

THE REGULATIONS OF EXAM SESSIONS AT THE FACULTY OF MANAGEMENT, UNIVERSITY OF LODZ, IN THE 2022/2023 ACADEMIC YEAR

Based on the Regulations of Study at the University of Lodz, the Dean of the Faculty Management, University of Lodz, has confirmed the Regulations of exam sessions at the Faculty of Management, UL, in the 2022/2023 academic year.

A. The scope of the Regulations and the dates connected with passing semesters

1. This document defines the way and the dates of completing the winter and the summer semester in the 2022/2023 academic year.
2. When this documents mentions:
 - the exam session – this is to be understood as the basic exam session in both winter and summer semester
 - the re-take session – this is to be understood as the re-take session in the winter semester and the re-take session in the summer semester
3. **The basic winter exam session takes place from 23rd January, 2023, to 5th February, 2023. The re-take winter session takes place from 13th February, 2023, to 19th February, 2023.**
4. **The basic summer exam session takes place from 12th June, 2023, to 2nd July, 2023. The re-take summer session takes place from 8th September, 2023, to 19th September, 2023.**
5. All the exams take place in accordance with the Calendar of the exam session on the days defined by the lecturers. As a rule, the exam session is to take place in the building. It is acceptable to organise an exam/assessment online in accordance with the binding rules contained in the Rector's Ordering no. 78 of 11.01.2021. A decision in this regard is taken by the lecturer in agreement with the coordinator of a given course, taking into account the possibility to verify the learning outcomes.
6. The dates of diploma exams concerning the 2022/2023 academic year are defined as follows:
 - **Bachelor and Master exams should end by 16th July, 2023**

After the holiday break, diploma exams can take place in September and in October 2023 (for theses submitted until the end of September 2023), in November (when the Dean approves the extension of the date of submitting the thesis till the end of October), or in December, but no later than till 10th December, 2023 (in the case of obtaining the Rector's approval for extending the date of submitting the thesis until the end of November 2023).

B. Passing a course

7. The basis of passing a course is the grades inserted by the lecturer and the coordinator into the USOS system. The lecturer has the duty to insert the grades into the USOS system immediately after the exam or assessment has ended.
 - a) the final date for inserting grades into the USOS system in the winter semester of the 2022/2023 academic year is **19th February, 2023**
 - b) the final date for inserting grades into the USOS system in the summer semester of the 2022/2023 academic year is **30th September, 2023**
8. After the lecturer and coordinator insert the grades into the USOS system, the student has the duty to verify the grade through their account in the USOSWeb system. **In the case of the wrong grade in the USOSWeb system, the student immediately declares their remarks** to the lecturer with the aim of explaining the situation.
9. The student who had not gained the passing of the parts of courses before the basic exam session **loses the first term of the exam, which is tantamount to the unsatisfactory grade inserted into the USOS system.**
10. In the case when the student did not turn up on the defined day of the exam or assessment, the lecturer inserts into the protocol the unsatisfactory grade not later than on the last day of the re-take exam session – §38 point 14 of the Regulations of Study at the University of Lodz.
11. If the student has gained the unsatisfactory grade from an exam in the re-take session, the Dean can order a committee exam upon the application submitted by the student within 7 days of the exam results and providing a justification of why the exam was conducted in a wrong way. The committee exam should take place within 10 days of the Dean's decision.

C. Completing the semester, the year, the studies

12. The basis for passing a semester is obtaining grades and passing relevant exams from all courses predicted in the study programme for a given semester of studies no later than: **19th February, 2023, in the winter semester, and 19th September, 2023, in the summer semester**, as well as making sure that the grades were inserted into the USOS system no later than:
 - **19th February, 2023**, in the winter semester
 - **30th September, 2023**, in the summer semester.
13. Not complying with the duties defined in the point 12. will result in the student being crossed off the list of students.

14. In the classification ranking for the Rector's scholarship for the best students only those students will be considered who have passed all the courses covered by the study programme and gained the grades in the USOS system **until 30th September, 2023**.
15. In each semester, in the case of not passing courses required by the study programme until the end of the re-take session, the student can apply for:
- conditional grade for the subsequent semester – the list of courses that do not undergo the possibility of obtaining a conditional passing is provided **in the Appendix 3 to the Regulations of Study at the University of Lodz**
 - shifting the date of an exam or assessment ending a given course, only in justifiable cases defined by the §44 point 1 of the Regulations of Study at the University of Lodz. Then, the student needs to submit an appropriate application to the relevant Dean's Office.
16. A student who did not gain the completion of the first and the second semesters of study is crossed off the list of students and can begin the studies anew after completing another recruitment procedure. In the case of not passing a higher semester of studies, the student can repeat the maximum of one semester in the whole course of studies. In the case of not passing a semester after using this limit, the student is crossed off the list of students and can continue the studies after resuming (with the consideration of prospective programme differences). A student can resume a given study programme only once. In the case when the study programme is realised in one didactic cycle, or when the study programme was not opened in the subsequent cycle, the student has no possibility to repeat a semester in the given study programme. Such a student can be offered by the Faculty the possibility to continue studies in line with the current educational offer.

Student directed to repeating a semester/year has the right – upon the Dean's decision – to pass courses covered by the study programme in higher semesters, with the proviso that the sequence of passing the courses and the diploma seminar from the last year is maintained. The student is bound by the choice of the subject made at the beginning of the semester/year. The choice of the courses should be made **no later than one week after the beginning of the classes**.

In the case of changing the study programme, repeating a semester is connected with the duty of completing programme differences.

Vice-Dean for Student Affairs

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