

Rules for skills improvement courses at the University of Lodz

§ 1

1. Skills improvement courses are a payable form of education aimed at acquisition of particular skills.
2. The subjects entitled to run skills improvement courses shall be primary organizational units of the University of Lodz, and, within their scope of competence, other units of the UL, especially the School of Foreign Languages, and the School of Physical Education and Sports.
- 2a. Whenever in the present Rules there is a reference to a Head of a primary organizational unit, this shall also mean Heads of other units of the UL, referred to in Part 2.
3. Skills improvement courses may be run by units referred to in Part 2, in cooperation with other schools, or institutions, or organizations, both Polish and foreign. The ranges of tasks of particular organizational units, and the way of financing of such courses, shall be stipulated by agreements concluded between these units.
4. Primary organizational units who run skills improvement courses, shall be obliged to provide:
 - a) teaching staff whose qualification match the format of the classes scheduled,
 - b) classrooms and equipment necessary for a proper realization of the course programme,
 - c) teaching materials for course participants,
 - d) administrative and technical services for course needs.
5. The minimum number of didactic hours for skills improvement courses shall be 16.

§ 2

1. A skills improvement course shall be established by the Rector, under his Regulation, upon request of the Head of a primary organizational unit, previously positively approved by the council of the primary organizational unit.
2. The course programme council for a given course and the course leader for the course shall be appointed by the Head of the primary organizational unit.
3. The request referred to in Part 1 should be submitted not later than 1 month before the planned starting date of the course.
4. The request for establishing a skills improvement course shall be submitted to the Rector of the UL by the Head of the primary organizational unit together with the following information:
 - a) a review given by the council of the primary organizational unit referred to in Part 1,
 - b) rules of recruitment, and application requirements,
 - c) course goal and educational outcomes,
 - d) course programme,
 - e) conditions for completion and obtaining a course certificate,
 - f) full list of names of the staff of the course programme council,
 - g) full name of the course leader,
 - h) full list of names of employees designated to realize the programme,
 - i) cost estimate, as for the minimum number of participants, approved by the Bursar of the UL,

- j) amount of fees payable by a course participant.
5. Any changes within the scope stipulated in Part 4 Points b) to e) and Point j), shall only be made under a Regulation of the Rector of the UL, issued upon a positive review by the council of the primary organizational unit who run the course.
6. The request of the Head of a primary organizational unit shall be passed to the Rector through the agency of the Student Service Centre.
7. The request for establishing a course must gain a positive review from the Pro-Rector in Charge of Curricula and Teaching.

§ 3

The range of tasks of the course programme council shall especially include:

- a) formulation of detailed rules for recruitment and application requirements,
- b) setting the course goal and educational outcomes,
- c) setting the course programme, conditions for completion and obtaining a certificate of course completion,
- d) compilation of full list of names of employees scheduled to perform the realization of the programme.

§ 4

The range of tasks of the Head of the course shall include in particular:

- 1. organization and supervision over the conduct of courses,
- 2. preparation of documents required for establishing the course, including the cost estimate,
- 3. announcement of the course rules, course programme, number of places, starting date, and place for submitting documents, made to the University, not later than 2 weeks before the start of the course,
- 4. making decisions on admission to the course and on removal from the list of participants,
- 5. issuing a confirmation of participation at the course, at the request of the participant,
- 6. designing a course participants card, if deemed purposeful,
- 7. specification of the duties of persons responsible for administrative service of the course, including record of the participants, attribution of register numbers to students at the USOS web platform, keeping record of delivered certificates of completion of skills improvement courses, setting the format of educational assessment in consultation with the Pro-rector in Charge of Curricula and Teaching,
- 8. preparation of a report from the completed course for the Head of the primary organizational unit

§ 5

- 1. The requirements, intended to be met by applicants for skills improvement courses, such as educational background, skills, and predispositions, shall be specified by the course programme council.
- 2. All applicants to skills improvement courses shall submit the following documents to the appropriate unit:
 - application form
 - proof of payment for course fee (after the applicant has been found eligible for the course)
 - any other documents laid down by course recruitment rules
- 3. An applicant shall be accepted to the skills improvement course on the basis of submitted

documents, course fee payment, and meeting any possible additional requirements specified by the Directive on establishing a skills improvement course.

4. Applicant's acceptance to the skills improvement course shall be made by decision of the head of the course.

§ 6

1. A participant of a skills improvement course may, on his own request, receive a confirmation of course participation, which shall be issued by the head of the course.
2. A course participant shall receive a course participant card issued by the head of the course, if the head of the course deems it purposeful.

§ 7

1. The completion of a skills improvement course shall be confirmed by a course completion certificate showing the final grade, determined by the conditions referred to in Section 3 Point c).
2. The following grade scale shall be used for credits and exams included in the curriculum of the skills improvement course:

very good	bdb	5,0
good plus	db plus	4,5
good	db	4,0
satisfactory plus	dst plus	3,5
satisfactory	dst	3,0
unsatisfactory	ndst	2,0

§ 8

In case the course participant loses the original copy of the course certificate, the University may issue a duplicate copy to the participant, by applying provisions of rules and regulations on certificates of completion of higher studies, as appropriate.

§ 9

The basic duties of the course participant shall include:

- a. Punctual payment of the fees referred to in Section 2 Part 4 Point j)
- b. participation in classes,
- c. earning obligatory credits,
- d. Passing exams required by the course curriculum.

§ 10

The course participant is entitled to use the library and information resources of the UL on the conditions set by the UL.

§ 11

1. A participant of a skills improvement course shall be removed from the list of participants in the

following cases:

- a) resignation from the course,
 - b) failure to credit classes included in the course curriculum
 - c) failure to pay course fees to the fixed deadline
2. The removal shall be made by the head of the course in the form of decision.
 3. The decision referred to in Part 2 shall be delivered to the course participant by return receipt.
 4. A skills improvement course participant is entitled to appeal against the decision on removal from the list of participants, and such appeal is to be submitted to the Rector within the period of 14 days from handing the decision. The appeal shall be handed by the agency of the head of the course.
 5. A course participant who has paid the course fee, yet, for important personal reasons, resigns from participation, is entitled to apply to the head of the course for the reimbursement of the fee.
 6. A course participant who retakes the course may, on the consent of the head of the course, pay only the fee for the failed course module.

§ 12

The range of tasks of the Students Service Centre of the UL, with regard to the organization of skills improvement courses, shall particularly include:

- keeping record of documents related to establishing of skills improvement courses
- informing heads of courses about binding rules and regulations concerning education

§ 13

1. General supervision over the organization and functioning of skills improvement courses shall be exercised by the Pro-Rector in Charge of Curricula and Teaching.
2. Content-related supervision over skills improvement courses shall be exercised by the council of the primary organizational unit who runs the courses.
3. The format for assessment of the quality of education shall be set by the head of the course, in consultation with the Pro-Rector in Charge of Curricula and Teaching.

§ 14

1. Should there occur any changes to the cost estimate before the subsequent course edition, they must be approved by the Bursar of the UL.
2. The amount of fees for a skills improvement course shall not be changed during the duration of the course.

§ 15

The Resolution of the Senate of the UL of 22 September 2008 on the acceptance of the Rules for skills improvement courses at the University of Lodz shall expire.

§ 16

The present Rules for skills improvement courses at the University of Lodz shall come into force on the day of passing.