

Annex no. 10 to the Study Regulations

Identifier	Scope	Faculty regulations
Faculty of Law and Administration		
§ 5(1)(b)	Rules of the implementation of the student's obligation to participate in particular types of classes	Students are required to participate in classes conducted in the form of exercises, laboratories, lectures, pro-seminars, discussion classes, methodological seminars, Machelor's seminars, Master's seminars, internships.
§ 5(1)(c)	Scope and conditions of conducting educational classes, knowledge or skills tests and diploma examinations in a foreign language and preparing diploma theses in a foreign language	None Study Regulations: § 53(9) In justified cases, the Faculty Council may give a consent for writing the thesis in a foreign language.
§ 5(1)(d)	The credit period for degree programmes conducted as a uniform master's degree programme or as a part-time programme as either a semester or a year of study,	The academic year is a credit period in the following fields of study: - law - full-time and part-time studies; - first-degree administration - full-time, second and third year and part-time studies; - second-degree administration - part-time studies; - tax law and accounting; - employment law - human resources and payroll; The semester is a credit period in the following fields of study: - first degree administration - full-time, first year; - second-degree administration - part-time studies.
§ 5(1)(e)	Admissibility and conditions for repeating the first semester or year of study	Repetition of the first year or semester in all fields of study, both full-time and part-time, is permitted.
§ 5(1)(f)	Maximum number of teaching hours and maximum number of examinations per academic year	Maximum number of teaching hours is 850 per academic year; the number of examinations per academic year may not exceed eight;
§ 5(1)(g)	Minimum average score in the course of study to date allowing to apply for an individual study plan and curriculum (IPS)	Students with an average score of at least 4.2 in their course of study to date may apply for an individual study plan and curriculum (IPS);
§ 5(1)(h)	Conditions of admissibility and procedure for resolving a student's appeal against a decision to refuse credit for a course/component classes	In particularly justified cases, students may appeal against a decision to refuse credit for courses/component classes leading to the award of credit to the head of the department/independent department within seven days of its announcement;
§ 5(1)(i)	Mandatory form of the thesis, subject to § 52(2)	The Bachelor's thesis is presented in the form of a written monograph. The topic of the Bachelor's thesis, which falls within the subject area of the Bachelor's seminar, is selected by the student in consultation with the Bachelor's seminar leader. The volume of the Bachelor's thesis text should range between 40,000 and 50,000 characters.

		The Master's thesis is presented in the form of a written monograph. The topic of the Master's thesis, which falls within the subject area of the Master's seminar, is selected by the student in consultation with the Master's seminar leader. The volume of the Master's thesis text should be at least 100,000 characters.
§ 5(1)(j)	Scope of requirements of the diploma examination	The diploma examination requirements include: - issues covered by the thesis topic, - issues covered by the subject of the diploma seminar in which the student participated. During the diploma examination, the student answers at least: - one question in the scope of thesis, - two questions in the scope of the topic of the diploma seminar.
§ 5(1)(k)	Procedure for conducting open diploma examinations	No open diploma examinations are foreseen.
§ 5(2)(a)	Maximum number of cases of repeating a semester/year in the majors taught at the faculty	- a full-time student has the right to repeat a year or semester twice in the entire course of study; - the resumption of studies in order to repeat a year or a semester is permissible provided that no more than three years have elapsed since the date of the first removal from the list of students in the field of study for which the resumption is requested.
§ 5(2)(b)	Minimum number of ECTS credits or minimum number of majors allowing a student to pass a semester/year conditionally and to be enrolled in the next semester/year of study,	If the settlement period is an academic year, a student who has obtained at least 50 ECTS credits in a given academic year for the completion of majors included in the programme of a given year of study may apply for conditional completion of a given year and, if accepted, shall be enrolled in the following year of study. Failure to pass the missing major(s) in the year in which the student is enrolled will result in the requirement for the student to repeat that year;
§ 5(2)(c)	Applicable sequence of subjects	A student repeating a year of study has the right to pass majors from the following year of study, with the exception of: - administrative proceedings and administrative court proceedings if he or she has failed the administrative law examination, - civil law - part two, if he has not passed the civil law examination - part one, - criminal proceedings if he or she has failed the criminal law examination, - civil procedure and business and commercial law if he or she has not passed the civil law examination, - administrative law - the specific part and local government law, if he or she has not passed the examination in administrative law - the general part;
§ 5(2)(d)	Mandatory subjects without passing of which a student may not be enrolled in the next semester/year of study, regardless of the score obtained	In spite of obtaining 50 ECTS scores, due to the need to maintain the sequence of majors, the student cannot be enrolled: - in the third year of law, if he or she has not passed the examination in administrative law, civil law - part one, criminal law, constitutional law, - in the fourth year of law, if he or she has not passed the civil law examination - part two,

		- in the third year of administration, if he or she has not passed the administrative law examination - general part;
§ 5(2)(e)	Rules other than those provided for in § 23 of these Regulations for the transfer of students from full-time to part-time study or vice versa, rules applicable to the whole faculty or to individual majors	A part-time student may be transferred to full-time study if: - he/she has attained the average score of the course of study to date of at least 4.75 after completing the second year of study, - he/she has attained the average score of the course of study to date of at least 4.50 after completing the third year of study, - he/she has attained the average score of at least 4.75 after completing the first year of the second degree studies.
§ 5(2)(e) ¹	Separate rules regarding the transfer of students from other universities apply either faculty-wide or to specific programmes	A student transferring from another university must meet the following conditions: 1. applying the criteria set out in the relevant legal acts of the UL, after conversion by the Dean of the results of the high school final examination (matura): a) in the case of a transfer after the first year of studies – the student must have obtained a score of no less than 90% of the threshold score required for admission to the relevant programme in the year in which the student took the matura or retook the subject considered in the admission requirements for that programme; b) in the case of a transfer after the second or higher years of studies – the student must have obtained a score of no less than 85% of the threshold score required for admission to the relevant programme in the year in which the student took the matura or retook the subject considered in the admission requirements for that programme. 2. the student must have a grade point average from their previous course of study in the relevant programme of no less than: – 4.85, for a transfer after the first year of studies; – 4.75, for a transfer after the second year of studies; – 4.50, for a transfer after the third or higher years of studies.
§ 5(2)(f)	ECTS credit conversion rates for individual majors and specialities where the exchange of students with foreign or national institutions does not guarantee the equivalence of student achievements	none
§ 5(2)(g)	Possibility to apply from the first semester in the second degree study programme for an individual study plan and curriculum (IPS),	Students with an average score of at least 4.2 in their course of study to date may apply for an individual study plan and curriculum (IPS);
§ 5(2)(h)	Rules other than provided for in § 38(7) and (8) for the completion of a course of study	A request for promotion can only refer to a subject from the next (immediately higher) year of study if the credit period is an academic year.

		<p>A request for promotion should be submitted no later than one month after the start of classes in the major concerned. Postponement by the dean of the deadline for passing an examination or the final course credit shall not suspend the deadline for the submission of the request for promotion.</p> <p>A request for deletion/resignation from promotion may be submitted no later than by 30 November in the winter semester and by 31 March in the summer semester of the relevant academic year.</p> <p>A student who has failed a course in promotion shall repeat it in the year of study in whose curriculum the course is included. In such a situation, repeating of a course is subject to payment in accordance with the relevant regulation of the Rector of the University of Lodz.</p> <p>A grade obtained without permission for promotion is not taken into account in the credit for the year.</p> <p>A student repeating a year of study has the right to obtain credit for subjects from the next (immediately higher) year of study in addition to the subjects included in the study plan for the year in which he/she is enrolled, while observing the sequence of subjects in force at the Faculty of Law and Administration at the University of Lodz, as specified in this annex pursuant to § 5(2)(c) of the Study Regulations.</p>
§ 5(2)(i)	Rules for obtaining credit and taking examinations other than those provided for in § 38(9) of these regulations	none Study Regulations:
§ 5(2)(j)	Additional designations or examples of written work fulfilling the requirements of the thesis, in addition to those indicated in § 52	none
§ 5(2)(k)	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 plan and curriculum	none Study Regulations:
§ 5(2)(l)	A form of Bachelor's/engineer examination other than specified in § 56(6) of these regulations	none