**ANNOUNCEMENT**

**of the Vice-Rector for Student Affairs and the Vice-Rector for Education**

**of Lodz University of Technology**

 **November 27, 2023**

**on the rules for accounting and documenting educational forms**

**implemented by TUL students within ECIU**

Lodz University of Technology's membership in the European Consortium of Innovative Universities (ECIU) provides students with the opportunity to access the educational offer prepared by the thirteen ECIU universities free of charge.

Currently, this offer consists of two educational forms, so-called learning opportunities: *micromodules* and *challenges*. Micromodules are short courses aimed at supplementing and expanding specialized knowledge and improving skills in specific areas. Challenges are extensive projects aimed at solving specific, real, and practical problems, carried out in international teams in cooperation with institutions, organizations, and enterprises. More information about micromodules and challenges can be found on the ECIU TUL website: <https://eciu.p.lodz.pl/en>. The current offer of these classes is available on the dedicated ECIU portal: <https://engage.eciu.eu/>

The authorities of Lodz University of Technology have decided to allow the inclusion and documentation of completed ECIU micromodules and challenges (hereinafter referred to as modules) in the course of studies at TUL.

Below, we present the rules and options for accounting and documenting these educational forms adopted at our university.

1. Only modules completed through formal registration of the students of Lodz University of Technology through the portal of the ECIU: https://engage.eciu.eu/ shall be accounted for.
2. Application for realization and registration in the module by a student of Lodz University of Technology does not require any formal approval from Lodz University of Technology.
3. Application and registration for the module is carried out exclusively through the portal https://engage.eciu.eu/a all students of Lodz University of Technology who have an active account in the university email system are eligible.
4. The conditions for registration and participation in the module are set by the module manager (teamteacher) from the university offering the module. These conditions can be found in the module descriptions on the portal <https://engage.eciu.eu/>
5. The prerequisite for initiating formal activities related to the inclusion of modules in the course of study at TUL is the completion of the module and the submission by the student of documents confirming the completion of the module. The principle of "procedure after the fact" applies.
6. After completion of a module, a TUL student shall obtain the appropriate confirmation of the module's successful completion from the university offering the module (micro-certification in the form of an electronic document with information on the grade received). At the moment, no mechanism is provided for the automatic transfer/downloading of microcertificates obtained by the student from the ECIU information system by the TUL administration. The student independently obtains the microcertificate.
7. The decision to include a module and its settlement in a specific semester of the course of study is made each time by the Vice-Dean of Student Affairs.
8. The implementation of the module reported by the student may be included in the course of study only once.
9. After obtaining confirmation of the successful completion of a module, the student may apply to the appropriate Vice-Dean for the inclusion of the module as (optional):

A. recognition of the indicated subject from the student's study program, "completed" by the module;

B. a subject introduced to the study program in the Individual Study Program (ISP) mode;

C. an extracurricular subject;

D. an additional achievement.

1. In the case of a positive decision by the Dean to include the module in the recognition mode (A), the subject indicated by the student from the study program is considered completed. The student receives the number of ECTS points assigned to this subject and the grade determined by the Dean based on the presented documentation of the module's implementation. It is possible to receive credit for a subject from the study program by recognizing one or more modules and passing several subjects from the study program by recognizing one module. In the latter case, the number of ECTS points of the recognized subjects cannot be greater than the number of ECTS points specified in the documentation of the completed module. Additionally, at the student's request, the module's implementation may be listed in the diploma supplement in the "Additional Achievements" category.
2. It is possible to recognize the module at the student's request for a component of a subject from the study program (e.g., a project). The appropriate course manager leader can recognize such a component.
3. In the case of a positive decision by the dean to include the module in the Individual Study Program (B) mode, the completed module can be included in the ISP procedure by introducing a subject with a name identical to the original module name into such a program (ISP). The student receives the number of ECTS points specified in the documentation of the completed module and the grade determined by the dean based on the presented documentation of the module's implementation. The module cannot be introduced and included in the ISP for completed semesters.
In the diploma supplement, the module will be listed as an element of the study program. It should be emphasized that there is no possibility of including/accounting for already completed modules in the planning and settlement of Learning Agreements implemented within the ERASMUS+ program. However, it is allowed to include such a module in the prepared Learning Agreement in the case of a planned departure to a university - a member of ECIU offering the module, provided that the module appears in the study program of that university.
4. In the case of a positive decision by the dean to include the module in the mode of an extracurricular subject (C), the dean, based on the presented documentation of the module's implementation, will determine the grade on the scale applicable at TUL. Such a module will not be included in the implemented study program but will be listed in the diploma supplement in the "Extracurricular Subjects" section.
5. The Dean's consent to include the module in the mode of an additional achievement (D) means that such a module will not be included in the implemented study program but will be listed in the diploma supplement in the "Additional Achievements" section.

We hope that the presented rules meet the expectations of students and encourage you to take advantage of the expanding educational offer developed by the ECIU member universities.

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