Annex no. 2 to the Study Regulations

Identifier	Scope	Faculty regulations
		Faculty of Chemistry
§ 5(1)(b)	Rules of the implementation of the student's obligation to participate in particular types of classes	A student is obliged to attend classes in accordance with the requirements defined by the course coordinator and communicated to students at the first class; students are required to participate in library training provided by the Library of the University of Lodz.
§ 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	Full-time and part-time studies - semester settlement
§ 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	1 If a student has failed a subject/component course or has received an unsatisfactory score, the dean - upon the application submitted within seven days of the announcement of the results of the course/component course justified by circumstances indicating that the course/component course has been completed incorrectly - may order a course/component course to be passed before a commission. The application and the reasons for it must be prepared independently according to generally accepted rules and submitted to the Dean's Office. Commission credit should take place within 10 days of the dean's decision. The dean may also order a commission credit on their own initiative. 2. Commission credit takes place before a commission consisting of: a) the head of the teaching unit (faculty or department) or an academic staff member authorised by him/her and holding an academic title or a post-doctoral degree as the chairman of the commission, b) two specialists in the credit subject or a related subject. Participants in the commission credit, with observer rights, may include:

		a) a supervisor of the year, b) an academic staff member who has failed a subject/a component course; and c) a representative of the Faculty Council of the Students' Self-Government. The credit may take place despite the absence of the students' self-government representative. 3. The commission decides on the outcome of the pass by a majority of votes and, in the event of a tie, the chairman has the casting vote. The commission's decision is final. 4. The score for the commission credit is the score issued in the second term. 5. After passing the commission credit, the student is entitled to two examination dates.
§ 5(1)(i)	Mandatory form of the thesis, subject to § 52(2)	In accordance with the rules for the student's choice of the Bachelor's thesis topic and the thesis supervisor and the rules for the assignment of students to Master's thesis supervisors.
§ 5(1)(j)	Scope of requirements of the diploma examination	In accordance with the Rules of conducting the Diploma Examination; oral examination, with the student required to present equations and reaction diagrams, equations representing laws and theories and other necessary content in written form; at the diploma examination the student should be required to have the knowledge, skills and social competence prescribed for the respective level of study. The basis of core subjects (general chemistry, analytical chemistry, inorganic chemistry, organic chemistry, physical chemistry, theoretical chemistry and basic mathematics, physics and biology) will be provided to students no later than one year before the diploma examination.
§ 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	maximum number of semester repeats for all courses taught at the Faculty from the academic year 2021/2022: 1. repeating a semester twice in the first degree study programme 2. repeating a semester twice in the second degree study programme
§ 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,	A student may apply for conditional enrolment in the next semester if he/she has failed to pass one subject, provided that this subject is not continued in the following semester, nor does its failure to pass infringe the applicable sequence of subjects. Conditional entry is associated with a fee for repeating one subject, the amount of which is determined in separate regulations.
§ 5(2)(c)	Applicable sequence of subjects	In accordance with the study plan.
§ 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 accordance with the study plan.
§ 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	ECTS credit conversion rates where the exchange of students with foreign or national institutions does not guarantee the equivalence of student achievements are determined by the ECTS coordinator at the faculty. The Coordinator takes the decision after consultation with the Dean.
§ 5(2)(g)	Possibility to apply from the first semester in the second degree study programme for an individual study plan and curriculum (IPS),	Particularly talented and outstanding students of the second year of the first degree study programme and higher years of study 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 second degree studies, the students may apply for the authorisation indicated in the preceding sentence from the second semester onwards. In exceptional cases, students of the second semester of the first year of their first degree study programme, in particular finalists and winners of subject Olympiads, may also apply for the IPS. 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(2)(h)	Rules other than provided for in § 38(7) and (8) for the completion of a course of study	none
§ 5(2)(i)	Rules for obtaining credit and taking examinations other than those provided for in § 38(9) of these regulations	Detailed rules for obtaining credit and taking examinations are determined by the course coordinator.
§ 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

RULES FOR THE STUDENT'S SELECTION OF A TOPIC FOR THE BACHELOR'S THESIS AND THE THESIS SUPERVISOR

1. Each eligible faculty employee (professor, associate professor or doctor) may propose up to three Bachelor's thesis topics for each major (literature or research). Bachelor's thesis topics submitted must be approved by the Head of Department.
2. Each eligible faculty member may act as the thesis supervisor in maximum two Bachelor's theses.
3. The Head of the Department submits a list of Bachelor's thesis topics to the Dean of the Faculty of Chemistry of the University of Lodz within the time limit set by the Dean. The Dean of the Faculty of Chemistry of the University of Lodz sets a deadline for the Head of the Department to present a list of Bachelor's thesis topics.
4. The student selects the topic of the Bachelor's thesis and the thesis supervisor from the list proposed for the major, prepared by the Dean of the Faculty of Chemistry of the University of Lodz.
5. A student benefiting from an individual study plan and curriculum (IPS) has a priority in the selection of the topic of the Bachelor's thesis and the thesis supervisor so that he/she can carry out the thesis under the guidance of their academic supervisor.
6. At a general meeting of students of all majors/specialities, diploma thesis topics are assigned.
7. The sequence of selection of the Bachelor's thesis topic and the thesis supervisor is determined by a ranking list of students determined according to the average score obtained during the course of study. The highest average score determines the priority of the decision.
8. Activity in the Study Circle or other student organisations for at least 3 semesters, documented in writing by the President and Supervisor of the organisation, increases the score average by 0.2 when selecting the topic for the Bachelor's thesis. The relevant certificate must be submitted to the Dean of the Faculty of Chemistry of the University of Lodz within a period of time of at least one week before the publication of the list of Bachelor's thesis topics and the list of the order of the selection.
9. The list of proposed scopes of Bachelor's thesis topics is made available to students online one week before the general student meeting referred to in subparagraph 6.
10. The deadline for approval of the final Bachelor's thesis topics is determined by the Council of the Faculty of Chemistry of the University of Lodz and falls in the sixth semester of study.

RULES FOR THE ASSIGNMENT OF STUDENTS TO MASTER'S THESIS SUPERVISORS

1. An employee of a unit notifies the Head of Department of the subject area which is accepted by the Head of Department.
2. Each independent member of the faculty academic staff (professor, associate professor) or teaching professor at the University of Lodz can propose a maximum of three thematic scopes of the Master's thesis for each major/speciality. However, subject to the approval of the Head of Department, a doctoral student (assistant professor, senior lecturer) may submit one Master's thesis

topic for each major/speciality. In exceptional circumstances, with the approval of the Dean (in consultation with the Head of Department), a doctor (assistant professor, senior lecturer) may submit more than one thematic area of the Master's thesis.

3. Each independent member of the faculty academic staff (professor, associate professor) or teaching professor at the University of Lodz may act as the supervisor for maximum two Master's theses. On the other hand, a doctor (assistant professor, senior lecturer) may supervise maximum one Master's thesis. In exceptional circumstances, with the approval of the Dean (in consultation with the Head of Department), a doctor (assistant professor, senior lecturer) may act as a supervisor of more than one Master's thesis.
4. A list of thematic scopes for Master's theses shall be presented by the Head of the Department no later than on 20 January to the Dean of the Faculty of Chemistry of the University of Lodz.
5. Students select the proposed Master's thesis thematic scope, the thesis supervisor and the tutor from the list for the major provided by the Dean of the Faculty of Chemistry.
6. Students benefiting from an individual study plan and curriculum (IPS) have a priority in the selection of the thematic scope of the thesis, the thesis supervisor and the tutor so that they can carry out the thesis under the guidance of their academic supervisor.
7. At the general meeting of students of the majors: Chemistry, Chemical Analytics and Chemistry of Cosmetics and Pharmaceuticals with Business Elements the allocation of proposed thesis topics takes place, with students with higher score averages having priority for selection. Chemistry Teaching students choose their thesis topic at a separate meeting.
8. Activity in the Study Circle or other student organisations for at least 3 semesters, documented in writing by the President and Supervisor of the organisation, increases the score average by 0.2 when selecting the topic for the Master's thesis. The relevant certificate should be submitted to the Dean of the Faculty of Chemistry of the University of Lodz within a period of time of at least one week before the publication of the list of Master's thesis topics and the list of the order of the selection.
9. The list of proposed thematic scopes of Master's thesis topics is made available to students online one week before the general student meeting referred to in subparagraph 7.
10. The deadlines for approval of the final Master's thesis topics are set by the Council of the Faculty of Chemistry and fall for second degree students in the fourth semester of study.

RULES FOR THE CONDUCT OF DIPLOMA EXAMINATIONS

Rules for the conduct of the Bachelor's examination for full-time students

According to the study regulations, the Bachelor's examination is conducted by a commission chaired by the dean or an academic staff member authorised by the dean who holds an academic title or a doctoral degree, as well as the thesis supervisor and the thesis reviewer.

The oral examination before the Commission is preceded by a written test in which all Bachelor's

students answer the same 10 questions, which are drawn from a pool of 100 questions (issues) of a basic nature.

The pool of basic questions for the Bachelor's exam comprises 100 questions (issues) from each area of chemistry. The number of questions in each area is as follows:

Organic chemistry - 20 questions (2 questions drawn)

General inorganic chemistry - 10 questions (1 question drawn)

Analytical chemistry - 10 questions (1 question drawn)

Physical chemistry - 20 questions (2 questions drawn)

Theoretical chemistry - 10 questions (1 question drawn)

Crystallography - 10 questions (1 question drawn)

Technology and material chemistry - 10 questions (1 question drawn)

Environmental chemistry - 10 questions (1 question drawn)

During the oral examination:

1. A student discusses the main issues of the work in the form of a multimedia presentation
2. The student answers questions/discusses issues in the scope of chemistry in the following order:
3. Drawn from a pool of questions (issues) of a specialised nature
4. From the thesis supervisor (the questions may relate to the thesis or related issues or be of general nature)
5. From the thesis reviewer (the questions may relate to the thesis or related issues or be of general nature)

The pool of specialisation questions for the oral examination is divided into so-called baskets including:

1. Organic chemistry
2. General and inorganic chemistry
3. Analytical and environmental chemistry
4. Physical chemistry
5. Theoretical chemistry
6. Crystallography
7. Chemical technology and material chemistry

Questions for the baskets are prepared and agreed upon by the respective Departments and the number of questions in each basket is set at 30; from this number of questions the student draws one question during the Bachelor's examinations held at the respective Departments.

Sets (pools) of questions are made available to students on the Faculty website.

Rounding of scores is determined in accordance with the rule that the scores are rounded upwards from the digit 5 and downwards from the digits below 5. This means that 2.75 = 3; 3.25 = 3.5; 3.75 = 4; 4.25 = 4.5; 4.75 = 5.

Formula for Bachelor's examination score:

$X = \{A + [(B+C+D+E) : 4]\} : 2$

X - examination score; A - written examination score; B+C+D+E - scores of the answers

Example:

test score A = 2, scores for oral answers (B,C,D,E) = 3, 4, 5, 5

Examination score according to the formula X = {2 +[(3+4+5+5) : 4]} : 2 ; X = 3.125

test scores, i.e. 2 plus the average of four scores (3+4+5+5=17 divided by 4) i.e. 4.25 divided by 2, resulting in the Bachelor's exam score of X = 3.125 i.e. in accordance with the regulations 3 (satisfactory).

Rules for the conduct of the Bachelor's examination for part-time students

According to the study regulations, the Bachelor's examination is conducted by a commission chaired by the dean or an academic staff member authorised by the dean who holds an academic title or a doctoral degree, as well as the thesis supervisor and the thesis reviewer.

The oral examination before the Commission is preceded by a written test in which all Bachelor's students answer the same 10 questions, which are drawn from a pool of 100 questions (issues) of a basic nature.

The pool of basic questions for the Bachelor's exam comprises 100 questions (issues) from each area of chemistry. The number of questions in each area is as follows:

Organic chemistry - 20 questions (2 questions drawn)

General inorganic chemistry - 20 questions (2 questions drawn)

Analytical chemistry - 10 questions (1 question drawn)

Physical chemistry - 20 questions (2 questions drawn)

Theoretical chemistry - 10 questions (1 question drawn)

Crystallography - 10 questions (1 question drawn)

Technology and material chemistry - 10 questions (1 question drawn)

During the oral examination:

1. A student discusses the main issues of the work in the form of a multimedia presentation
1. The student answers questions/discusses issues in the scope of chemistry in the following order:
2. Drawn from a pool of questions (issues) of a specialised nature
3. From the thesis supervisor (the questions may relate to the thesis or related issues or be of general nature)
4. From the thesis reviewer (the questions may relate to the thesis or related issues or be of general nature)

The pool of specialisation questions for the oral examination is divided into so-called baskets including:

1. Organic chemistry
2. General and inorganic chemistry
3. Analytical chemistry
4. Physical chemistry
5. Theoretical chemistry

6. Crystallography
1. 7 Chemical technology and material chemistry

Questions for the baskets are prepared and agreed upon by the respective Departments and the number of questions in each basket is set at 30; from this number of questions the student draws one question during the Bachelor's examinations held at the respective Departments.

Sets (pools) of questions are made available to students on the Faculty website.

Rounding of scores is determined in accordance with the rule that the scores are rounded upwards from the digit 5 and downwards from the digits below 5. This means that 2.75 = 3; 3.25 = 3.5; 3.75 = 4; 4.25 = 4.5; 4.75 = 5.

Formula for Bachelor's examination score:

X = {A + [(B+C+D+E) : 4]} : 2

X - examination score; A - written examination score; B+C+D+E - scores of the answers

Example:

test score A = 2, scores for oral answers (B,C,D,E) = 3, 4, 5, 5

Examination score according to the formula X = {2 +[(3+4+5+5) : 4]} : 2 ; X = 3.125

test scores, i.e. 2 plus the average of four scores (3+4+5+5=17 divided by 4) i.e. 4.25 divided by 2, resulting in the Bachelor's exam score of X = 3.125 i.e. in accordance with the regulations 3 (satisfactory).

<u>Rules for the conduct of the Master's examination for full-time students</u>

According to the study regulations, the Master's examination is conducted by a commission chaired by the dean or an academic staff member authorised by the dean who holds an academic title or a doctoral degree, as well as the thesis supervisor and the thesis reviewer.

During the oral examination:

1. A student discusses the main issues of the work in the form of a multimedia presentation
2. The student answers questions/discusses issues in the scope of chemistry in the following order:
3. Drawn from a pool of questions (issues) of a specialised nature
4. Drawn from a pool of questions (issues) of a specialised nature
5. From the thesis supervisor (the questions may relate to the thesis or related issues or be of general nature)
6. From the thesis reviewer (the questions may relate to the thesis or related issues or be of general nature)

The pool of specialisation questions is divided into so-called baskets including:

1. Organic chemistry
2. General and inorganic chemistry
3. Analytical and environmental chemistry
4. Physical chemistry
5. Theoretical chemistry

6. Crystallography
1. 7 Chemical technology and material chemistry
7. Chemistry teaching

Questions for the baskets are prepared and agreed upon by the respective Departments and the number of questions in each basket is set at 40; from this number of questions the student draws one question during the Master's examinations held at the respective Departments.

Sets (pools) of questions are made available to students on the Faculty website.

Rounding of scores is determined in accordance with the rule that the scores are rounded upwards from the digit 5 and downwards from the digits below 5. This means that 2.75 = 3; 3.25 = 3.5; 3.75 = 4; 4.25 = 4.5; 4.75 = 5.

The final exam score is the arithmetic mean.