

**REGULATIONS**  
**regarding electronics laboratory students**  
**at the Institute of Physics at the Lodz University of Technology**

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A student may attend laboratory classes if one meets the following conditions:

- obtained registration for the current semester and can document it,
- enrolled in laboratory no later than 7 days from the day laboratory start in a given semester,
- showed his current student Identification Card,
- enrolled in the laboratory for the dean's group in accordance with the university curriculum program,
- was trained in the safety regulations in force in the laboratory and confirmed this by submitting a written statement.

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Applications of students from other semesters and students studying within the framework of IPS (Individual Plan of Studies) applying for the opportunity to attend classes in the laboratory are considered individually. They are taken into account according to the technical and organizational capabilities of the laboratory.

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Applications of students applying for inclusion of grades obtained in previous years are accepted on the principles described in item 1. Acceptance of previously obtained assessments takes place according to the rules set out by the Dean of the respective Faculty, with the consent of the relevant lecturer. Receipt of the final grade takes place basically in the last laboratory meeting in the semester. In justified cases, it is possible to obtain the final grade at an earlier date.

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Student attends classes only on the date provided in the timetable. In justified, exceptional cases, a student may apply for a change in the date of classes in the laboratory. However, this requires the consent of both teachers (the first one, who transfers student and the second one who receives students to, the so-called, a "new" group). So-called "additional classes" (additional deadline to repeat or complete classes) take place on the dates provided for in the laboratory classes' schedule.

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The student approaches the laboratory to stand without a coat and without large bags or backpacks, which should be located in the place indicated by the teacher.

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In the laboratory talking over a mobile phone, smoking, and eating meals and drinks are prohibited.

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Students working in the laboratory should be calm and focused, therefore keep quiet during classes.

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During laboratory classes, students are required to comply with applicable regulations and follow the instructions of teachers and technical staff of the workshop, to the extent related to the operation of the laboratory. Experiments should be carried out strictly in accordance with the recommendations contained in current instructions.

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Student is obliged to arrive on time at the laboratory class and take a thorough theoretical preparation for the exercise. The scope of the theoretical material is given at the beginning of the instruction for each of the exercises. The teacher has the right to change the scope of material, informing students in advance.

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To pass the course, all laboratory exercises provided in the schedule must be completed. To get a grade for a single exercise student must:

- participate in the process of setting up the measurement setup and acquiring measured data during each part of the experiment,
- prepare a report on the exercise.

The final assessment consists of partial grades obtained from all exercises carried out according to the schedule of classes and from activities in the laboratory. The basic maximum number of points for a single report depends on the number of weeks provided for the exercise in the schedule and amounts to: 5 points for one-week exercises, 10 points for two-week exercises and 15 points for three-week exercises. For active participation in classes, a student may obtain a maximum of 24 additional points during the semester. The method of converting the collected points into the final assessment is determined by the teacher and given at the beginning of laboratory classes.

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Students usually work in two-person teams. In exceptional cases, one-man teams are allowed. It is the responsibility of the team of students to prepare a paper folder for reports (title page according to the template). During classes, students should keep notes on the course of each exercise and save the results of measurements. Obtained results must be confirmed before the end of the classes by the relevant teacher. During classes or during the confirmation of measurement results, at the teacher's request, the student is required to show his/her current student ID Card. Confirmed measurement results are the basis for the report and should be attached to the report.

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Reports on experiments performed by all team members present in the class are prepared jointly (one report per team), unless the teacher-supervisor decides otherwise. Reports on experiments performed by one member of the team present during the classes are prepared individually. The report prepared as a team or individuals should be submitted at the latest before the start of the next exercise. **If the report is missing, the team cannot proceed to the next exercise.** If one of the team members was absent during the experiment, he/she is obliged to complete the measurements within the additional classes and to prepare a report only on the basis of those measurements in which he/she participated personally. The report should be in A4 format provided on white typed paper or on squared paper. The report should be stapled or glued permanently on the edge.

The report should include:

- title page (according to the template)
- formulation of the aim of the exercise (without theoretical introduction)
- schematic diagrams of measuring systems
- list of measuring instruments (inventory number, type, settings and ranges used)
- measurement results
- results analysis (plots and basic calculations)
- final remarks and conclusions
- attachment with confirmed measurement results.

The following data should be placed on the cover page (template of a cover page is available on the laboratory website):

- field of study;
- semester;
- academic year,
- day of the week and hours (start and end) of classes
- team number  
(e.g.: Modelling and Data Science, sem. III, year 2022/2023, Wednesday 14:15–16:30, team no. 1);
- names of students performing the exercise (i.e. those who were present during the classes and took measurements) and their album numbers
- title of the exercise;
- date of measurements;
- date of submission of the report.

In the case of essential deficiencies report is returned to students for its correction. A corrected version of the report must be provided before proceeding to the next exercise.

After completing the exercise, students are required to present the obtained results to the teacher for acceptance, tidy up the laboratory workstation and return the borrowed equipment. It is not allowed to leave the laboratory hall arbitrarily. Tidying up measuring workstation may take place only after the teacher checks the results obtained and after the technical employee checks the condition of the devices.

**After completing the course the team is required to confirm the handing over of the laboratory workstation by getting a proper entry by the technical support person or teacher on the card with the results of measurements. The lack of such an entry may lead to the financial liability of the team for identified deficiencies in the equipment.**

Obtained measurement results and exercise reports must be an original achievement of the team. If the team presents the results of someone else's measurements and calculations, the teacher will send a request to the Dean of the FTIMS Faculty at the Lodz University of Technology to punish the team.

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For material losses caused by improper handling of entrusted instruments and other equipment, material liability is borne by the guilty person, and in the event of difficulties of its determining, liability is expended on the entire team performing the exercise. This responsibility applies to lost instruments and damaged or destroyed ones, except for failures caused by normal exploitation. The student is obliged to report a failure, even if he/she thinks it is insignificant or harmless.

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Student may lose the right to perform an exercise on a given day if:

- he/she is late for classes more than 10 minutes,
- is not prepared for the current exercise,
- did not submit report on previous exercise,
- does not have a valid student ID Card with him/her,
- does not actively participate in the performance of the experiment,
- exceed the provisions of the study regulation, regulation regarding the laboratory or safety regulations.

The decision to exclude from classes on a given day is taken by the teacher.

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The student has the right to appeal against the teacher's decision by official means.

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A student may lose the right to attend the laboratory if:

- grossly violates the regulations of studies in the laboratory,
- he/she will leave, without any excuse, more laboratory classes than the number of the additional classes provided for in the schedule appropriate to his course of study.

The decision to lose the right to attend the laboratory is taken by the Deputy Director of Teaching at the Institute of Physics at the Lodz University of Technology.