



Resolution No. 6/2019 of
the Senate of Lodz University of Technology
of 24 April 2019
STUDY REGULATIONS AT LODZ UNIVERSITY OF TECHNOLOGY

*Adopted pursuant to Article 28(1)(2) in conjunction with Article 75(1-4) of the
Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as
amended).*

Chapter 1
Introduction

§ 1

The Study Regulations of Lodz University of Technology specify the organization of first-cycle, second-cycle or uniform Master's, full-time and part-time studies and the related rights and obligations of students, academic teachers and other persons engaged in the education process.

§ 2

The terms used in the Study Regulations shall mean:

- 1) Act – the Act of 20 July 2018 – The Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended);
- 2) University – Lodz University of Technology;
- 3) Statute – the Statute of Lodz University of Technology;
- 4) Rector – the Rector of Lodz University of Technology;
- 5) Vice-Rector – the Vice-Rector competent for student affairs - a person performing managerial functions referred to in Article 23(5)(1) of the Act;
- 6) Vice-Dean – the Vice-Dean competent 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;
- 7) faculty – an organisational unit specified in the statute, running degree programs in at least one field of study;
- 8) learning outcomes – knowledge, skills and social competences acquired through the learning process;
- 9) 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;
- 10) mode of studies – full-time, part-time studies;
- 11) study program – it defines: learning outcomes, the description of the process leading to the achievement of learning outcomes, the number of ECTS credits assigned to courses, placements;
- 12) study plan – a schedule for the implementation of the study program in particular semesters and years of the education cycle;
- 13) course of studies – the study program and study plan pursued by the student;
- 14) course timetable – a detailed schedule for the pursuit of courses in a given semester of a given academic year;
- 15) academic year – a calendar period in which courses, examinations and course completions provided for in the study plan and program are conducted;
- 16) summer / winter semester – a calendar period including a part of an academic year;
- 17) year of study – a unit subject to assessment for the implementation of the study program;
- 18) semester – a reference period for assessing the student's progress in learning;
- 19) course – a group of classes consisting of one type of classes or different constituent courses provided under a common name, with a unique code in the computer system of the university, with specific learning outcomes and the number of allocated ECTS credits, implemented in a given semester of the study plan and subject to joint assessment;
- 20) syllabus – a document defining a course, specifying, inter alia, 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 of determining the final grade;
- 21) course coordinator – a person responsible for the course program and its implementation, authorised to make changes in the syllabus and students' course completion results in the documentation of the course of study;
- 22) course instructor – an academic teacher or other authorised person who runs a given course;
- 23) 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;
- 24) examination – oral, written or containing both the above mentioned forms of verifying the achievement of learning outcomes, covering the scope of one or more forms of classes in a given course;
- 25) course completion – obtaining a positive overall final grade from a course;
- 26) completed course – a course with a positive overall final grade determined and registered in the computer system of the university;

- 27) re-taking a course due to unsatisfactory learning outcomes– an obligation to complete a course included in the study plan, from which the student did not obtain a positive grade in the previous cycle;
- 28) registration– a decision specifying the status of a student in the following year of study.

§ 3

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

§ 4

1. The Rector is the head and guardian of the students of Lodz University of Technology.
2. Administrative decisions in individual cases of students shall be made by the Rector.
3. The Rector may authorize another person in writing to issue administrative decisions in individual student cases, in particular the competent Vice-Dean.
4. Administrative decisions issued by the Rector may be subject to a request for reconsideration. The request to the Rector shall be submitted by the student in writing, through the entity that issued the decision, within 14 days of the service of the decision.
5. The Rector may authorise in writing the Vice-Rector or another person designated by him/her to resolve the matters referred to in 2 in the second instance.
6. Decisions in individual student cases other than those referred to in 2 shall be taken by the competent Vice-Dean.
7. The decisions referred to in 6 may be appealed against within 14 days to the Rector. The application to the Rector shall be submitted in writing by the student through the entity which has taken the decision, unless specific provisions of these regulations provide otherwise. The Rector's decision on the appeal is final.
8. The Vice-Rector or another person authorised by the Rector shall be competent to resolve the matters referred to in 6 in the second instance.
9. The provisions of the Study Regulations relating to the faculty and the Vice-Dean shall apply accordingly to the competent organisational units of the university which provide education and the heads of such units.

§ 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 of the University in student matters.

Chapter 2

Rights and obligations of the student

§ 6

1. In addition to the rights resulting from the universally applicable law and the Statute and other internal legal acts of the University, a student has the right to:
 - 1) use the infrastructure, including the sports facilities of the University, on the principles established by the University authorities;
 - 2) co-decide through the Student Government bodies in matters related to the functioning of the University, the education process, granting material assistance, awards and distinctions for students, as well as with the distribution of funds allocated by the University to student matters;
 - 3) express an opinion on the education process and the fulfilment of obligations related to education by academic teachers;
 - 4) participate in the work of the University's collegiate bodies, on the principles set out in the Statute of Lodz University of Technology;
 - 5) study according to the individual organisation of studies according to the rules specified in § 12 and § 13;
 - 6) make changes in the field of study and the mode of study, as well as the right to choose and change the specialisation of degree programmes within the scope of the technical, organisational and economic possibilities of the University;
 - 7) receive material assistance under the rules set out in separate regulations;
 - 8) apply for accommodation and accommodation for the spouse or children in the student dormitory of the University;
 - 9) receive awards and distinctions in accordance with the rules set forth in the University separate regulations;
 - 10) participate in the social and cultural life of the University;
 - 11) participate in student organisations of the University, in particular scientific associations, artistic and sport groups and clubs;
 - 12) participate in training related to the rights and obligations of students;
 - 13) hold a valid student identity card;
 - 14) use, in relations with the authorities of the University, the support of authorised representatives of the Student Government.
2. The student has the right to elect as well as to be elected to the authorities and bodies of the University pursuant to the rules laid down in the Statute of Lodz University of Technology.

§ 7

1. The student's duties include:
 - 1) acting in accordance with the academic oath and the Study Regulations;
 - 2) compliance with the regulations in force at the University;
 - 3) pursuing studies in accordance with the study program and plan, in particular participation in didactic and organisational classes, completing courses and passing examinations, completing internships and other tasks resulting from the study program;
 - 4) attendance of OHS training courses required by separate regulations;
 - 5) obtaining, in the event of a referral from the competent authorities of the University, a medical certificate stating that there are no contraindications to pursue studies in the chosen field in the course of which the student will be exposed to harmful, onerous or hazardous factors;
 - 6) showing respect for the University property;
 - 7) observance of the regulations on the intellectual property law;
 - 8) use of functions, documents and information made available to students by the University IT system, in particular timely verification of the status of individual financial commitments of students registered in the system, the final course results obligatory in a given semester and the registration status;
 - 9) use of the University Electronic Mail System, which is the primary means of communication between the student and the administration of the University with respect to the course of study, including daily checking of an individual e-mail box. The information provided by the administration of the University to the student through this system is compulsory for the student
2. The student is obliged to effect timely payment of fees related to the studies and fees for educational services, if such fees are provided for in separate regulations. Failure to pay the aforementioned fees may result in the deletion from the list of students.
3. The conditions for collection of tuition fees shall be laid down in an agreement to be concluded between the University and the student. The agreement shall be concluded no later than thirty days after the commencement of classes.
4. The student is obliged to immediately notify the appropriate Vice-Dean in writing of any circumstances having a negative impact on the student's fulfilment of the obligations imposed by the study regulations and other regulations in force at the University.
5. The student is obliged to immediately and in writing notify the appropriate Dean of any changes in the surname, address, and circumstances affecting the scope and amount of material assistance granted.
6. The student who is under the influence of alcohol, drugs or similar psychoactive substances is not allowed to participate in classes under pain of submitting an application for disciplinary action and imposing disciplinary penalties provided for by the regulations.

§ 8

1. The rights and obligations of the student shall expire on the date of losing the student status, in particular on the date of graduation or deletion from the list of students, except for outstanding financial obligations towards the University and subject to section 2. The time limits for expiry of the rights to benefits referred to in Article 86(1)(1) to (4) of the Act and the decision on granting of the benefits referred to in Article 86(2) of the Act are laid down in the Act.
2. A person who has completed a first-cycle program shall retain the rights of the student until 31 October of the year in which he or she completed that program, excluding the right to the benefits referred to in Article 86(1) from (1) to (4) of the Act.

Chapter 3 Organisation of studies

§ 9

1. The academic year begins on 1 October and ends on 30 September of the following calendar year.
The academic year includes:
 - 1) the winter semester, which includes the teaching period, the winter holiday break, the winter examination session, the winter holiday break dividing the winter examination session into two parts;
 - 2) the summer semester, which includes the teaching period, the spring holiday break, the summer examination session, the summer holidays dividing the summer examination session into two parts;The calendar of a given academic year may specify additional days off from classes.
2. The Rector or Vice-Rector for student affairs, in consultation with the relevant body of the Student Government, publishes a detailed schedule of the following academic year by June 1.
3. The schedule of mandatory dates applicable in the following academic year shall be published by the Rector or the Vice-Rector for student affairs by 1 June, subject to section 4.
4. The obligatory time limits for submitting the diploma thesis in a given academic year shall be agreed with the relevant body of the Student Government.
5. The total duration of examination sessions during one academic year may not be shorter than 6 weeks.
6. The Rector may establish additional days or hours free of classes at the University during the academic year. The relevant authorities of the Student Government have the right to submit proposals for the establishment of such days and times.

7. The Vice-Dean may establish additional times free of classes in selected fields of study during the academic year. The relevant authorities of the Student Government have the right to submit proposals for establishing such times.
8. In justified cases, the Vice-Dean, in consultation with the competent authority of the Student Government, may introduce changes to the schedule of mandatory dates established in accordance with section 2 of the academic year organisation and determined in accordance with section 3 for specific groups of students, in particular for students in their final semester of first-cycle studies. Such changes should be published prior to the commencement of classes in the semester to which they relate.
9. The basic didactic unit shall be the "hour of classes" lasting 45 minutes.
10. Classes in full-time studies shall be held on working days from 8 a.m. to 9 p.m., except for Physical Education classes, which may be held from 6 a.m. to 9 p.m.
11. Classes in part-time studies may be held on Saturdays and Sundays from 8 am to 8 pm.
12. Changes to the dates of classes specified in sections 10 and 11 may be made only with the documented consent of the students concerned.

§ 10

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

§ 11

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

§ 12

1. Students 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.
2. Studying as part of an individual study program is carried out in accordance with the regulations set out for a given field of study by the Vice-Dean in consultation with the relevant Study Field Council.
3. For a student undertaking studies according to the individual study program, the Vice-Dean:
 - 1) in consultation with the student, appoints a tutor from among academic teachers;
 - 2) in consultation with the student and his/her academic tutor, determines and modifies the individual study program.
4. A student who fails to complete a properly determined individual study program may be ordered by the Vice-Dean's decision to continue his/her studies on general terms. On his/her own initiative, the student may apply to the Vice-Dean for resignation from the implementation of the individual study program.

§ 13

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

Chapter 4

Rules for the completion of courses and registration of students

§ 14

1. The content, methods and forms of verifying learning outcomes as well as the rules and method of determining the final grade in a course are included in the syllabus available through the University IT system and are binding for students and academic teachers running a course. The content of the syllabus is updated before the beginning of the semester in which the course is run.
2. The course 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.

3. Exceeding the limit of 20% of unjustified absences from one of the obligatory forms of classes during the course may be the basis for failing the course. All forms of classes are obligatory for first-year students of the first-cycle studies. Second-year, and subsequent years students, as well as second-cycle students are obliged to attend auditorium classes, laboratory classes, project classes, language classes, seminars, practical and field classes. Students have the right to justify their absence from the course to the instructor within 14 days of the end of the period of absence on the basis of a medical certificate or other documents confirming the reason for their absence.
4. Completion of classes in a course shall be granted by the course instructor or course coordinator in accordance with the rules set forth in the syllabus. In particular, course completion may take the form of an examination.
5. An examination is a test of the learning outcomes achieved by a student as specified in the syllabus. The examination may be conducted orally or in writing, or both. The result of the examination may constitute a final grade in a course or a part of the final grade in a course, determined in accordance with the rules specified in the course syllabus.
6. The competence examination is a special form of confirming the achievement of learning outcomes related to the aggregated study field learning outcomes of the study program. The competence examination shall be conducted verbally and may be supplemented by a written examination. The examination is conducted by a committee appointed by the Vice-Dean. The result of the competence examination becomes a part of the course assessment, pursuant to §41(11) of the Study Regulations.
7. Course completion, which according to the study program does not end with an examination, is done after all the components of the course have been completed. In such a case, the final grade for a course shall be determined, in accordance with the provisions of the course syllabus, as the weighted average of the partial grades for the component forms of course completion, unless the detailed provision in the course syllabus provides otherwise.
8. A course which, according to the study program, ends with an examination shall be taken after all course components have been completed and the examination has been passed. Completing the course components may be a condition of admission to the examination if such a condition is specified in the course syllabus.
9. At the request of the teacher, the student is obliged to present a valid student card during the course completion and during the exams.
10. The student has the right to inspect own graded works on dates indicated by the course instructor.
11. The results of an examination or any other form of verification of learning outcomes should be made available to the student concerned at least 48 hours before the last course completion date set in the examination session no later than 10 days from the date of completion of the course.
12. The course instructor is obliged to keep written course completion and examination papers, which were the basis for determining the grade for the course for a minimum period of 3 years.
13. The course coordinator or a person authorised by him/her is obliged to enter the results of the course completion into the computer system of the University within 7 days of the grade being determined and to strictly observe the time limits for confirming and documenting the results of the courses conducted in accordance with the rules and schedule of obligatory time limits in force at the University.
14. The student is obliged to verify the course completion results registered in the University IT system and report his/her reservations concerning the registered results to the appropriate course coordinator or the Vice-Dean within the obligatory time limit referred to in § 9(3) of the Study Regulations.
15. In the event that it is found that the student is not doing the tasks independently, uses prohibited materials and auxiliary devices or interferes with the proper course of each form of verifying learning outcomes, the test or examination may be interrupted and invalidated for a given student. In the event of an interrupted test or examination, the course instructor is obliged to immediately notify the Vice-Dean 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.
16. 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 seven days of being informed about the determination of the lack of work independence.
17. 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 of the classes in a course for which the assumed learning outcomes have been achieved in these forms of education. In such a case, a student may also obtain credit for a given course based on the recognition of the learning outcomes achieved. The decision on the release and possible course completion is made by the Vice-Dean upon the student's written request submitted within 30 days of the beginning of the semester.
18. The recording of sound and images during classes is possible only after obtaining the prior consent of the course instructor, subject to § 27(2)(5). In the case of the use of sound and image recording devices, the course instructor may require the student to sign a declaration of copyright protection and the use of the recorded materials exclusively for private use, pursuant to Article 23 of the Act of 4 February 1994 on Copyright and Related Rights (Journal of Laws of 2018, item 1191, as amended).

§ 15

1. The manner and mode of completing and crediting internships is specified in the traineeship syllabus applicable to a given study program. The Vice-Dean or another employee of the University authorized by the Rector decides about the completion of the internship.
2. 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 on the basis of professional work.

§ 16

1. The course completion, which according to the program does not end with an examination, should be organized before the end of the period of classes in the semester, which is the basic time limit for completing the course. It is allowed to arrange the basic time limit to complete the course during the examination session immediately after the period of classes in the course. In addition, during the examination session immediately following the course period, students are entitled to at least one re-take course completion for each of the component forms of the course; during the examination session in the following semester, students are entitled to at least two re-take course completion dates for each of the component forms of course, except for the cases specified in § 14(1). In the case of those course completion forms in which, according to the information provided to students in accordance with the procedure laid down in §14(2), attendance at classes is necessary to complete the course, a student shall have the right to apply for re-take course completion once only during the examination session immediately following the course.
The same methods of verifying learning outcomes and the same requirements and rules for determining the grade apply to all course completion deadlines defined above.
2. Completion of the course, which according to the program ends with an exam, should be organized during the exam session following the period of classes in the course, which is the basic date for completing the course, subject to paragraph 3. The student has the right to take the exam at least twice in the semester in which the course is run and to take the exam at least twice in the exam session in the next semester, except in the cases specified in § 14(15). The same methods for verifying learning outcomes, conditions for conducting the exam, as well as requirements and rules of determining the grade apply to all exam dates specified above.
3. The competence examination is organized during the last semester of the studies. The student has the right to take the competence examination at least twice during this semester.
4. The Vice-Dean, after consultation with the Student Government responsible for the field of study, not later than two weeks before the beginning of the examination session, publishes the schedule of examinations in the examination session, observing the rule of not overlapping examination dates. The schedule must include at least three examination dates for each of the courses taught in a given semester and at least two examination dates for the courses taught in the previous semester. The schedule for the competence examination must include at least three dates for the competence examination in a semester and is published by the Vice-Dean before the beginning of the semester. The student has the right to select examination dates within the technical and organizational capabilities of the University, in the mode specified by the course instructor, and in the case of competence examinations, in the mode specified by the Vice-Dean. The student shall benefit from the examination dates in accordance with the limits specified in sections 2 and 3.
5. In the course of part-time studies, course completion and exams take place on the dates of meetings and during the examination session on Saturdays or Sundays.
6. A student who has obtained permission for individual organization of classes may, with the consent of the Vice-Dean and in agreement with the course instructor or course coordinator, complete classes on individually agreed dates.
7. The course coordinator or the course instructor have the right to set, at the student's request or on his or her own initiative, an additional so-called zero examination date during the period preceding the examination session. The zero date is not included in the number of dates to which a student is entitled pursuant to para. 3. The methods of verifying learning outcomes, the conditions for conducting an examination and the requirements and rules for determining the grade for an examination at the zero date are the same as for the basic dates.
8. The course instructor may consider not taking a course completion test or an examination justified at the well-founded and documented request of the student submitted no later than within seven days of the agreed date of the course completion test or examination.
9. Unjustified absence from the course completion test or examination on a given date shall result in the loss of that deadline.
10. The Vice-Dean may modify the requirements for student registration for the following semester, as specified in §21, if for documented fortuitous reasons the student has not benefited from the dates of course completion or exams to which he or she is entitled.

§ 17

1. In the event of obtaining an unsatisfactory grade for the course completion or examination and after exhausting the number of admissions to obtain credit or pass the examination specified in § 16 to which the student is entitled, the student has the right, within seven days of the date of publication of the course completion results or the examination grade, to submit a justified request to the Vice-Dean to set the date for the examination before a board as regards the course completion grade or the examination grade, as appropriate.
2. The Vice-Dean convenes, respectively, the examination or course completion before a board, which must take place within fourteen days from the date of submitting the request.

3. The Vice-Dean may also, before making a registration decision for the next semester, convene an examination or course completion before a board on his/her own initiative or at the request of the examiner or the student completing the course.
4. The examination or course completion are conducted by a board appointed by the Vice-Dean. The board is composed of:
 - 1) The Vice-Dean or a person appointed by the Vice-Dean as the Chairman;
 - 2) an examiner – an academic teacher, a specialist in the course to be completed
 - 3) the supervisor of the year, study field and/or specialization or other academic teacher appointed by the Vice-Dean.
5. The following may take part in the examination or course completion before a board as observers:
 - 1) a representative of the Student Government invited by the Vice-Dean;
 - 2) another person appointed by the student taking the examination.
 A person who conducted a previous examination or course completion may not take part in the examination or course completion before a board.
6. The examination and course completion before a board cover the scope and methods of verifying learning outcomes specified in the course syllabus to which they relate.
7. The result of the examination or course completion before a board shall be determined by the board. The result of the examination or course completion before a board shall be final.
8. Failure to pass the examination and course completion before a board, as well as an unjustified failure to take an examination and course completion before a board, shall result in failing to complete the course.
9. In the event of a justified student's absence on the prescribed date of the examination or course completion before a board, the Vice-Dean shall set the second and final date for the examination or course completion before a board.

§ 18

1. The following grading scale is used at Lodz University of Technology:
 - 1) five - 5.0;
 - 2) four and a half - 4.5;
 - 3) four - 4.0;
 - 4) three and a half - 3.5;
 - 5) three - 3.0;
 - 6) two - 2.0.
 The lowest and only failing grade is two – 2.0.
2. Physical Education classes are completed with the entry of 'zal' [credit] which has no equivalent in numerical assessment and is not taken into account in the calculation of the mean score.
3. Internships can be credited with 'zal' or a numerical grade in accordance with the study program.
4. The status of submission of the diploma thesis is recorded in the IT system with the entry of 'zal'.
5. The average grade for a given period of study shall be calculated as the weighted average of grades for the courses completed in a given period of study. The number of credits assigned to a given course is a weighting, related to the sum of credits for all courses completed in a given period of study. When determining the weighted average, the courses that have been credited with the entry of "zal" and the grades from the competence examination referred to in §14(6) shall not be taken into account.

§ 19

1. The rules for registering students for subsequent semesters and years of study are based on the ECTS credit accumulation and transfer system. ECTS credits are assigned to entire courses and not to individual forms of classes.
2. ECTS credits assigned to a course shall be considered as obtained by a student on condition that a positive final and total grade is timely registered in the IT system of the University, taking into account the cases specified in section 8.
3. The settlement period for assessing the student's progress in learning is a semester of study.
4. In a given semester, the student attends classes in accordance with an individually determined semester study plan, which, except in the case of an individual organisation of studies as defined in § 12 and § 13, shall include:
 - 1) all obligatory courses specified in the study program for a given semester;
 - 2) elective courses selected by the student and approved by the Vice-Dean;
 - 3) courses or classes outside the study program specified by the Rector;
 - 4) additional courses outside the study program for which the student obtained the Vice-Dean's consent;
 - 5) re-taken courses i.e. courses that have not been completed in the previous semesters;
 - 6) courses from the program of subsequent, higher semesters of studies, for which the student has obtained the Vice-Dean's consent (the so-called advancement courses);
 - 7) courses that constitute study program differences, as defined by the Vice-Dean in relation to changing the field of study, mode of study or course of study.
5. Completion of all courses and classes specified in the semester study plan of the student is obligatory and is subject to settlement in accordance with the rules set forth in §23.
6. A student who has been re-registered for the same semester or year is not obliged to obtain credits and pass examinations in previously completed courses. In case of program changes concerning learning outcomes, the Vice-Dean, upon the student's request submitted within 14 days from the beginning of the semester, may decide to recognize courses already completed as equivalent.

7. A student who has not completed a given course and who, in accordance with the Vice-Dean's decision, has been ordered to re-take a course, is obliged to participate in and re-take all forms of the course. At the request of the student, the course coordinator is entitled to release the student re-taking the course from the obligation to re-take the parts of the course that he or she has previously completed.
8. In the case of courses completed in another field of study or outside the University, including a foreign higher education institution:
 - 1) ECTS credits shall be recognised without re-verification of the achievement of learning outcomes if the studies were pursued in accordance with an agreement concluded between universities;
 - 2) ECTS credits may be recognised as a substitute for courses of study as defined in the study program when the coherence of the learning outcomes achieved has been established;
 - 3) when a field of study is changed, a student shall receive in the new course as many ECTS credits for the previous field of study and placement as are allocated to the learning outcomes of the corresponding courses and placements in the new study field;
 - 4) the decision to accept (transfer) courses, grades and ECTS credits is made by the Vice-Dean, at the request of the student, on the basis of documentation of the course of study presented by the student.

§ 20

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

§ 21

1. The organisational units of a study program shall be the semester of study and the year of study.
2. The unit of account for the implementation of the course of studies is the year of study.
3. The student shall be required to complete the year of study by the end of the academic year in which the student completes that year of study, subject to section 4.
4. If the study plan provides for the completion of studies in the winter semester, the student shall be obliged to complete the last year of studies by the end of the examination session of the winter semester.
5. The limits for permitted credit deficit applicable to the settlement of learning progress in all forms of study and fields of study shall be as follows
 - 1) after the winter semester– 15 ECTS credits;
 - 2) after one year of study– 15 ECTS credits.
6. The Vice-Rector may, in consultation with the competent body of the Student Government, change the permissible limits of credit deficits. The change of the limits shall be published no later than one month before the beginning of the academic year from which it is to be effective.
7. The Vice-Dean may specify additional conditions for completing the year of study and for registering for the next year of study. The list of additional registration conditions is subject to approval by the Vice-Rector and is published before the beginning of the academic year from which it is to be effective.
8. In special cases, the Vice-Dean has the right to change the limit for individual student's credits and additional conditions applicable to a given program of study, as well as to determine individual conditions for the student's registration for the next year of studies.

§ 22

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

§ 23

1. Completion of the year of study and registration for the following year of study shall depend on the number of the ECTS credits in the courses obligatory for the student at a given stage of study and on the fulfilment of additional registration conditions referred to in § 21(7) and (8).
2. On the basis of the student's periodic achievements, the Vice-Dean settles the year of study and makes a decision on the crediting the year of study, the mode and conditions of student registration for the following year of study, the repetition of the period of study, or a decision resulting in the initiation of proceedings to remove the student from the list of students. This decision shall be registered in the University IT system.
3. In order to complete a year of study, a student must complete all the courses and, accordingly, accumulate the number of ECTS credits from all the courses specified for a given year in the study program and fulfil all the conditions referred to in § 21(7) and (8).

4. Completing the year of study results in full registration for the next year of study in accordance with the study program.
5. A student who has not fulfilled the conditions for completing a year of study, but who has jointly fulfilled the following conditions:
 - 1) has not exceeded the limit of permissible credit deficit referred to in § 21(5)(2) and
 - 2) has completed all re-taken courses; and
 - 3) has fulfilled all additional conditions referred to in § 21(7) and (8),
 receives a conditional registration for the following year of study, subject to the cases specified in § 24.
6. A student who has not fulfilled the conditions for obtaining full or conditional registration, but who has jointly fulfilled the following conditions:
 - 1) has not re-taken the year of study subject to settlement, and
 - 2) has not exceeded the permissible limit of credit deficit specified in § 21(5)(2) [subject to § 21(8)] by more than 5 credits may, upon written request of the student, be ordered to repeat a given year of study.
 Exceptions include the first-year students of first-cycle studies and the first-year students of uniform Master's studies, who may not re-take the first year of their studies.
7. In the event that the lack of credits results exclusively from one of the semesters of the repeated year of study, the Vice-Dean sends the student on leave for the remaining semester of that year of study.
8. A student who fails to meet the registration requirements specified in sections 3, 5 and 6 may be removed from the list of students due to failure to complete the year within a specified period of time.

§ 24

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

§ 25

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

Chapter 5 Students with disabilities

§ 26

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

§ 27

1. The needs resulting from the disability are reported to the Vice-Dean's Office and the Office for Persons with Disabilities at the latest within two weeks from the beginning of the semester and during the semester, within two weeks from the occurrence of these needs.
2. Depending on the type of disability and technical and organizational capabilities, the University creates appropriate conditions for a disabled student to attend and complete classes. In particular:
 - 1) at the request of the student, the head of the Office for Persons with Disabilities issues an "Opinion on adapting the organisation of the teaching process to the needs resulting from the student's disability". It specifies the student's limitations resulting from his or her disability and indicates alternative forms of implementation of the didactic process. The Dean refers this opinion to the persons conducting didactic classes pursued by the student;
 - 2) if the student's disability does not allow participation in classes on general principles, it is possible to increase the permissible number of hours of absences from compulsory classes;
 - 3) if the state of health of the student makes it impossible to implement the study plan for a given year or semester, the Vice-Dean, at the request of the student and after obtaining a written opinion from the Office for Persons with Disabilities, may establish an individual organisation of studies for the student consisting in individual organisation of classes or grant the leave from classes;
 - 4) classes and tests may be attended by assistants of disabled persons, including sign language interpreters, teachers, stenographers and laboratory assistants, based on the opinion of the Office for Disabled Persons of TUL and with the consent of the Vice-Dean;
 - 5) if, due to a student's disability, the student cannot independently make notes, the Vice-Dean after consultation with the Office for Disabled Persons, grants permission to use additional technical equipment and to make notes by recording sound and images. In the case of the use of sound and image recording devices, students are obliged to sign a declaration of copyright protection and use the recorded materials exclusively for private purposes, pursuant to Article 23 of the Act of 4 February 1994 on copyright and related rights (i.e. Journal of Laws of 2018, item 1191, as amended);
 - 6) in individual cases concerning examinations or other forms of verification of learning outcomes it is permissible to adapt the form of verification to the special needs resulting from the student's disability.

Chapter 6 Leaves

§ 28

1. The student receives leave from classes in the form of short-term leave or long-term leave.
2. Single short-term leave may be granted for a period not exceeding one year – two semesters of classes.
3. Long-term leave is granted for a period longer than one year (two semesters of classes), but not longer than two years (four semesters of classes).
4. Short-term leave may be granted in the form of:
 - 1) Dean's leave – resulting from the course of study;
 - 2) health-related leave – in the case of long-term incapacity to pursue studies, as confirmed by a certificate issued by a medical committee;
 - 3) health-related leave for a pregnant student – leave shall be granted for a period up to the date of birth of the child;
 - 4) parental leave – to which the parent is entitled for up to one year from the date of birth of the child, however, if the end of the leave falls during a semester of classes, the leave may be extended until the end of that semester;
 - 5) vocational – intended, in particular, for education outside the country or the implementation of a vocational placement or internship implemented as part of international programmes;
 - 6) special – granted due to documented, important fortuitous circumstances
5. Short-term leave, except for Dean's leave, is granted by the Vice-Dean upon a 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.
6. Short-term leave in the form of vocational leave may be obtained for a total period of one year at a given level and study program.
7. The Dean's leave is granted by the Vice-Dean on his or her own initiative.
8. During short-term leaves, with the exception of health-related leave as defined in section 4(2) above, a student shall retain the possibility to attend the verification of learning outcomes from failed courses within the time limits specified in the schedule of the academic year.
9. During short-term leaves, except for health-related leave as defined in section 4(2) above, the student may, upon the consent of the Vice-Dean, re-take the previously failed courses. In such a case, the student shall pay fees for the re-attendance of courses in accordance with the rules established by the University as referred to in § 20 of the Regulations.
10. At the student's request, the Vice-Dean may consent to student attending classes and complete courses from higher years of study during short-term leave (the so-called advancement classes), except for health-related leave. This decision is made by the Vice-Dean and recorded in the University IT system. Approved advancement courses become obligatory for a student in a given period of study.

11. Long-term leave referred to in section 3 above may be granted to a student by the Vice-Rector at the documented written request of the student.
12. Long-term leave may be granted once at a given level and program of study. Long-term leave may not be combined with the vocational leave referred to in section 4(5) above.
13. The granting of leave extends the date of the planned completion of studies.
14. The granting of leave shall be confirmed by issuing a decision and an entry into the University IT system.
15. During the period of leave, a student shall retain student entitlements.
16. No fees shall be charged for the period of leave for studies and other educational services, subject to § 28(9) above.
17. After the end of the leave, by the day preceding the beginning of the semester at the latest, the student shall submit an application to the Vice-Dean for permission to continue studies. Failure to submit an application shall constitute grounds for the student to be deleted from the list of students due to the student's failure to take up studies.
18. After the end of the student's leave, the Vice-Dean decides on the continuation of studies and the registration of the student resulting from the course of the student's studies, completed before the student was sent on leave.

Chapter 7 Resumption of studies and change of fields of study

§ 29

1. A person who has been removed from the list of first-year students shall be reinstated as a student in the recruitment procedure.
2. A person who has been removed from the list of students in the second year or further years may, with the consent of the Vice-Dean, be re-enrolled on the list of students and reinstated in the rights of the student.
3. A person applying for re-enrolment on the list of students and restoration of student rights shall submit a written request to the Vice-Dean no later than 21 days before the beginning of the academic year from which he or she intends to resume studies.
4. Re-enrolment on the student list and restoration of student rights is possible under the following conditions, which must be met jointly:
 - 1) no more than 5 years have elapsed since the date of the decision on the deletion becoming final and binding;
 - 2) the person applying for reinstatement has not been previously reinstated in the student rights at the same level of study;
 - 3) the removal from the list of students did not result in a disciplinary penalty of expulsion from the University;
 - 4) the field of study for which the person requests reinstatement is still provided.
5. The Vice-Dean may refuse to re-register students and restore student rights if the previous course of study does not guarantee their completion within the time limit specified in the study plan or if the study program has been changed so as to make it impossible to continue studies in the same field of study.
6. Re-enrolment on the list of students and restoration of student rights may take place at the beginning of the academic year.
7. The reinstatement shall take place in the field of study pursued before the deletion, in the study program in force at the time of reinstatement.
8. The Dean shall specify in the decision on reinstatement
 - 1) the year of study for which the reinstated student is registered and the status of registration;
 - 2) detailed conditions for the implementation of resumed courses of study, including study program differences to be supplemented by the student and time limits for supplementing such differences. The aim of supplementing program differences is to achieve all learning outcomes resulting from the current study program.
9. A refusal to re-register students and to restore student rights shall be issued by way of an administrative decision.
10. No fees shall be charged for the restoration of student rights.

§ 30

1. The student may, upon written consent of the appropriate Vice-Deans:
 - 1) transfer from the field of study in which he or she is studying to another field of study at Lodz University of Technology;
 - 2) transfer from full-time to part-time studies (or vice versa).
2. A student who has obtained registration for at least the second year of studies may apply for the transfer, provided that all obligations arising from the regulations in force at the University are fulfilled. The student must submit an application for transfer within seven days of the beginning of the semester.
3. A student may transfer from Lodz University of Technology to another university if he/she has fulfilled all obligations arising from the regulations in force at Lodz University of Technology.
4. The student who leaves Lodz University of Technology in the mode of transfer to another university is obliged to submit to the appropriate Vice-Dean written information about the transfer and to submit a written resignation from studies at Lodz University of Technology on the date of admission to the host university.
5. A student of another university, including a foreign one, who has completed at least the first year of studies, may be transferred to study at Lodz University of Technology without any recruitment procedure.
6. When deciding on admission to studies under the transfer procedure, the following shall be taken into account, in particular:

- 1) the compatibility of the disciplines to which the field of study is assigned at the university which the student leaves and the field of study at Lodz University of Technology to which the student intends to move;
 - 2) meeting the recruitment criteria, in particular the criterion of exceeding the recruitment points threshold in force at Lodz University of Technology in a given year for the field to which the student intends to move;
 - 3) the results obtained in the course of studies at another university to date;
 - 4) the possibility of recognising learning outcomes achieved in the course of studies to date and complementing study program differences.
7. In order for the application to transfer from another university to Lodz University of Technology to be accepted, the following is required:
 - 1) the existence of technical and organisational possibilities to increase the number of students in a given field of study at a given University;
 - 2) submission of a written consent of the Rector of the institution which the student is leaving;
 - 3) submission of documentation confirming the previous course of study.
 8. Refusal to accept admission to studies at Lodz University of Technology in the mode of transfer from another university shall be issued by means of an administrative decision.
 9. The decision on transfer 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.

Chapter 8

Studying extra-curricular courses and an additional field of study

§ 31

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

§ 32

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

Chapter 9

Conditions for the pursuit of studies by students admitted to the University

as a result of the recognition of learning outcomes

§ 33

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

Chapter 10 Awards, distinctions and penalties

§ 34

1. Students who are distinguished by exceptionally good academic results, excellent fulfillment of their duties, ethical attitude, activity in student life or special sports achievements may be awarded scholarships, prizes and distinctions in accordance with the applicable law.
2. Detailed rules and procedures for distinguishing students shall be laid down in separate regulations. These regulations may not be amended later than 3 months before the beginning of the academic year to which they refer.
3. Each form of student awards and distinctions shall be documented in writing and in the University IT system.

§ 35

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

Chapter 11 Diploma thesis

§ 36

1. A diploma thesis is an independent written development of a solution to a specific scientific or practical problem or artistic achievement, presenting the knowledge and skills of a student in accordance with the learning outcomes defined for a given field of study, level and profile of education and the ability to analyze and deduce independently.
2. A student diploma thesis may be prepared on the basis of a team project, provided that the student's participation in the project implementation is specified in detail.
3. The diploma thesis may be performed with the consent of the Vice-Dean outside Lodz University of Technology, including at another Polish or foreign university, as well as at a Polish or foreign research center.
4. The subject of the student's diploma thesis should be determined before the student begins the last semester specified in the study program (called the diploma semester).
5. In the case of a diploma thesis performed outside Lodz University of Technology, the subject of the diploma thesis may also be determined after the beginning of the last semester of the study program.
6. The topics and scope of diploma theses and their changes are approved by the Vice-Dean for education after consulting the relevant Council of the study field. Changes to other parameters of theses are approved by the Vice-Dean responsible for education.
7. The diploma thesis is prepared in the language of instruction. At the student's request, with the consent of the thesis supervisor and the Vice-Dean, the thesis may be written in a language other than the language of instruction. If the language of instruction is Polish, the diploma thesis prepared in a foreign language must additionally contain the title of the thesis and its summary in Polish.
8. Detailed rules for submitting and approving the topics of diploma theses and their selection by students are determined by the Vice-Dean for education on the basis of the Diploma Regulations at Lodz University of Technology.

§ 37

1. A diploma thesis project being part of a study program is carried out by a student under the supervision of a diploma thesis supervisor.
2. The diploma thesis supervisor shall be appointed and dismissed by the Vice-Dean after consultation with the relevant Council of the field of study.
3. The supervisor of an engineering diploma thesis or bachelor's thesis may be an academic teacher holding at least the academic degree of doctor. The Vice-Dean, after consultation with the relevant Council of the field of study, may appoint as the thesis supervisor an employee of a University who is not an academic teacher and holds at least a doctoral degree or a specialist from outside the University who has at least an academic degree.
4. The supervisor of the Master's diploma thesis may be an academic teacher holding a scientific title or the academic degree of doktor habilitowany. The Vice-Dean, after consultation with the relevant Council of the study field, may appoint an employee of the University or a specialist from outside the University who holds at least the degree of doctor as a supervisor of the Master's thesis.
5. The thesis supervisor may request the Vice-Dean for approval of an additional person - a supervisor of the diploma thesis, including a person who does not meet the requirements of sections 3 and 4 above.
6. In the event of a longer absence of the diploma thesis supervisor, which affects the timely submission of the thesis, the Vice-Dean, at the written request of the student, after consultation with the head of the unit in which the paper is executed, appoints a person who will temporarily take over the duties of the thesis supervisor.

§ 38

1. After the preparation of the diploma thesis, the student is obliged to
 - 1) present the thesis to the supervisor of the diploma thesis in the manner specified by the Vice-Dean for a given field of study;
 - 2) submit together with the thesis a written statement, according to the specimen specified by the University, declaring the work to be independent and original;
 - 3) obtain a positive assessment of the thesis by the supervisor.
2. The supervisor of the diploma thesis after confirming the fulfillment of the requirements for the diploma thesis, including a positive evaluation of its originality, shall enter "zal" for the diploma thesis into the IT system of the University.
3. The completion of the activities described in sections 1 and 2 shall mean the effective submission of the diploma thesis. An effective time limit for the submission of a thesis is the same as the time limit for the entry of "zal" into the University IT system.
4. The student is obliged to submit the diploma thesis before the mandatory deadlines referred to in § 9(3) and (4).

§ 39

1. The diploma thesis is subject to an independent assessment and evaluation by a diploma thesis supervisor and a reviewer.
2. The reviewer of the diploma thesis shall be appointed by the Vice-Dean.
3. The reviewer of the diploma thesis may be an academic teacher with a scientific title or the academic degree of doktor habilitowany.
4. In the event that the diploma thesis is supervised by an academic teacher holding a scientific title or the academic degree of doktor habilitowany, the Vice-Dean may appoint an academic teacher or a specialist from outside the University with the academic degree of doctor to review the diploma thesis.
5. In the case of first-cycle studies, the Vice-Dean may appoint an academic teacher with a doctoral degree to review the diploma thesis also if the supervisor of the diploma thesis is an academic teacher without an academic title, academic degree of doktor habilitowany or a specialist from outside the University.
6. The supervisor of the diploma thesis draws up a written opinion on the diploma thesis and issues a numerical evaluation of the paper. The reviewer shall prepare a written review of the diploma thesis and issue a numerical evaluation of the thesis within 14 days of receiving the thesis for review at the latest. Numerical assessments are determined by the supervisor and the reviewer using the scale defined in § 18(1).
7. In the case of negative evaluation of the thesis by a reviewer, the Vice-Dean appoints a second reviewer.
8. Negative evaluation of the thesis by the second reviewer results in the thesis being considered as not submitted and the "zal" entry confirming the positive acceptance of the thesis is cancelled in the University IT system. In such a case, upon the student's written request, the Vice-Dean may agree to extend the time limit for submitting the diploma thesis, but not by more than three months, or order the student to repeat the last semester of his/her studies.
9. The student has the right to read the opinions and reviews referred to in section 6 above not later than two days before the scheduled date of the diploma examination.

Chapter 12

Diploma examination

§ 40

1. Within 21 days of meeting the condition of completing all courses and obtaining the number of ECTS credits resulting from the study program, including the submission of a diploma thesis, the student is obliged to fulfil all obligations towards the University and submit a request to the Vice-Dean for admission to the diploma examination together with a set of documents required by the internal rules of diploma procedures in force at the faculty.
2. The Vice-Dean after confirming that:
 - 1) the student has completed all courses provided for in the study program, including work placement;
 - 2) submitted the thesis effectively and timely;
 - 3) there is a positive confirmation of the originality of the diploma thesis using the Uniform Antiplagiarism System referred to in Article 351(1) of the Act of 20 July 2018. - The Law on Higher Education and Science (Journal of Laws 2018, item 1668, as amended); the procedure for verifying and confirming the originality of diploma theses is laid down in separate provisions;
 - 4) the student has been awarded positive grades for the diploma thesis issued by the thesis supervisor and the reviewer;
 - 5) the student has met other individual conditions established by the Vice-Dean in the course of his/her studies and the student has settled all the obligations towards the University,issues a decision on admitting the student to the diploma examination within 14 days and sets a date for it.
3. In the event that the student fails to submit a request for admission to the diploma examination on the terms and within the time limits specified in sections 1 and 2, the Vice-Dean has the right to set a date for the diploma examination on her/his own initiative.
4. If it is found that a written opinion or a written review of the diploma thesis is not made available to a student within the time limit referred to in § 39(9), the Vice-Dean shall set a new date for the diploma examination meeting the condition set forth in § 39(9).

5. 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 at a later date.

§ 41

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

The grades shall be given in accordance with the grading scale specified in § 18(1).
9. The grades of the diploma thesis and of its defense shall be determined by the Committee at a secret stage of its meeting. A negative result in any of the grades listed in section 7 above shall result in a negative result in the diploma examination.
10. In the event of a positive result of the diploma examination, the Committee shall determine the result of the course of study and shall make a decision on awarding an appropriate professional title.
11. The basis for calculating the result of studies are:
 - 1) the average of grades obtained during the entire period of study, the average shall be calculated as a weighted average in accordance with § 18(5) excluding: grades 2.0 (two), grades from the competence examination referred to in § 14(6) and courses credited with "zal"; the average of grades shall be rounded off and determined to two decimal places;
 - 2) positive assessment of the diploma thesis;
 - 3) positive evaluation of the defense of the diploma thesis;
 - 4) the final numerical result of the studies shall be the sum:
 - a) 0.6 of the grade mentioned in point 1 above,
 - b) 0.2 of the grade from the competence examination referred to in § 14(6),
 - c) 0.1 of each of the grades listed in points 2 and 3 above.

The final numerical results of the studies shall be rounded off and determined to two decimal places.
12. A report shall be drawn up on the course of the diploma examination.
13. Immediately after the end of the examination, the chairman of the diploma examination committee, in the presence of its members, shall announce the grade of the diploma thesis and the result of the diploma examination determined by the committee. In the event of a positive result of the diploma examination, the chairman of the committee shall give the result of the studies and announce the decision on the granting of an appropriate professional title.
14. The diploma of university graduation shall include the verbal result of the studies, in accordance with the principle:
 - 4.85 and more excellent
 - 4.55 – 4.84 very good,
 - 4.20 – 4.54 more than good,
 - 3.80 – 4.19 good,
 - 3.40 – 3.79 satisfactory,
 - to 3.39 – sufficient.

15. The following equivalents of the diploma result are used to issue an additional copy of the diploma in English or French:

	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

§ 42

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

§ 43

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

§ 44

Other details of the diploma procedures, not determined by these regulations and common to all fields, levels and forms of study, are determined by the Rector in the form of diploma regulations at Lodz University of Technology.

§ 45

Elements of the diploma procedures resulting from the specificity of a field of study and not specified in these regulations and the diploma regulations referred to in § 44 shall be determined by the Vice-Dean after the competent Council of the study field has issued its opinion.

Chapter 13 Graduation

§ 46

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

Chapter 14

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

§ 47

1. Highly talented secondary school students, hereinafter referred to as "students", may participate in selected classes provided for in the study program in fields of study compatible with their abilities, which are run at the University.
2. The decision in this respect is made by the Vice-Dean, at the written request of the student which contains the recommendation of the headmaster of the school in which the student is studying. In the case of underage students, the request must be supplemented with a written consent of parents or legal guardians of the student.
3. Students admitted to participate in classes:
 - 1) have the right to use the teaching premises and facilities of the University and the assistance of its employees and bodies;
 - 2) may participate in the activities of the student scientific movement;
 - 3) are obliged to comply with the regulations and rules binding at the University;
 - 4) must be covered by insurance against accidents and civil liability taken out independently;

4. The condition of joining the classes is to undergo training in the field of occupational safety and health and fire protection.
5. Credit for classes shall be given to students in accordance with the rules laid down in these Study Regulations. The Vice-Dean of the Faculty may determine individual conditions of participation and the mode of completing classes by a student. After completion of classes, the student receives a confirmation of participation in classes and completion of courses.

Chapter 15

Transitional provisions

§ 48

For students who study according to study programs in force prior to the academic year 2019/2020, the relevant provisions of the Study Regulations adopted by Resolution No. 18/2015 of the Senate of Lodz University of Technology of 23 September 2015 Study Regulations of Lodz University of Technology shall apply instead of the provisions of §18(5), §41(7)(8)(9) and (11) of these Study Regulations.

§ 49

1. Decisions on individual student cases, including registration decisions issued for study semesters completed in the academic year 2019/2020 and taken before the date of entry into force of the Study Regulations, shall become decisions for the next year of studies completed in the academic year 2019/2020 within the meaning of these Study Regulations.
2. The agreements referred to in § 18(5) of the Study Regulations adopted by Resolution No. 18/2015 of the Senate of Lodz University of Technology of 23 September 2015 shall remain in force; the provisions of Article 160a of the Act of 27 July 2005 shall apply to such agreements. - The Law on Higher Education (Journal of Laws of 2017, item 2183, as amended) in connection with Article 264(1) of the Act of 3 July 2018. - Provisions implementing the Act - Law on Higher Education and Science (Journal of Laws of 2018, item 1669, as amended).

Chapter 16

Final provisions

§ 50

1. These Study Regulations adopted by the Senate of Lodz University of Technology on 24 April 2019 shall enter into force on 1 October 2019 and shall also apply to students who commenced their studies before the academic year 2019/2020, subject to § 48.
2. Resolution No. 18/2015 of the Senate of Lodz University of Technology dated 23 September 2015, the Study Regulations at Lodz University of Technology shall be repealed.