

**Annex no. 6 to the Study Regulations**

Identifier	Scope	Faculty regulations
<b>Faculty of Physics and Applied Informatics</b>		
§ 5(1)(b)	Rules of 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 shall specify and inform 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>
§ 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	The Bachelor's/Master's thesis must be written in Polish. 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 decision to prepare a diploma thesis in a foreign language is taken by the Faculty Council at the request of the student with the opinion of the supervisor. Theses written in Polish require a summary in English, theses written in a foreign language require a summary in Polish. The language of instruction in classes taught by visiting professors is English; Polish is acceptable in exceptional cases. The decision concerning the language of instruction in classes attended by foreign exchange students, e.g. within ERASMUS, is taken by the Dean.
§ 5(1)(e)	Admissibility and conditions for repeating the first semester or year of study	Possibility of repeating the first semester in the first- and second-degree studies in all majors
§ 5(1)(f)	Maximum number of teaching hours and maximum number of examinations per academic year	In accordance with the study plan - maximum number of educational hours - 36 hours per week; maximum number of examinations - 8 (eight) per academic year, with no more than 4 (four) examinations per semester.
§ 5(1)(g)	Minimum average score in the course of study to date allowing to apply for an individual study plan and curriculum (IPS)	Particularly talented and outstanding students with an average score of no less than 4.0 in their course of study to date may apply for an individual study plan and curriculum (IPS). In special cases, the Faculty Council may grant such approval to a student who does not fulfil the above-mentioned condition. In cases justified by didactic reasons, in particular by the student's

		academic progress recognised by the future supervisor, the dean may allow a second-degree student to apply for an IPS from the first semester.
§ 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	The institution of appeal against the decision of the course director is the dean responsible for the teaching and quality of education who shall, after consulting the course director decide on the possibility and mode of passing a given subject.
§ 5(1)(i)	Mandatory form of the thesis, subject to § 52(2)	The obligatory form of the diploma thesis is defined by the Regulations for the Diploma Thesis at the Faculty of Physics and Information Technology (FiIS) of the University of Lodz, approved by the FiIS Faculty Council.
§ 5(1)(j)	Scope of requirements of the diploma examination	The list of questions valid for the diploma examination shall be approved by the Council of the Faculty of Physics and Applied Information Technology. The list is published on the WFiIS website.
§ 5(1)(k)	Procedure for conducting open diploma examinations	none
§ 5(2)(a)	Maximum number of cases of repeating a semester/year in the majors taught at the faculty	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
§ 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,	<p>Subject to § 38, the number of ECTS credits required to complete the first semester and to enrol in the second semester shall be reduced by 4 ECTS credits compared to the number specified in the study programme for that semester.</p> <p>This credit reduction does not apply to the following courses:</p> <p>a) Programming Languages 1 (semester 1) – due to the sequence of courses (Algorithms and Data Structures I),</p> <p>b) Mathematics Refresher Course.</p> <p>A student may obtain conditional completion of a semester (from the second to the penultimate) if one course remains unpassed. Failure to meet the condition within the deadline set by the Vice-Dean shall result in repetition of the semester. The Vice-Dean may require the student to fulfil the condition in any semester (winter or summer) in which the course is offered, or to complete the course individually following arrangements with the instructor.</p> <p>Courses discontinued as a result of curriculum changes, or due to the non-delivery of a specialisation or teaching pathway in a given cycle, shall be completed individually following arrangements with the instructor.</p> <p>In the case of a condition relating to an elective course, the student may fulfil the condition by completing another elective course carrying the same number of ECTS credits.</p>
§ 5(2)(c)	Applicable sequence of subjects	a) Programming languages 1 (sem.1) , Algorithms and data structures I
§ 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	a) Programming languages 1 (sem.1) - due to subject sequence (Algorithms and Data Structures I).

§ 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	none
§ 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),	Exceptionally talented students enrolled in second-cycle (Master's) studies may apply for an Individual Study Programme (IPS) from the first semester, provided that the grade average requirements set out in § 5(2)(g) are met.
§ 5(2)(h)	Rules other than provided for in § 38(7) and (8) for the completion of a course of study	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. An application for withdrawal from or resignation of advance credit may be submitted no later than by <b>15 November</b> in the winter semester and by <b>31 March</b> in the summer semester of a given academic year. A student who fails to pass a course taken as part of advance credit shall 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 order of the Rector of the UL.
§ 5(2)(i)	Rules for obtaining credit and taking examinations other than those provided for in § 38(9) of these regulations	none
§ 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
§ 5(2)(l)	A form of Bachelor's/engineer examination other than specified in § 56(6) of these regulations	none

## 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 Information Technology of the University of Lodz and, as such, are annexed to the Study Regulations of the University of Lodz. Matters not regulated herein are specified in the Study Regulations at the University of Lodz.

### 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 Information Technology 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 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 subject submitter.
- 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 (bachelor's, engineer, master's) 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 Bachelor's 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 engineering theses should be on an engineering solution to a technical problem, for example of a design or expert opinion nature.

- c. In the Master's 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 program, 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 shall 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.

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

Selected papers with feedback and reviews are referred for scrutiny to a reviewer appointed by the Quality of Education Committee. The Dean, the supervisor and the reviewer are informed of the outcome of the inspection.

#### **8. Thesis 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) shall be laid down in separate regulations.

#### **9. Final Provisions**

The regulations apply to students for whom the final year of study is the academic year 2023/2024 or later.