval of the thesis supervisor and the Dean.
8. Specific terms of submission and approval of topics for diploma theses as well as their selection by the student shall be stipulated by the faculty council.

### Section 32

1. The diploma thesis as set down in the programme of study shall be completed by the student under supervision and guidance of the diploma thesis supervisor.
2. The diploma thesis supervisor shall be appointed and discharged by the Dean.
3. For first-cycle degree programmes, the diploma thesis supervisor shall hold at least a doctoral degree. The Dean, on consultation with the Faculty Council, may appoint a University employee holder of at least a doctoral degree who is not an academic teacher or a specialist who is not a University employee as the diploma thesis supervisor.
4. For second-cycle degree programmes, the diploma thesis supervisor shall hold at least a higher doctorate. The Dean, on consultation with the Faculty Council, may appoint a University employee holder of at least a doctoral degree who is not an academic teacher or a specialist who is not an employee of the University as diploma thesis supervisor.
5. The diploma thesis supervisor may submit a request to the Dean to appoint an additional person as auxiliary diploma thesis supervisor. The auxiliary diploma thesis supervisor need not comply with the provisions of paragraph 3 and paragraph 4 hereof.

6. In the event that a prolonged absence of the diploma thesis supervisor might compromise submission of the diploma thesis by the specified deadline, the Dean, on consultation with the head of the organizational unit in which the thesis is being completed, shall designate a person to take over from the diploma thesis supervisor.

### Section 33

1. Having completed the diploma thesis, the student is required to:

1) submit the thesis to the diploma thesis supervisor in hard copy and soft copy in the format specified by the Dean;

2) be awarded a passing grade for the diploma thesis by the diploma thesis supervisor;

3) confirm that the thesis has been completed without the unacknowledged help of others and that it is the Student's original work through submitting a written declaration in the form specified by the University.

2. The passing grade is confirmed by the diploma thesis supervisor via entering the record *zal* (pass) into the University's information system.

3. Performance of the activities described in paragraph 1 and paragraph 2 shall be construed as the submission of the diploma thesis.

4. The student is required to submit his/her diploma thesis by the end of the final semester of study as set down in the detailed calendar of the academic year.

5. In the event that the student fails to submit his/her diploma thesis by the deadline set, the Dean shall take the decision to terminate the Student's registration at the University. Upon the Student's request approved by the diploma thesis supervisor and submitted by or on the last day of the semester, the Dean may take the decision to direct the Student to repeat the semester.

6. In the event that the student has failed to abide by the deadline for reasons beyond the student's control, she/he may file a request for extension of the deadline to submit the diploma thesis. The extension shall not be longer than three months of the date specified in paragraph 4 hereof.

7. The student may file a request for extension of the deadline to submit the diploma thesis with the stipulation that the Student has passed all course units and practical placements as set down in the programme of study. The Dean shall determine a new deadline to submit the diploma thesis on consultation with the diploma thesis supervisor.

8. Extension of the deadline to submit the diploma thesis may be granted to the student only once in a given programme and cycle of study.

## Section 34

1. The diploma thesis is subject to assessment performed independently by the diploma thesis supervisor and a second assessor hereinafter called the reviewer.
2. The reviewer is appointed by the Dean.
3. The reviewer shall be an academic teacher holding at least a higher doctorate.
4. Whenever the diploma thesis supervisor is an academic teacher holding at least a higher doctorate, the Dean may appoint an academic teacher holding a doctoral degree or a specialist who is not an employee of the University to review the diploma thesis.
5. For first-cycle practical profile degree courses, the Dean may appoint an academic teacher holding a doctoral degree to review the diploma thesis also in the case in which the diploma thesis supervisor is an academic teacher who is not a holder of a higher doctorate or a specialist who is not an employee of the University.
6. The diploma thesis supervisor shall prepare a written assessment of the thesis and grade it. The reviewer shall, within 14 days of the date of receiving the thesis for review, prepare a written assessment of the diploma thesis and grade it. The diploma thesis supervisor and the reviewer shall grade the thesis according to the grade scale specified in Section 17 paragraph 1.
7. In the event that the reviewer awards a failing grade, the Dean shall appoint a second reviewer.
8. In the event that the second reviewer awards a failing grade, the thesis shall be deemed not to have been submitted and the record *zal* (pass) which has previously been made in the University's information system to acknowledge the submission of the thesis shall be deleted from the said system. If such be the case, upon the Student's written request, the Dean may grant extension to the deadline to submit the diploma thesis of up to 3 months or direct the student to repeat the diploma semester.
9. The student shall have the right to see the written assessments referred to in paragraph 6 hereof no later than one day before the scheduled date of the diploma examination.

## Chapter 12

### Diploma examination

## Section 35

1. The student, within 21 days of having complied with the requirement to pass all course units and to accumulate the required number of ECTS credit points as set down in the programme of study and to submit the diploma thesis, shall fulfill all outstanding obligations towards the University and submit to the Dean an application for permission to sit the diploma examination together with a complete set of required documents as specified in the internal diploma examination regulations in force at the faculty.
2. The Dean, having confirmed that the student:

- 1) has passed all course units as set down in the programme of study, including the practical placement;
- 2) has submitted the diploma thesis;
- 3) has satisfied the requirement to have the originality of the diploma thesis verified with plagiarism detection software; the procedures for verification of the originality of the diploma thesis are laid down in separate regulations;
- 4) has been awarded passing grades for the diploma thesis by the diploma thesis supervisor and the reviewer;
- 5) has meet all other conditions set down by the Dean in the course of the student's studies and fulfilled all outstanding obligations towards the University,

shall issue the decision allowing the student to sit the diploma examination and schedule the date of the said examination.

3. In the event that the student fails to submit the application for permission to sit the diploma examination in accordance with the deadlines and procedures specified in paragraph 1 and paragraph 2 hereof, the Dean may schedule the date of the diploma examination on the Dean's own initiative.

4. The diploma examination is held no later than within 6 months of the date on which the student has passed the last remaining course unit as set down in the programme of study, including having been awarded a passing grade for the diploma thesis by the diploma thesis supervisor, with the stipulation that diploma examinations shall not be held from 15 July until 31 August. Upon the student's request, the Dean may schedule the diploma examination at a date later than specified herein.

#### Section 36

1. The diploma examination is conducted by the Board of Examiners appointed by the Dean. The Board of Examiners shall be composed of at least three academic teachers including the Chairperson of the Board. The Board shall be chaired by the Dean or the Dean's designee. The Board of Examiners shall include: for first-cycle degree courses, at least one academic teacher holding a higher doctorate, whereas for second-cycle degree courses, at least two academic teachers holding a higher doctorate.

2. The student is required to carry his/her student id card while sitting the diploma examination.

3. In the event that the diploma thesis has been written in a foreign language, the Dean, upon the request of the student or the diploma thesis supervisor, may allow that the diploma examination be carried out in the language in which it has been written. For degree programmes for which the language of instruction is not Polish, the Dean need not issue the said permission if the examination is to be carried out in the language of instruction.

4. Third parties, including sign language interpreters, who provide assistance to students with disabilities may, at the Dean's discretion, participate in the diploma examination.

5. Upon the request of the student or the diploma thesis supervisor, on consultation with the Chairperson of the Board of Examiners, the Dean may allow that the diploma examination be open to the public.

6. The diploma examination consists of two components both of which are subject to assessment:

I - defense of the diploma thesis in which the student presents the results of the diploma thesis and responds to questions concerning the content and the subject matter of the thesis asked by the Board of Examiners,

II - written or viva voce examination probing the student's knowledge and skills in the field of study pursued by the student.

7. Detailed regulations concerning the scope and the form of each part of the diploma examination shall be adopted by the faculty council.

8. During the defense of the diploma thesis the Board of Examiners shall decide:

1) the final grade for the diploma thesis based on the written assessments furnished by the diploma thesis supervisor and by the reviewer; In the event that a second review has also been furnished, the Board of Examiners shall determine the final grade having considered written assessments submitted by both reviewers.;

2) the grade for the defense of the diploma thesis.

9. The result of the diploma examination is determined by the Board of Examiners during in camera proceedings. The result is determined in consideration of the grade awarded for the defense of the diploma thesis and the assessment of the knowledge and skills in the field of study pursued by the student in accordance with the diploma examination regulations adopted by the faculty council for the specified field of study. The award of a failing grade for one of the diploma examination components entails a failing overall grade for the diploma examination.

10. The result of the diploma examination is stated in accordance with the grade scale specified in Section 17 paragraph 1.

11. In the event that the result of the diploma examination is a passing grade, the Board of Examiners shall determine the final grade for the degree course and decide to award a specific degree.

12. The following are taken into consideration in determining the final grade for the degree course:

1) the average grade for the entire period of study; the average grade is calculated as a weighted arithmetic mean as provided in Section 17 paragraph 3, with the stipulation that grades 2.0 (two) and non-graded (pass/fail) course units are excluded from the calculations; the calculated value of the average grade is rounded to two decimal places;

2) passing grade for the diploma thesis;

3) passing grade for the diploma examination.

The final numerical value of the grade for the degree course is the sum of 0.6 of the grade referred to in point 1 hereof and 0.2 of the grades referred to in point 2 and point 3 hereof. The final numerical value of the grade for the degree course is rounded to two decimal places.

13. Written records of the examination proceedings shall be kept.

14. Immediately after the conclusion of the examination, the Chairperson of the Board of Examiners in the presence of its members announces the grade for the diploma thesis determined by the Board and the result of the diploma examination. In the event that the result of the diploma examination is positive, the Chairperson announces the final grade for the degree course and the decision to award the degree.

15. The final result for the degree course is written in words on the diploma of graduation in accordance with the following principles:

4.85 and above - excellent,

4.55 - 4.84 - very good,

4.20 - 4.54 - more than good,

3.80 - 4.19 - good,

3.40 - 3.79 - satisfactory,

up to 3.39 - sufficient.

16. The following grade descriptors shall be used if additional copies of the diploma are issued in the English language or in the French language:

|              | English        | French         |
|--------------|----------------|----------------|
| celujący     | excellent      | excellent      |
| bardzo dobry | very good      | tres bien      |
| ponad dobry  | more than good | mieux que bien |
| dobry        | good           | bien           |
| dość dobry   | satisfactory   | satisfaisant   |
| dostateczny  | sufficient     | passable       |

In the event of failing the diploma examination or excused absence on date of the scheduled examination, the Dean, upon the student's request, may schedule another, ultimate diploma examination date no sooner than two weeks of the original date and no later than two months of the original diploma examination date. The Dean shall inform the student of the new date of the examination at least 7 days before the said date. In the event that the student fails the examination on the second attempt or fails to sit the examination due to unexcused absence, the Dean shall decide to terminate the student's registration at the University.

#### Section 38

The procedures for recognition of the results of diploma examinations and diploma thesis completed at an institution other than Lodz University of Technology shall be laid down by the Senate of Lodz University of Technology in separate regulations.

### Chapter 13 Conferment of degrees

#### Section 39

The degree is conferred on successful completion of the diploma examination. The graduate is issued with the University diploma of graduation.

#### Section 40

The graduate is issued with the University diploma of graduation within 30 days of the date of the diploma examination.

### Chapter 14 Terms and procedures for participation of exceptionally gifted secondary school students in course units included in the programme of study

#### Section 41

1. Exceptionally gifted secondary school students, hereinafter referred to as learners, may participate in selected course units of degree courses in the fields of study offered at the University consistent with the area of their ability and interest.
2. The said matter shall be decided by the Dean of the faculty upon the learner's written request supported with a recommendation from the head of the school which the learner attends. In the case of learners who have not yet reached the age of majority, a written consent of the learner's parents or legal guardians must accompany the request.
3. Learners who have been granted permission to participate in academic classes:

- 1) have the right to make use of the University teaching space and equipment, and to the support and assistance from the University employees and governing bodies;
  - 2) may participate in student research activities and organizations;
  - 3) must abide by the rules and adhere to principles in force at the University;
  - 4) should carry casualty and liability insurance;
4. Completing occupational safety and health training and fire safety training is prerequisite for participation in classes.
5. Assessment of the learner's academic performance is regulated by the provisions set forth herein. The Dean may determine individual terms of participation and procedures for assessment of academic performance of the learner. The learner who has participated in classes and successfully completed assessment is issued with a confirmation of her/his participation and successful completion of classes.

Chapter 15  
Final provisions

Section 42

1. Resolution No. 4/2012 of the Senate of Lodz University of Technology of 25 April 2012 ACADEMIC REGULATIONS OF LODZ UNIVERSITY OF TECHNOLOGY shall expire.
2. The foregoing Academic Regulations adopted by the Senate of Lodz University of Technology on 23 September 2015 shall enter into force on 1 October 2015.

## PRINCIPLES OF CONDUCT OF WRITTEN EXAMINATIONS AND WRITTEN ASSESSMENT OTHER THAN EXAMINATIONS AT LODZ UNIVERSITY OF TECHNOLOGY

### Section 1

Principles of conduct of written examinations and written assessment other than examinations specify the procedures for the conduct of written examinations and other forms of written assessments which probe the level of the learning outcomes as set down in the course unit specification form achieved by the student.

### Section 2

The examination is conducted by the course unit director or by another academic teacher designated by the course unit director. The course unit director may designate persons from among the academic teachers and other employees of the Lodz University of Technology to assist in the administration of the examination.

### Section 3

1. The form and other requirements concerning examinations and other forms of assessment shall be determined and communicated to students during the first class meeting.
2. Examination tasks must be conveyed to students in written form.
3. The duration of the examination or other assessment is communicated to students before the onset thereof.
4. The results of written examinations and other forms of written assessments which verify the level of the learning outcomes as set down in the course unit specification form achieved by the student shall be communicated to the student without undue delay. The results of examinations shall be announced within 7 days of the date of the examination.
5. The student has the right to see his/her examination paper and to be given an explanation for the grade awarded, including correct answers to calculation tasks and test questions.

### Section 4

1. Late arrival in excess of 15 minutes shall be construed as unexcused absence from the examination.
2. Mobile phones must be turned off during the examination.

3. The person conducting the examination shall define what materials and devices the students are permitted to use.

4. The persons sitting an examination must not leave the examination room during the examination. Under exceptional circumstances, the person sitting the examination, may, at the discretion of the person conducting the examination, leave the examination room having deposited the examination paper with the examiner.

5. In the event that the student is caught cheating or interferes with the proper conduct of the examination, the examiner stops the student from completing the examination or other form of assessment, which shall be equivalent to the student's failing the examination or assessment. The consequences of failure to complete an examination are laid down in the Academic Regulations.