

Regulations for Doctoral Seminars

for Doctoral Candidates of the Doctoral Schools of the Medical University of Lodz

1. Seminar Course Offer

The seminar course offer is prepared and submitted to the Directors of the Doctoral Schools by the organizational units of the Medical University of Lodz.

The course offer includes detailed information regarding:

- course topic
- date, place, and time of classes
- form of classes
- course coordinator
- organizational unit responsible for conducting the classes
- contact details of the organizational unit
- course syllabus in English
- limit of participants
- duration of seminar classes (a multiple of 5 hours, but no more than 20 hours)

Organizational units are allowed to propose the same seminar topics that were previously offered to doctoral candidates in past academic years.

The Directors of the Doctoral Schools decide which seminars are included in the curriculum for a given academic year.

2. Enrollment for Seminars

2.1. Participation Requirement

- Doctoral candidates are required to complete the required number of seminar hours, in accordance with the curriculum for their respective admission year.
- Enrollment in a seminar is equivalent to the obligation to complete it. The seminar is treated as a compulsory course.

2.2. Offer Availability

The list of available seminars along with course syllabi is published on the websites of the Doctoral Schools.

2.3. Registration Process

- Registration for seminars is carried out via the Virtual University (VU) system in two rounds:
 - First round: applies to 4th-year doctoral candidates and those extending their studies who have not completed the minimum required seminar hours within their curriculum,
 - Second round: applies to all doctoral candidates of the Doctoral Schools.
- The number of available places in a seminar is limited and determined by the organizational unit based on available teaching resources.
- Online registration timelines:
 - **First round** lasts 5 calendar days,
 - **Second round** lasts 10 calendar days.

Before registering, doctoral candidates are required to check that selected seminars do not conflict with other scheduled classes in their curriculum.

2.4. Verification of Registration

- Doctoral candidates should verify in the WU system that they have been correctly assigned to seminar classes.
- In the case of system errors, the doctoral candidate is obliged to inform the staff of the Doctoral School Office.

2.5. Seminar Start Requirement

- A seminar will be opened only if at least 10 people register for it.

2.6. Repetition of Classes

A doctoral candidate may not attend the same seminar again if they have already received credit for it in previous semesters.

3. Withdrawal from Classes

3.1. Withdrawal During the Registration Period

A doctoral candidate may deregister from a seminar only during the registration period.

3.2. Withdrawal After Registration Closes

- After the registration deadline, withdrawal requires submitting a written request to the Director of the relevant Doctoral School via the Doctoral School Office.
- The decision regarding withdrawal is made by the Director of the relevant Doctoral School.

4. Absence from Classes

4.1. Attendance Rules

Absence from seminar classes is permitted only in justified cases.

4.2. Justification of Absence

A doctoral candidate may justify an absence by presenting to the Director of the relevant Doctoral School a medical certificate or, in justified cases, another written explanation.

4.3. Consequences of Absence

Unjustified absence results in failing the course, which is considered as untimely completion of the curriculum.

5. Course Completion

5.1. To complete a seminar, the doctoral candidate must:

- attend the classes,
- meet the requirements specified in the course syllabus.

6. Final Provisions

6.1. Doctoral candidates are obliged to comply with these regulations and the rules governing the organization of doctoral seminars.

6.2. In matters not regulated herein, the Regulations of the relevant Doctoral School and the resolution on the curriculum applicable to the respective admission year and Doctoral School shall apply.