



**STUDY REGULATIONS  
OF LODZ UNIVERSITY OF TECHNOLOGY  
STUDENT VERSION**



## **Study Regulations of Lodz University of Technology Student version**

Editorial board: mgr inż. Michał Klimczyk, r. pr. Wojciech Kiełbasiński

Proof – reading: Dominik Leżański

Graphic design: Karolina Kozieł

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## Section 1 Introduction

### §1

Study Regulations of Lodz University of Technology define the organisation of studies and the related rights and obligations of students and academic staff as well as other persons participating in the education process. Every student should read this document to understand the University's rules and be able to complete smoothly the studies. It is advisable to read it „from cover to cover” - in this publication we will try to present to you only its most important objectives, in a simplified language, omitting a lot of detailed information and going through the studies. This publication is part of the Foundation of Lodz University of Technology project “I KNOW!” which is co-financed from Ministry of Education and Science funds received in 2023 as part of the competition Organising and Animating Activities for the Academic Community.



**Note:** This document has an advisory and informative role and is not a binding interpretation of the Study Regulations of Lodz University of Technology. It is intended to familiarise newly admitted students with all the rules in force at the University, but it is necessary to read the actual text of the Regulations in order to fully understand and know how to apply them. All information presented below requires further analysis based on the actual text of the Regulations.

**Did you know?** The Study Regulations are established in consultation with the TUL Student Self-Government. If the Student Self-Government does not agree to certain changes to the regulations, they may be effectively blocked and the proposal of the Student Self-Government should be considered by the University.



### §2

The language of universities is very often different from that used in secondary schools. Terms worth knowing are:

„**syllabus** – a document defining a course, specifying, e.g., the forms and number of hours of classes, the number of assigned ECTS credits, the objectives of the course and the assumed learning outcomes, course content, assessment methods of learning outcomes, rules determining the final grade.”

Besides the study regulations, the syllabus is one of the most important documents for a student. Each student should read the syllabus before starting classes and make sure that the rules for passing the course are clear and comprehensible to them. In the syllabus, there are also other less important rules concerning the course instructors, the subject matter, and the hourly workload of the course, as well as the rules for calculating the final grade. The teacher must present information contained in the syllabus.

If there are ambiguities or discrepancies – it is advisable to clarify them with the teacher and preferably – via the student governor – confirm them by e-mail.

„**course completion** – obtaining a positive overall final grade from a course;”

„**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;”

It is worth noting that the various courses are taught in different forms of education through a lecture and exercises. There are other forms, such as laboratories, projects, seminars. To pass the course you must not only get a credit for the entire course, but first for the individual forms. For example, if the course consists of a lecture and exercises to pass the whole subject, you must first pass both forms.

The syllabus defines the rules to obtain these credits.

„**study plan** – a schedule for the implementation of the study program in particular semesters and years of the education cycle;”

„**course timetable** – a detailed schedule for the pursuit of courses in each semester of a given academic year;”

„**study program** – defines learning outcomes, the description of the process leading to the achievement of learning outcomes, the number of ECTS credits assigned to courses, internships;”

The above-mentioned terms may seem problematic, but it is helpful to differentiate them and get to know those documents. The study plan determines the distribution of courses for each semester. The course timetable is the schedule for a semester, specifying on which days of the week and at what times classes are held. Classes in some fields of study take place over part of the semester or alternately. Study program – is a factual description of the course which provides information on what exactly is covered by the training.

„**Vice Dean** – the Vice-Dean for Student Affairs - a person responsible for organising and supervising the implementation 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;”

The Vice Dean for Student Affairs is one of the first student’s supervisors at the faculty. They are usually the ones to resolve any disputes or conflicts. When trying to get registration for the following semester, the Vice Dean of Student Affairs will be the decision-maker.

„**ECTS credit** – defines the student’s workload required for the implementation of a study program, related to learning outcomes; ECTS – the European Credit Transfer and Accumulation System used to assess the student’s progress in acquiring knowledge and skills and to confirm the completion of subsequent stages of education;”

The ECTS term is probably one of the hardest ones to understand at the beginning of a student path. For now, it is good to remember that a number of ECTS correlates to the workload that needs to be done on a particular course. It is also connected to the ability of passing a semester, which will be explained later in this document.

### §3

The student acquires all rights and obligations as soon as they sign the oath. Failure to take the oath in time results in non-admission to the university. It is only from the moment of taking the oath that the student can

call himself/herself so. By the way – it is worth knowing what discounts and other entitlements come with student status!

#### §4

Generally, the Rector, who is elected by others including a Vice Dean, is the supreme supervisor and guardian of students at Lodz University of Technology. Students have a right of appeal which must be executed within 14 days of an unsuccessful application to the University authorities. Detailed information on the procedure is in the Study Regulations. In some cases, the decisions are in a form of administrative decisions which are subject to the Code of Administrative Procedure (CAP) – they have a slightly higher legal status and are subject to additional regulations, independently of the Study Regulations. The most important issues that need administrative decisions are scholarship requests and removal from the list of students. It is worth considering the assistance of competent legal advisers when appealing against an administrative decision.

#### §5

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

All students at Lodz University of Technology are part of the Student Self-Government and have the right to participate in its work, as well as in the electoral process. The rules of the Self-Government are laid down in its regulations, which are also worth reading. There you can find information about provisions on elections of the Self-Government bodies, which are worth taking part in. Only the Student Self-Government can represent students at the University. That is why it is worth getting involved in its work and in this way actively influencing the development of the University.

### Section 2

## Rights and obligations of the student

#### §6

Student rights are among the most important issues discussed in the Study Regulations. Below are those that, especially at the beginning of the student journey, can be considered the most important rights to:

- use universities infrastructure, including sports facilities.
- co-decide on student matters at the University (through the Student Self-Government);
- express opinions about the educational process and fulfilment of the obligations of the teachers;
- study in line with individual organisation of studies (more below);
- change of the study field, modes (full-time, part-time studies), choice and change of study specialisation as far as it is possible for the University to do so;
- receive financial aid (more in a separate document – Benefit Regulations of Lodz University of Technology);
- get accommodated in student dormitories;

- receive prizes and awards;
- be a member of university organisations, research clubs, and artistic or sporting teams;
- train on student rights and obligations;
- benefit from the Student Self-Government assistance;
- take part in the election of the University's elected bodies.

## §7

In order to continue your education, in addition to earning credits, it is necessary to comply with the student's obligations, the violation of which can lead to disciplinary responsibility and even expulsion from the university. The most important obligations include:

- acting according to the oath, Study Regulations and other provisions of common law and the University's internal acts, and respect for the property of the University;
- studying according to the study program and course timetable – including attendance in classes and obtaining credits;
- completing obligatory work safety regulations training and medical examinations;
- proper justification of absences;
- checking information provided in the University's information system;
- checking the University's electronic mail system;
- paying mandatory fees on time;
- submitting, within 30 days of the start of classes, a statement of acceptance and commitment to the University's policies;
- immediately informing the Vice Dean for Student Affairs about any circumstances affecting the fulfilment of the obligations and any changes concerning personal data, as well as the extent of the financial aid granted;
- not participating in activities while under the influence of alcohol, drugs, or other similar substances.



**Note:** It is important that you access and systematically check the University's Electronic Mail System from the beginning. It is one of the most important tools in which information from the course instructors and administration of Lodz University of Technology is transmitted.

## §8

The rights and obligations of a student are due to the day of their graduation, with exception of first-cycle studies graduates who retain most of their student rights until 31 October of a given year – thus, they can enjoy most student privileges until the start of their second cycle studies. During this period, students cannot benefit from financial aid and be granted scholarships, however, public transport discounts still apply.

## Section 3 Organisation of studies

### §9

The academic year begins on 1 October and ends on 30 September of the following calendar year and comprises two semesters: winter and summer ones. The semesters include public holiday breaks, examination sessions and holidays. An example of a semester calendar is illustrated in the graphic below:



#### Good to know:

- timetable for the academic year is consulted with the Student Self-Government of TUL;
- credits for all courses and activities must be obtained by the last day of the examination session.
- The Student Self-Government has the right to establish free teaching days or hours (Rector's hours/Dean's days) – these are set by the Rector or the Vice Dean;
- one class is 45 minutes.

### §10

The class schedule is posted no longer than 3 working days before starting classes in each semester – it should be available on the website and information board at the faculty. If the timetable is not published or if it is unclear, please contact the dean's office.

Some subjects and classes can be conducted in a foreign language.

### §11

Besides the Vice-Dean, other people may also take care of students, including supervisors of years, courses, specialisations, etc. Before starting studies, it is advisable to find out which people (besides the Vice Dean) are important to a course of study. Course supervisors are usually the people who answer the questions concerning, for example, the choice of electives.

## §12

„Students with good academic results 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. 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.”

**The Individual Study Program (ISP)** allows students to tailor the program to meet individual needs. This solution is mainly for people who want to take more courses than the base ones provided during studies. IPS, however, offers a much wider range of possibilities – for example, tailoring the study program for their needs resulting from a disability type or considering the student’s achievements obtained in prior education. It is worth consulting the IPS with the Vice Dean.

## §13

„In justified cases, in particular due to health problems, studying at several faculties or universities and when the student represents universities in sport competition at the national level at least, 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.

*Individual organization of classes is determined by the Vice-Dean in consultation with the student.”*

**Individual Organization of Classes (IOC)** is a solution helping people who for various reasons need deadlines and rules for passing individual courses’ adjustments. It can apply to people with disabilities, people studying at several courses or active ones with various types of additional activities. Typically, students setting the rules for IOC must make previous arrangements with professors. IOC allows students to limit attendance requirements, move between groups or take classes at different times. However, this is all a matter of individual agreement. It is worth using this right.

## Section 4

# Rules for the completion of courses and registration of students

## §14

The course coordinator 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.”*

– during the first class, at the beginning of the semester it is good to get to know what is in the syllabus and other rules and information provided by the teacher. If any ambiguities or inconsistencies occur, they should be explained and documented right away – for example by an email. Clearly articulating and setting the course rules at the beginning of the semester is, in most cases, the way to successfully pass the course. If any questions about implementation of the course appear – they should be asked right away.

*„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 first cycle studies. Second year students, and students of subsequent years, as well as second-cycle students must 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 based on a medical certificate or other documents confirming the reason for their absence.”*

– class participation is mandatory and insufficient attendance may be a reason for not passing the course. It is good to take care of a proper justification of absences and if they occur – don't delay in providing your justifications. When an absence is planned and justified, it is good to inform the teacher earlier and, if necessary, agree on the rules how to make up the missed class.

*„The student has the right to inspect own graded works on dates indicated by the course instructor.*

*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.*

*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 (...).”*

– students should exercise their right to view graded exam papers and tests not only to get acquainted with a grade. It is worth getting to know what mistakes were made that resulted in a lower grade – whether it is possible to improve the grade during a correction period. In case of any concerns about grades, they should be reported to the course leader or the Vice-Dean as soon as possible.

*„If it is found that the student is not doing the tasks independently, uses prohibited materials and au-*

*xiliary 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 in writing. 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.*

*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 in writing. 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 7 days of being informed of the finding of lack of independent work.*

*Student's actions as specified above [red.] constitute violation of the Study Regulations at Lodz University of Technology and may be grounds for disciplinary responsibility on the part of the student.”*

- always remember that cheating or other forms of falsifying are serious violations and can carry serious consequences. Acting with integrity is in the best interest of the student fraternity, because of its impact on the perception of the fraternity both at universities and in the community. That's why you should always act truthfully, and exams should be taken independently.

## §15

If internship is provided in the study program – rules for its completion are specified in the internship syllabus. The Vice Dean or other university employee should be contacted to determine how to complete the internship.



**Good to know:** „*The professional work performed by the student may be the basis for crediting the internship or part of the obligatory internship in the study program, provided that the learning outcomes achieved in the internship correspond to the requirements in the traineeship syllabus. The Vice Dean or another employee of the University authorized by the Rector decide about the completion of the internship based on professional work.*”

## §16

- If a course does not end with an examination, then:
  - its completion should be organized before the examination session (there is a possibility of taking it during the session);
  - during the examination session a student can take at least one „revision” for each form of the course;
  - if attendance at classes was not mandatory to pass the course, in the event of failure to pass the course, the student has the right to make up classes in the next examination session, during which he/she has the right to two „retakes” of each form of the course.

- If a course ends with an examination, then:
  - its completion should be organized during the examination session, unless the course has been completed earlier during the semester period (an additional, “0” exam can be organized);
  - during the examination session a student can take at least two re-sit exams and at least two re-sit exams during the next examination session.



**Good to know:**

1. No longer than two weeks before the examination session, the Vice Dean for Student Affairs announces exams schedule. In this way, it is verified that the rules described in the study regulations are followed.
2. Justifications for absences from an exam must be submitted within 7 days after it was taken.
3. Unexcused absences will result in the loss of the exam date.
4. After passing all courses, students take the competency exam at the last semester of studies that can be taken twice.

§17

If all possibilities from previous section are exhausted and a student fails to obtain a credit for a course – they have the right to make a request, within 7 days the date of the announcement of the results, to a Vice Dean for a commission examination, the detailed rules for which are laid down in the Study Regulations.

§18

Grading scale for Lodz University of Technology:

do 3,00	two	2,0
od 3,00 – 3,24	three	3,0
od 3,25 do 3,74	three and a half	3,5
od 3,75 – do 4,24	four	4,0
od 4,25 – do 4,74	four and a half	4,5
od 4,75 do 5,00	five	5,0

**Warto wiedzieć:**

1. 2.0 grade is a failing grade – others are passing grades.
2. In some cases, it is possible to pass without a grade but with a „zal”, which is not taken into account when calculating the grade point average.
3. The final grade for a given period of study is calculated as a weighted average of the grades in all courses (excluding extracurricular activities), the weight is determined by ECTS credits number.

### §19

Passing grades in all courses and classes specified in the semester study schedule (without extracurricular activities) is mandatory and is subject to settlement.

If a student is repeating a semester of studies – they are obliged to pass only those courses that have not been completed yet.



**Note!** If a study program has changed fundamentally, a student repeating a given year of studies can be obliged to pursue courses that they had not previously pursued (didn't have them in the program) or that had changed significantly.

### §20



**Note!** A student repeating classes shall pay a fee in accordance with the rules laid down by the University.

### §21



**Note!** Students can continue education despite failing to pass the courses if ECTS credit score of failed courses is no more than 15. It is possible for a Vice Dean to establish other conditions of further education, for example, an indication of the compulsory courses, failure of which makes it impossible to continue studies.

**Good to know:** „*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

When the credit deficiency of 15 ECTS is exceeded, the mandatory work safety regulations training is not completed or there is an unexcused absence during the mandatory classes, a student can be removed from the students' list.

### §23

In specific cases, it is possible to continue studies for students who do not meet the conditions listed previously.

### §24

Students in their final year of study who have not submitted their thesis by the deadline may apply for a new deadline for the thesis submission. A request for an extension of the deadline for submission of the thesis, together with the thesis supervisor's opinion, should be submitted to the Vice Dean before the deadline for submission of the thesis at the latest.



**Note!** „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

A student is removed from the students' list resulting from failure to take up studies or withdrawal from studies. There are other grounds for removal from studies described in other sections of the regulations.

### §26

In the event of death, incapacity or revocation of the enrolment decision, the student status is terminated – the same as removal from the list of students.



**Note!** A person who was removed from the list of students must fulfil all financial obligations to the University no later than the date on which the administrative decision on the termination becomes legally binding.

## Section 5

# Validation, recognition, and accumulation of achievements

### §27

There is a possibility of transferring selected passed subjects from different course of study including those credited abroad. The detailed rules for this case are set out in the Study Regulations.

### §28

*„A student who has participated in research projects, courses, trainings, or other forms of education may, at his/her request, be released from participation in some or all the classes in a course for which the assumed learning outcomes have been achieved in these forms of education.”*

– in the situation of releasing from part of the course in a particular subject, the decision will be made by the teacher or course leader. In the case of releasing from the whole course – the decision is made by a Vice Dean in consultation with the teacher and course leader. The request should be made to the proper person within 30 days from the start of the semester.

### §29

The University can, at the request of the student, confirm the learning outcomes achieved through coursework, courses, training, or other short forms of learning – the decision on this matter is taken by the Vice Dean. If a student has taken a course which covers the same subject matter of the curriculum, the student may apply for crediting the course. This area is constantly developing and can change in further version of study rules.

### §30

„At the documented request of the student, achievements obtained in academic work, courses, training, or other short forms of learning not included in the programme of study may, by decision of the Vice-Dean, be entered in the diploma supplement (...). - it is worth ensuring that they are entered so that they are validated by the University and can be used, among other things, when applying for employment.”

### §31

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

### §32

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

## Section 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 People with Disabilities at Lodz University of Technology.”

Office for People with Disabilities TUL  
A30 Building, Żeromskiego Street  
Open from Monday to Friday between 8:00 – 15:00  
Phone number: 42 631 38 87,  
email: bon@adm.p.lodz.pl  
[www.bon.p.lodz.pl](http://www.bon.p.lodz.pl)

### §34

**Note!** „The needs resulting from the disability are reported to the Vice Dean’s Office and the Office for People with Disabilities within two weeks from the beginning of the semester at the latest and during the semester, within two weeks from the occurrence of these needs.”

Supporting students with disabilities at Lodz University of Technology include:

- issuing an opinion on the adaptation of the organisation of the educational process to the needs resulting from the student’s disability, in which the limitations of the student and indications of alternative forms of implementation of the education are specified; the opinion is communicated to the teachers of the classes.
- extending permitted number of absences in mandatory classes;

- establishing individual organization of classes (IOC);
- granting a leave of absence from classes
- allowing participation of assistance in classes and examinations, such as translators, readers, stenographers;
- consent to audio and video recording;
- adaptation of the method of conducting final tests and examinations.

## Section 7 Leaves

### §35

At Lodz University of technology students can request a long-term or short-term leave of absence.

- Long-term leave is a leave of absence of more than one year (two semesters) but not more than two years (four semesters).
- A short-term leave is a leave of less than one year (two semesters).

A short-term leave can be requested especially due to health, maternity, parental circumstances, due to education abroad or implementation of internships. It is possible to request this leave of absence based on other important and documented random circumstances.



**Note!** „Short-term leave, except for the Dean’s leave, is granted by the Vice Dean upon a written 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.

The Dean’s leave is granted by the Vice-Dean on his or her own initiative.”

#### Good to know:

- A student, during their leave of absence, retains student rights.
- Granting of a leave of absence will extend the date of the scheduled graduation.
- At the end of the student’s leave of absence, Vice Dean decides how the student will continue their studies.



The detailed rules for a leave of absence are set out in the Study Regulations.

## Section 8

# Resumption of studies and changing fields of study

### §36

Except for the first-year students, there is a possibility for re-enrolment of a person who has previously been removed from the list of students provided that:

- no more than 5 years have passed since the removal;
- it is the first re-enrolment;
- the reason for the removal was not a disciplinary penalty;
- the study course is still carried out;
- the person re-enrolled will undergo appropriate medical examinations;
- the person has fulfilled, after previous removal, his/her obligations to the University.

The decision on resumption of studies is made by the Vice Dean, who has the right to refuse re-enrolment.

### §37

With the approval of the appropriate vice deans a student has the right to transfer between courses of study in Lodz University of Technology or to change studies from full-time to part-time and vice versa.

The detailed rules for a transfer are set out in the Study Regulations.



**Note!** „The Vice Dean appropriate to the course and program of study to which the student is transferred shall recognise the learning outcomes achieved during studies in the previous study program and specify the program differences to be supplemented by the student and the deadlines for their completion.”

### §38

A student may transfer from Lodz University of Technology to another university if they have fulfilled all their obligations.

## Section 9

# Studying extra-curricular courses and an additional field of study

### §39

A student can attend extracurricular courses after Vice Dean's approval. ECTS credits obtained for additional courses are not taken into account when settling education in the basic course of study. Extracurricular courses are listed in the diploma supplement.

**Note!** „Fees shall be collected for extra-curricular courses in accordance with the rules established by the Senate and in the amount determined by the Rector..”

#### §40

A student can study at as many courses as he wishes, including those at other universities, however, the admission to them is carried out through a traditional admission process. Lodz University of Technology's student is obliged to choose the main and subsequent courses.

### Section 10

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

#### §41

Admission is possible because of confirmation of learning outcomes, within the framework of which students are considered to have passed some subjects based on their previous education and training (including, e.g., as a result of their professional activity). The Vice Dean can grant the individual organization of studies and individual conditions of registration for subsequent years of study to those students. There is a possibility to appoint an individual research supervisor for the student.

**Note!** „The number of ECTS credits awarded because of recognition of learning outcomes may not exceed 50% of credits provided for in each study program.”

### Section 11

## Awards, distinctions, and penalties

#### §42

„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.”

#### §43

„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.

*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.

*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.”*

## Section 12 Diploma thesis

### §44

*„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.”*

A diploma thesis may be done as a group project and be implemented outside Lodz University of technology, provided there is a clear division of responsibilities. The thesis language should be related to the language of conducted studies, however, implementation of the work in another language is possible.

 **Note!** It is a good idea to contact your potential supervisor before you start writing your thesis.

### §45

The graduation process is carried out with the help of the IT system of the University.

### §46

- The engineering diploma thesis or bachelor’s thesis (after a first-cycle studies) is carried out under the guidance of a supervisor – an employee of the University with at least a doctoral degree; in special cases, an exception to this rule is possible.
- The Master’s diploma thesis (after second-cycle studies) is carried out under the supervision of a professor, Doctor of Science, or university professor; in special cases, an exception to this rule is possible.

### §47

The student is obliged to submit the thesis, and have it approved by the supervisor within the deadlines resulting from the schedule of the academic year in which the thesis is submitted.

### §48

A diploma thesis is a subject to independent review by a supervisor and a reviewer. Both the supervisor and reviewer give a numerical evaluation of the thesis. The Vice Dean appoints a second examiner whose review is final. Failure to obtain a positive review may result in an extension of the deadline for submission of the dissertation, not to exceed 3 months.

## Section 13

# Diploma examination

### §49

„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 together with a set of documents required by the internal rules of diploma procedures in force at the faculty.

The Vice Dean, having ascertained that the student has fulfilled all the requirements for this, sets a date for the diploma examination. ”



**Note!** „If the student fails to submit a request for admission to the diploma examination on the terms and within the time limits specified above, the Vice-Dean has the right to set a date for the diploma examination on their own initiative. ”

„The diploma examination is carried out no later than within 6 weeks from the date of submission by the student of an effective 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 later.. ”

### §50

The diploma examination takes place before an examination board appointed by the Vice Dean, including not less than three academic teachers.

#### Good to know:

- Other people 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.
- 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.
- At the request of the student or diploma thesis supervisor, the Vice Dean may consent to the open nature of the diploma examination.



#### The diploma exam includes:

1. the student’s presentation
2. defence – reference to the opinion of the supervisor and reviewer, and answer to questions from the exam board.

During the diploma examination, the exam board determines the outcome of the studies and decides on the appropriate professional title.

**The basis for calculating the result of studies is:**

the average of grades obtained during the entire period of study	positive grade from the competence examination	positive assessment of the diploma thesis	positive evaluation of the defence of the diploma thesis
0.6 weight	0.2 weight	0.1 weight	0.1 weight

The final numerical result of studies is rounded and determined to two decimal places.

**The result of the degree programme determined in words is determined based on the final numerical result of the studies referred to in section 11 according to the following scal**

1	4,85 and more	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	do 3,39	sufficient

The results of the studies determined in this way shall be entered in the higher education diploma.



**You don't have to wait:** „Immediately after the end of the examination, the chairman of the diploma examination board, in the presence of its members, shall announce the grade of the diploma thesis and the result of the diploma examination determined by the board. In the event of a positive result of the diploma examination, the chairman of the board shall give the result of the studies and announce the decision on the granting of an appropriate professional title.”

**Good to know:** „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 has graduated with distinction in a given academic year and obtained a relevant title.”



A diploma with distinction may be awarded to a student who:

1. graduated on time, without repeating any semester;
2. achieved a grade average higher than 4.55;
3. obtained a grade of 5.0 in the diploma thesis and in the diploma examination;

4. has fulfilled all study obligations;
5. has accomplished outstanding additional achievements related to their field of study during studies.

#### §51

The Vice Dean, at the request of the student, may set a second, final examination date in case of an excused absence or a negative examination result.

#### §52

Examinations and diploma thesis conducted outside Lodz University of technology may be recognised, which is regulated separately.

#### §53

Diploma Regulations at Lodz University of Technology is an additional document governing a diploma process.

## Section 14 Graduation

#### §54

„Graduation takes place on the date of taking the diploma examination.”

**Good to know:** „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.”





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