

## Annex 6 to the UL Rules of Study

| ID                                                | Scope                                                                                                                                                                   | Faculty regulations from 1.10.2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>Faculty of Physics and Applied Informatics</b> |                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>§ 5(1)(b)</b>                                  | Rules for the implementation of the student's obligation to participate in particular types of classes                                                                  | <p>Attendance during all types of classes is compulsory for students. The course instructor specifies and informs students during the first class how this obligation is to be fulfilled — in particular, the permissible number of absences and the method by which any learning shortfalls resulting from a student's absence are to be made up.</p> <p>A student repeating a course is required to attend all its constituent classes, including those previously passed, unless the vice-dean for education and quality assurance, having consulted the course coordinator or instructor, decides otherwise.</p> <p>The decision to transfer a grade previously obtained by the student in the same course, or in a course with equivalent learning outcomes, shall be made by the vice-dean for education and quality assurance after consulting the course coordinator or instructor. The relevant request must be submitted by the student no later than four weeks after the start of the semester in which the course is offered.</p> <p>Within two weeks of the start of classes, a student may apply to the vice-dean for education and quality assurance to change an elective course, provided that consent is obtained from the instructors of both the course being dropped and the course to be added.</p> |
| <b>§ 5(1)(c)</b>                                  | Scope and conditions of conducting classes, knowledge or skills tests and diploma examinations in a foreign language and preparing diploma theses in a foreign language | <p>The decision to permit the preparation of a thesis in a foreign language is made by the faculty council in accordance with the regulations governing theses at the Faculty of Physics and Applied Informatics.</p> <p>Theses written in Polish must include an abstract in English. Theses written in a foreign language must include an abstract in Polish.</p> <p>The language of instruction for classes taught by visiting professors or other international teaching staff is English. In exceptional circumstances,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                  |                                                                                                                                                        | Polish may be used. The Dean decides on the language of instruction for classes attended by international exchange students, including Erasmus students.                                                                                                                                                                                                                                                                                                                                                            |
| <b>§ 5(1)(d)</b> | The assessment period for full-time and part-time BA and MA studies, as well as long-term MA studies, organised either by semester or by academic year | For both full-time and part-time studies, the assessment period is one semester.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>§ 5(1)(e)</b> | Admissibility and conditions for repeating the first semester or year of study                                                                         | Subject to § 21, a student who has failed to complete the second semester of studies may apply to repeat that semester. Permission to repeat a semester may be granted only once. Repeating a semester is subject to a fee determined by separate regulations.                                                                                                                                                                                                                                                      |
| <b>§ 5(1)(f)</b> | Maximum number of academic hours and maximum number of examinations per academic year                                                                  | The maximum number of academic hours in BA and MA degree programmes may not exceed 900 per academic year.<br>The maximum number of examinations in an academic year may not exceed 8.                                                                                                                                                                                                                                                                                                                               |
| <b>§ 5(1)(g)</b> | Minimum average grade in the course of study to date allowing for an individual study timetable and programme (IPS)                                    | Subject to § 2 of the Rules of Study, exceptionally talented and distinguished students in the second year of a BA degree programme (after successfully completing Semester 2) with a grade average of at least 4.20 may apply for an individual study timetable and programme (IPS).<br>Students enrolled in MA degree programmes may apply for an individual study timetable and programme (IPS) from their first semester, provided that they achieved a grade average of at least 4.20 during their BA studies. |
| <b>§ 5(1)(h)</b> | Conditions of admissibility and procedure for resolving a student's appeal against a decision to refuse credit for a course/component classes          | Appeals against decisions taken by a lecturer are considered by the vice-dean responsible for teaching and quality assurance, who decides whether credit for the subject may be obtained and, if so, the manner in which it may be awarded.                                                                                                                                                                                                                                                                         |
| <b>§ 5(1)(i)</b> | Mandatory form of the thesis, subject to § 52(2)                                                                                                       | The approved form of the thesis is specified in the regulations governing theses at the Faculty of Physics and Applied Informatics, as approved by the Faculty Council.                                                                                                                                                                                                                                                                                                                                             |

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| <b>§ 5(1)(j)</b> | Scope of requirements for the diploma examination                                                                                                                                                                                                                                                                             | The list of topics covered by the degree examination is approved by the Faculty Council of the Faculty of Physics and Applied Informatics. The list is made available during thesis seminars and through the Dean's Office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>§ 5(1)(k)</b> | Procedure for conducting open diploma examinations                                                                                                                                                                                                                                                                            | none                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>§ 5(2)(a)</b> | The maximum number of repeated semesters/academic years, including repetitions resulting from resumption, on degree programmes offered by the Faculty; and the maximum period that may elapse following removal from the student register during which learning outcomes achieved in previous studies may still be recognised | A student who has not passed a semester of study may apply to repeat this semester, with the possibility of repeating being granted only once; the repetition of the semester is subject to a fee, the amount of which is specified in separate regulations. The resumption of studies is permitted twice.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>§ 5(2)(b)</b> | Minimum number of ECTS credits or minimum number of courses allowing a student to pass a semester/year conditionally and to be enrolled in the next semester/year of study                                                                                                                                                    | <p>A student may be granted conditional progression from the first to the penultimate semester if they fail to obtain credit for one subject only. Conditional progression is not available for the following subjects:</p> <p>(a) fundamentals of computer science (semester 1)</p> <p>(b) programming languages (semester 1)</p> <p>(c ) mathematics revision course (semester 1).</p> <p>Failure to satisfy the condition within the deadline set by the vice-dean results in repetition of the semester. The vice-dean may require the student to satisfy the condition in any semester (winter or summer) in which the subject is offered or may require the student to complete the subject individually by agreement with the lecturer responsible for it. Subjects that have been discontinued because of curriculum changes, or because a specialisation or study pathway is not offered in a given cycle, are completed individually by agreement with the lecturer responsible. Where conditional progression concerns an elective subject, the student may satisfy the condition by completing another elective subject carrying the same number of ECTS credits.</p> |
| <b>§ 5(2)(c)</b> | Applicable sequence of subjects                                                                                                                                                                                                                                                                                               | none                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b>§ 5(2)(d)</b>             | Mandatory subjects without passing of which a student may not be enrolled in the next semester/year of study, regardless of the score                                                                                        | (a) programming languages (semester 1)<br>(b) fundamentals of computer science (semester 1)<br>(c ) mathematics revision course (semester 1).                                                                                                                                                                                                                                                                                          |
| <b>§ 5(2)(d<sup>1</sup>)</b> | Rules for changing degree programme during the first semester/year of studies other than those set out in § 21(3) of these Rules                                                                                             | none                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>§ 5(2)(e)</b>             | Rules for the transfer of students from full-time to part-time studies or from part-time to full-time studies other than those set out in § 23 of these Rules; rules applicable to the whole faculty or to individual majors | none                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>§ 5(2)(e<sup>1</sup>)</b> | Rules for transferring students from other higher education institutions other than those set out in § 25 of the Rules of Study                                                                                              | none                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>§ 5(2)(f)</b>             | ECTS credit conversion rates for individual programmes and specialities where the exchange of students with foreign or national institutions does not guarantee the equivalence of student achievements                      | none                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>§ 5(2)(g)</b>             | Possibility to apply from the first semester in the MA programme for an individual study timetable and programme (IPS)                                                                                                       | Exceptionally talented students enrolled in MA studies may apply for an individual study timetable and Programme (IPS) from the first semester, provided that the grade average requirements set out in § 5(1)(g) are met.                                                                                                                                                                                                             |
| <b>§ 5(2)(h)</b>             | Rules for the completion of a course of study other than those set out in § 38(7) and (8)                                                                                                                                    | An application for advance credit may concern only courses from the next two consecutive semesters of study. The application must be submitted no later than two weeks after the start of classes in the relevant course.<br>An application for withdrawal from or resignation of advance credit may be submitted no later than by 15 November in the winter semester and by 31 March in the summer semester of a given academic year. |

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|                  |                                                                                                                                                                                                   | A student who fails to pass a course taken as part of advance credit must repeat it in the semester in which, according to the study programme, the course is normally offered. In such cases, the repetition of the course is subject to a fee in accordance with the relevant regulation of the Rector of the UL. |
| <b>§ 5(2)(i)</b> | Rules for obtaining credit and taking examinations other than those set out in § 38(9) of these Rules                                                                                             | none                                                                                                                                                                                                                                                                                                                |
| <b>§ 5(2)(j)</b> | Additional designations or examples of written work fulfilling the requirements of the thesis, in addition to those indicated in § 52                                                             | none                                                                                                                                                                                                                                                                                                                |
| <b>§ 5(2)(k)</b> | Extension of the period of interruption in the study programme indicated in § 54(5) authorising the student to be exempted from compensating for differences in the study timetable and programme | none                                                                                                                                                                                                                                                                                                                |
| <b>§ 5(2)(l)</b> | A form of BA/BSc examination other than specified in § 56(6) of these Rules                                                                                                                       | For degree programmes that do not require the preparation of a thesis, the degree examination may take the form of a written examination.                                                                                                                                                                           |

## Thesis Regulations

at the Faculty of Physics and Applied Informatics of the University of Lodz

The Thesis Regulations are set out the procedure for handling thesis-related issues at the Faculty of Physics and Applied Informatics of the University of Lodz (for degree programmes with written diploma theses) and, as such, are annexed to the Rules of Study of the University of Lodz. Matters not regulated herein are specified in the Rules of Study.

### **1. Thesis supervisor and thesis reviewer**

- 1.1. It is permissible that the thesis supervisor or reviewer may be a non employee of the Faculty of Physics and Applied Informatics of the University of Lodz.
- 1.2. If the thesis supervisor is not a member of the Faculty, the reviewer must be a member of the Faculty.

### **2. Thesis topic**

- 2.1. Proposals for thesis topics, including a description formulating the key objectives of the thesis, are prepared by persons authorised to lead the thesis.
- 2.2. The thesis topics (including the information on theses in a foreign language), including the assigned supervisors of these theses, are approved by the Teaching Committee for the major and the Faculty Council. A topic which is not completed by the student within 2 years must undergo a re-approval procedure. Re-approval is requested by the person submitting the topic.
- 2.3. If it is not possible to complete the thesis in sufficient conformity with the formulated description, the thesis description requires re-approval by the Teaching Committee for the major concerned. Changing the topic of the thesis also requires the approval of the Faculty Council.

### **3. Thesis characteristics**

- 3.1. The topic of the diploma thesis (BA, BSc, MA) should be related to the student's major, taking into account the content and methods of education pursued in that field.
- 3.2. The thesis should include the formulation and solution of the problem and demonstrate the author's ability to develop the topic, use the knowledge acquired during the studies and improve this knowledge through independent study of literature. The author is expected to present the state of the art in the subject matter and their own research or design work (if possible, with technical solutions).

- a. The BA thesis may be experimental, theoretical, computational or project-based, or may present knowledge on a selected topic in a cross-cutting manner based on the literature (review thesis).
- b. The emphasis in BSc theses should be on an engineering solution to a technical problem, for example of a design or expert opinion nature.
- c. In the MA thesis, the student must demonstrate the ability to apply scientific methods.

#### **4. Thesis structure**

4.1. The thesis should include the following separated components:

- title page according to a specific model;
- table of contents;
- introduction;
- the main body of the thesis divided into chapters;
- summary;
- references;
- necessary annexes, e.g. containing technical details of the thesis.

4.2. The thesis should contain:

- presentation of the assumptions and objectives of the work and how it will be achieved;
- description of the research methodology, tools used, requirements of the practical project, etc. (depending on the type of thesis);
- description of the research results, description of the project carried out, etc;
- discussion of the results.

4.3. If one of the aims of the thesis is to write a computer programme, the full source code and executable and auxiliary files should be placed in separate appendices in the APD system; the thesis itself should contain precise instructions for running and operating the programme.

#### **5. Thesis: technical recommendations**

5.1. The thesis must be prepared electronically, using settings to ensure that all its elements are legible.

5.2. A4 format, vertical layout, margins 2.5 cm, header and footer 1.25 cm from page edge. Numbered pages, beginning with the table of contents. A model of the cover page is included in Annexes 1a, 1b and 1c.

5.3. Chapters and subchapters should be numbered. Tables, figures and equations should be numbered consecutively. Bibliography - numbered and arranged in order of appearance in the text; reference in the text to items of literature is made by giving the item number in the literature list.

#### **6. Formal handling of theses**

- 6.1. Activities related to the formal handling of diploma theses are compliant with the Rules and Regulations of the University of Lodz and are conducted in the APD (Diploma Thesis Archive) system. In particular, all theses are subject to an originality check.
- 6.2. A model for the opinion prepared by the thesis supervisor is set out in Annex 2 and a model for the review is set out in Annex 3 to these Regulations. All evaluations included in the opinion/review must include the justification. The graduate is obliged to provide additional explanations to the reviewer upon request.
- 6.3. The thesis supervisor prepares a report and uploads it to the APD system within seven days of approving the thesis. The review of the thesis must be uploaded to APD no later than 24 hours before the examination.

## **7. Quality control of the thesis and its evaluation**

Selected theses with feedback and reviews are referred for scrutiny to a reviewer appointed by the Faculty Committee for Education Quality. The Dean, the supervisor and the reviewer are informed of the outcome of the inspection. The detailed procedure for the review and quality assurance of theses is determined by the Faculty Committee for Education Quality.

## **8. Theses carried out at foreign universities.**

The procedure for the graduation of students completing their diploma thesis at a foreign university (based on the principles of partnership agreements) is set out in separate regulations.

## **9. Final Provisions**

The regulations apply to students for whom the final year of study is the academic year 2026/2027 or later.