

Annex 12 to the UL Rules of Study

Ref. ID	Applicability	Faculty Regulations
Faculty of Management		
§ 5(1)(b)	Rules for the implementation of the student's obligation to participate in particular forms/modes of classes	It is obligatory for each student to attend every course class, irrespective of the class form or study year. The course leaders are authorised to verify attendance in class and consider it a criterion when grading the course. The principles of the effect of attendance rates on course grading shall be established in the course description sheet and relayed to the students during their first course class.
§ 5(1)(c)	Range and conditions for leading classes taught in a foreign language, for conducting knowledge and skills tests, diploma examinations, as well as for preparing Diploma Theses in a foreign language	The teaching language is English in the following study programmes: (1) Business Management, (2) Management and Finance, (3) Digital Communication and Social Media for Management, (4) Business and Digital Analytics. This shall be construed that all teaching material, credits, and examinations are in English. The students of these fields shall deliver their Diploma Theses in English. Concerning other study programmes and specialities delivered at the Faculty of Management, the integration of courses delivered in foreign languages in the offer of studies shall be at the discretion of the Programme Manager, and in the case of a specialty - on request of the relevant Speciality Manager. The courses delivered in foreign languages are integrated in the offer of studies shall follow the general regulations in force at the Faculty of Management. The Faculty Council may permit students pursuing their studies in Polish to deliver Diploma Theses in foreign languages. The mandatory precondition of this permission is an oral consent from the relevant Thesis Supervisor.
§ 5(1)(d)	Length of grading period—either semesterly or yearly—used with uniform (direct) Master's degree programmes or extramural (weekend, evening) studies	The grading period of full-time and extramural studies shall be one semester. In reasonably exceptional cases, the Dean may consent to replace it with an annual grading period.
§ 5(1)(e)	Rules of acceptability and conditions for retaking the first semester or the first year of study	A student (pursuing full-time or extramural studies) who failed to have their first semester credited and be promoted from, shall be removed from the students' register and may start the studies again only if the repeated recruitment procedure is passed.
§ 5(1)(f)	Maximum number of teaching hours and the maximum number of examinations per academic year	As specified in the study schedule; the maximum number of teaching hours shall be 720 hours per annum for full-time studies and 550 hours per annum for extramural studies, whereas the maximum number of examinations shall be 8 per academic year.
§ 5(1)(g)	Student's minimum grade average of all courses taken to date of the current study pursuit for the eligibility of application for an individually arranged study schedule and curriculum (IPS)	A student whose minimum grade average (of all semesters credited to date) is 4.50 or higher becomes eligible for an Individually Arranged Study Schedule and Curriculum (IPS).
§ 5(1)(h)	Criteria for acceptability and the procedure of processing the student's appeal from the decision on refusal to credit a course/course component	Whenever a student's course is failed, the Dean may order a conditional promotion before an examination board if the student serves such request in 7 days from the publication of results

		<p>and the request is reasonable by circumstances partial to a non-compliance in the crediting process.</p> <p>2. The Dean, acting in coordination of the relevant Programme Manager, will decide to appoint a board to test the student's knowledge. The board members shall include:</p> <p>(a) Programme Manager;</p> <p>(b) relevant course leader;</p> <p>(c) second specialist of the course being credited.</p> <p>3. The board may also include a representative from the Students' Government as an observing witness. Crediting before an examination board can proceed without the observing witness from the Student's Government. In 7 days after the obtaining a credit before an examination board, the relevant Course Coordinator shall enter the student's grade from the entire course in the USOSweb.</p> <p>4. The crediting procedure before an examination board of the student shall be proceeded within 10 days from the Dean's decision to proceed.</p> <p>5. The result shall be decided by the majority of votes of the board members; if the number of votes is equal on both sides, the board chairperson's vote shall be conclusive.</p> <p>6. The grade obtained before an examination board shall replace the grade the student has appealed from.</p> <p>7. All matters not governed in the hereby Rules shall be at the discretion of the Dean. Whenever reasonably justified, the Dean has the authority to appoint another date of crediting a course which does not end up with examination.</p>
§ 5(1)(i)	Mandatory format of diploma thesis, subject to Section § 52(2)	The specifics of the Diploma Thesis format are established in the UL Faculty of Management's Principles of Diploma Award in force, approved by the UL Faculty of Management Council.
§ 5(1)(j)	Scope of examination requirements for the diploma examination	The specific provisions for the procedure of Master's/Bachelor's examination and the list of current examination questions are established in the UL Faculty of Management's Principles of Diploma Award, approved by the UL Faculty of Management Council.
§ 5(1)(k)	Procedure for conducting open diploma examinations	No open diploma examinations are provided at the UL Faculty of Management.
§ 5(2)(a)	Maximum number of semester/study year repetitions, including repetition by resumption, per study programme at the Faculty	<p>A student may repeat/resume each semester only once (except for the first semester, when repeating/resuming the semester is not possible). Once the student has repeated a semester, they will not obtain a permission for resumption in that semester.</p> <p>Whenever a study curriculum is delivered in a single teaching cycle or the study programme is not resumed for another cycle, the student cannot repeat/resume the semester of the same programme. In this case, the Faculty can ensure continued studies on general terms and conditions based on the current offer of the Faculty. The decision shall be made by the Dean.</p>
§ 5(2)(b)	Minimum number of ECTS credit points, or the minimum number of courses, allowing for a conditional promotion and registration for the following semester/study year	<p>A semester can be credited and promoted from conditionally if the courses which have not been credited to a student are worth no more than 10 ECTS credit points in total. The final decision shall be at the discretion of the Dean or an authorised designee.</p> <p>A conditional promotion failed on the date determined by the Dean will result in semester repetition. The Dean may require the student to take the conditional promotion in any (winter or summer) semester in which the classes of the same course are delivered, or to require the student to pursue the course individually on arrangement with the course leader.</p>

		The courses which expire due to changes in the teaching programmes or non-resumption of the study programme/speciality in the cycle shall be pursued by the student individually on arrangement with the relevant course leader.
§ 5(2)(c)	Officially binding sequence of courses	The courses delivered in sequence are identified by the Programme Managers. A student cannot be credited a conditional promotion if he/she fails to pass out a course specified as a precedent in the sequence.
§ 5(2)(d)	Compulsory courses, whose credits are obligatory for registration for the following semester/study year, regardless of the total number of ECTS credit points received by a student	The list of courses for which conditional promotion is unavailable is established by the Programme Managers and approved by the Faculty Council.
§ 5(2)(e)	Separate, from the one stipulated in Section § 23 of the present Rules, set of rules for transferring students from full-time (standard, daytime) to extramural (evening, weekend) studies, or vice versa, applicable to the entire Faculty, or particular fields of study	The mandatory precondition to seek and secure the Dean's permission for a transfer from extramural to full-time studies is to complete the first semester, meet the admission requirements in force at the Faculty for the target study schedule, and a minimum study grade average of 4.50. The transfer from extramural to full-time studies is permitted once the student pays in full all fees due to his/her pursuit of studies. For a transfer from full-time to extramural studies, the mandatory precondition is that the student fulfils the recruitment requirements applicable at the Faculty for the study plan which they will be transferred to. The Dean, whenever reasonably justified, may specify individual requirements for the transfer from extramural to full time studies, or from full-time to extramural studies.
§ 5(2)(e1)	Rules, different than those provided for in § 25 of these Regulations for the transfer of students from other universities, applicable to the entire faculty or to individual study programmes	At the Faculty of Management of the University of Lodz, an additional condition for the Dean's approval of a student's transfer from another university is that the interested party meets the recruitment requirements, applicable at the Faculty, for the study programme they will be transferred to. This principle is also applied in the case of a change in the study programme within the UL.
§ 5(2)(f)	Conversion factor for ECTS credit points applied at specific fields of study and specialties, if the exchange of students on an international or national level fail to guarantee an equivalence in students' achievements	None
§ 5(2)(g)	Possibility to apply for an individually arranged study schedule and curriculum (IPS) starting from the first semester of second-cycle studies	None
§ 5(2)(h)	Separate set of rules, from the one stipulated in Section § 38(7) and 38(8) of the hereby Rules, for recognising a as a part of the student's upcoming pursuit of studies	Apart from the courses a student is admitted in and featured in the study schedule for the semester, the student can obtain credits for the courses for the next, higher study year, to which is credited no more than 50% of the ECTS points established in the study curriculum for the semester of these next-year courses. A student repeating a semester due to failure in a course for which conditional credit is not permitted is not entitled to take courses from a higher year of study. In all other cases, a student repeating a semester may take courses from a higher year of study provided that the total does not exceed 10 ECTS credits. The courses shall be pursued in the established sequence. It is not possible to simultaneously pursue the courses established the sequence or to change the order of the courses pursued.

		The final decision about the courses pursued by promotion shall be at the discretion of the Dean.
§ 5(2)(i)	Separate set of rules, from the one stipulated in Section § 38(9) of the hereby Rules, for receiving credits and sitting examinations	None
§ 5(2)(j)	Additional, to the ones stipulated in Section § 52, designations for a thesis, or provide examples of written output that meet the guidelines for a Diploma Thesis	None
§ 5(2)(k)	Prolonging the period, stipulated in Section § 54(5), entitling the student to exemption from taking complementary examinations and courses that would make up for differences in study curricula and/or study schedules	None
§ 5(2)(l)	Form of Bachelor's/Master's diploma examination different from the one stipulated in Section § 56(6)	None