

WELCOME ON BOARD!

**Student Guide
Faculty of Management,
University of Lodz**

KNOWLEDGE BASE



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ACADEMIC YEAR 2026/2027

1st semester (winter/fall semester)

1. Classes begin on 2 October 2026 and continue until 24 January 2027.
2. The following free days are set for the winter semester:
 - 31 October 2026 – Rector's day (part-time studies),
 - 2 November 2026 – Rector's day (full-time studies),
 - 23 December 2026 – 6 January 2027 – winter break,
 - 8-14 February 2027 – semester break.
3. Examination sessions in the winter semester take place on the following dates:
 - 25 January - 7 February 2027 – winter examination session;
 - 15-21 February 2027 – winter make-up examination session.

2nd semester (summer/spring semester)



1. Classes begin on 22 February and continue until 13 June 2027.
2. The following free days are set for the summer semester:
 - 24-30 March 2027 – spring break,
 - 2 May 2027 – Rector's day (part-time studies),
 - one Friday in May – Rector's day, Juwenalia Student Festival (full-time and part-time studies),
 - 16 May 2027 – day off on the occasion of the Feast of Pentecost (part-time studies),
 - 24 May 2027 – Rector's day, University of Lodz Celebration (full-time and part-time studies),
 - 28 May 2027 – Rector's day (full-time and part-time studies).
3. Examination sessions in the summer semester take place on the following dates:
 - 14 June - 4 July 2027 – summer examination session,
 - 5 July to 30 September 2027 – summer break,
 - the dates for final course credit and examinations in the autumn examination session in September are set by the dean.

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SCHEDULES

You can find the up-to-date class schedule on our [website](#).

Remember to check it regularly so you don't miss any changes!



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REGULATIONS

Understanding Business - mandatory course you must pass to advance to the next semester.

[Regulations](#)



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CLASS ATTENDANCE

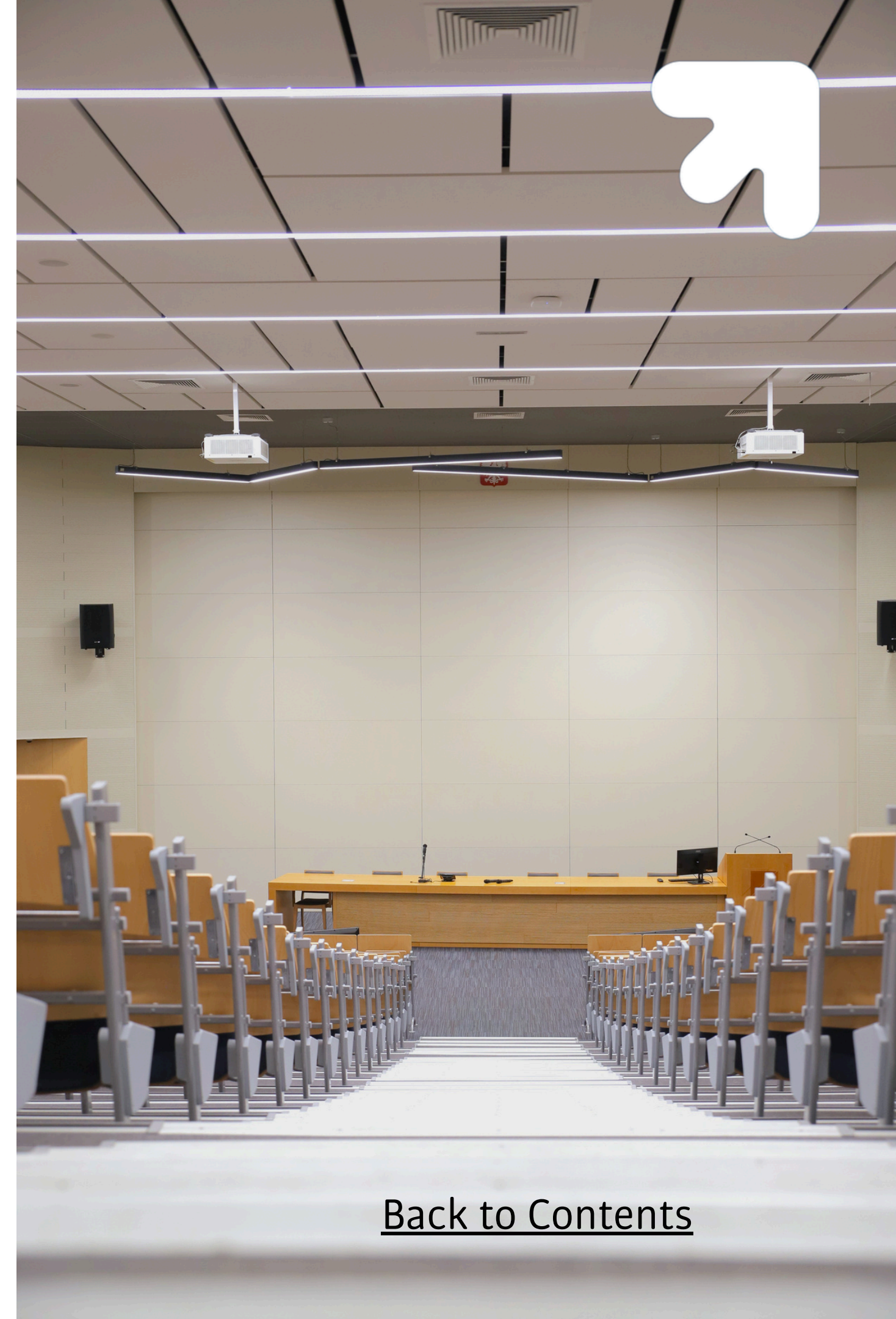
- As a student, you are required to attend all classes, regardless of their format or your year of study.
- Attendance Checks: Instructors have the right to verify attendance and include it in your final grade.
- Grading Rules: The rules on how attendance impacts your grade must be stated in the course syllabus and shared with students during the very first class.



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ASSESSMENTS & EXAMS

- The university grading scale ranges from 2 (Fail) to 5 (Excellent). A grade of 2 means you did not pass the course.
- ECTS Credits: Each course has assigned ECTS credits. They reflect the total amount of workload and effort required to complete the course.
- Two Exam Attempts: You have the right to take each exam twice (the main attempt and the retake session).
- Deadlines: All grades must be earned and submitted before the end of the exam session.



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PASSING THE SEMESTER

- You can repeat or resume each semester only once (except for the first semester, where repeating or resuming is not allowed).
- Conditional Promotion: A semester can be passed conditionally if the failed courses are worth no more than 10 ECTS credits in total.
- Removal from Student List: If you fail to pass the first or second semester of your studies, you will be removed from the student list.
- Starting Over: You can only restart your studies by going through the regular admissions and recruitment process again.



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TYPES OF CLASSES & ASSESSMENTS



MANDATORY CLASSES

- Lectures
- Classes
- Seminars
- Laboratories
- Foreign Language Courses

REGISTRATION FOR ELECTIVE COURSES

[Find out more](#)

METHODS OF ASSESSMENT

- Midterm Exam
- Oral Exam
- Written Exam
- Final Presentations

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SAVOIR VIVRE

Remember that your studies are the real deal. You are now part of an academic community where personal culture, proper attitudes, and professional behavior truly matter.

We have prepared a short guide for you, highlighting the most important rules of university etiquette (savoir-vivre) on our Faculty.



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MAIL CORRESPONDENCE



- Every email must have a clear subject line.
- Greetings & Closings: Always start your email with a formal greeting, such as "Dear Professor...". End your message with "Sincerely," or "Best regards".
- Email Signature: Always include a signature at the end of your message with your full details: first and last name, field of study, year, type of your programme (full-time/part-time), group number, and student ID number. Remember to update it at the beginning of each academic year!
- Tone & Grammar: Make sure your emails are professionally written, polite, and free of grammatical errors.

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MOBILE PHONE USE



- Do not use your mobile phone during classes.
- Silent Mode: Before the class starts, turn off your phone or switch it to silent mode.
- Leaving the Room: Leaving the classroom while a class is in progress is only allowed in emergencies. Please do not abuse this privilege.

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DRESS CODE



- Our Faculty follows widely recognized and socially accepted standards of behavior and dress.
- The Right Attire: The university is a special place, so make sure your outfit is appropriate for the time and location.
- For Exams: It is best to choose a business casual outfit.
- For Regular Classes: You are welcome to express your individual, casual, and more relaxed style.
- A Non-Verbal Message: Remember that your clothing is a non-verbal message you send to your instructors. Your outfit should show respect to the university staff.
- Your Professional Tool: Dress in a way to present yourself as someone who takes the university and their studies seriously.

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FOOD & DRINKS DURING CLASSES

Out of respect for instructors and fellow students, eating is strictly prohibited in the main auditorium, classrooms, and computer labs.

No Drinks Allowed: Additionally, bringing drinks into the main auditorium and computer labs is not permitted.



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EVACUATION

Upon the alarm sounding and an evacuation order being issued, proceed immediately to the emergency exits or follow the route designated by the person in charge of the evacuation.

Use the nearest, optimal, and marked evacuation route – it is not always the main exit.

If necessary, break the glass protecting the key that opens the emergency doors.

Do not use elevators.

The assembly point is located in the square by the fountain.



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STUDENT GLOSSARY

- **Active Directory (AD):** Allows you to log in to Office 365, USOS, Moodle, and other university-wide resources. Students and doctoral students log in to the eduroam network using their UniLodz Active Directory account in the following format:
UL0000000@edu.uni.lodz.pl
- **Career Coaching and Consultation Center:** Invites full-time and part-time students and alumni of the Faculty of Management to individual, free-of-charge career consultations conducted by experienced specialists. Contact:
michal.wadzynski@uni.lodz.pl, ewa.samuel@uni.lodz.pl
- **Early Exam Session / "Term 0":** Some exams can be taken before the official exam session. The opportunity to pass a course during the so-called "zerówka" is granted by the lecturer. An early exam usually covers all course material, including topics the lecturer has not yet discussed, which you must study on your own.
- **Retake Exam:** If you fail to get a passing grade on your first exam attempt, you are entitled to a retake. Detailed information about retake exams and conditional promotion can be found in the Academic Regulations; your instructors will also be happy to provide guidance on this.
- **Committee Exam:** If you do not pass your retake exam, you can request permission for an oral board exam. A board exam is an extraordinary measure and cannot be treated simply as an additional third attempt.

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STUDENT GLOSSARY

- **Rector's Hours / Rector's Days:** A part of a day or a full day announced by the Rector or the Dean as time off from academic classes.
- **University Email:** Every student receives a university email address in the edu.uni.lodz.pl domain, which makes email contact with peers, lecturers, and staff much easier. The account also guarantees easy access to the UniLodz helpdesk, as well as a single login and password for all services: email, MS Teams, USOSweb, and eduroam Wi-Fi.
- **Student Internships:** Mandatory internships that prepare you for your future profession. They take place during:
Bachelor's degree: 4th semester (6 months)
Master's degree: 3rd semester (3 months)
Information about student internships can be found [here](#).
- **Group Assignment:** Information regarding your specific student group assignment is available in the USOSweb system under the tab: For Students → My Studies → Student Group.
- **ECTS Credits:** Credits corresponding to the student's workload required to pass individual courses, including lectures, classes, seminars, and laboratory classes. Thanks to the ECTS system, European students can start or continue their studies at any university within the system, and their study period abroad can be fully recognized by their home institution.

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STUDENT GLOSSARY

- **Diploma Seminar:** A type of academic class for final-year students designed to guide and support them in writing their thesis.
- **Exam Session:** A specific period designated by the university authorities to complete assessments and earn credits for the courses you attend.
- **Moodle:** The university's e-learning platform that supports the teaching process. It features communication tools for interaction between instructors and students. An active USOS account is required to use the platform.
- **Group Representative:** A responsible and communicative individual elected by group members to act as their representative when interacting with lecturers and the Dean's Office. A Year Representative is chosen from among all group representatives.
- **USOSweb:** This system contains your grades and information about any scholarships you have been awarded. It is also where you register for elective courses and modules. USOS acts as your virtual gradebook, allowing you to track and manage your academic progress. At the end of each semester, you can use it to complete evaluation surveys regarding your classes and lecturers. You can also use the mobile app: mUSOS.

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WHAT'S NEXT

- Starter Pack – everything you need to know right at the very beginning,
- What and Where at the Faculty of Management?
- Life Beyond Classes

