

Procedure for applying for Individual Organization of Studies (IOS) at the Faculty of International Relations and Political Studies of the University of Lodz

Under the Regulations of Studies at the University of Lodz adopted by resolution of the Senate of the University of Lodz No. 449 from June 14, 2019 §34, a student has the right to apply for IOS (Individual Organization of Studies) due to health reasons, fortuitous reasons, care of disabled persons and temporary studying outside the University of Lodz.

At the request of a pregnant student or a student who is a parent, as well as students with disabilities who have a severe disability certificate, the Dean shall agree for an IOS for a specific full-time course of study.

IOS consists in the determination by the Dean, in consultation with the professors of particular courses, the individual manner of implementation and settlement of the study plan in a given academic year. IOS cannot mean that the student is exempt from the obligation to achieve the same learning outcomes and obtaining credits or taking examinations, but it can mean permission for annual settlement.

Stage 1: Within 14 days from the beginning of the semester, the student applies to the Vice-Dean for Student Affairs of the Faculty with an request for approval of IOS in a given semester of studies. The application should have adequate justification with reference to the Regulations of Studies §34 and include attachments (documentation) confirming the indicated condition. Applications without supporting documents will not be considered. The approval for IOS (Stage 1) is preliminary, students who do not complete the procedure resulting from Stage 2 do not receive approval for IOS.

Stage 2: After obtaining preliminary approval (Stage 1), students are required to receive in writing the terms and conditions of the course credit agreed with the academic staff and deliver them to the dean's office no later than the end of the 3rd week after the start of the semester. The credit conditions confirmed by the professors will be the basis for obtaining approval for IOS at Stage 2. The set of documents approved and signed by the Dean of Student Affairs (Stage 2) constitutes confirmation of obtaining IOS in a given semester and in this form should be submitted to the professor conducting the course.

Important:

- a. For full-time students, professional work is not a prerequisite for applying for IOS;
- b. IOS does not exempt from regular contact with professors and class participation;
- c. In the case of medical reasons of appropriate rank, the student has the right to apply for an IOS during the semester.