Laboratory regulations for the course in Power Devices and Systems

Participation

1. Attendance in every laboratory session is compulsory and is the precondition for passing the laboratory part of the course.
2. For any absence above one, a formal excuse must be presented. Regardless of that, the scheduled exercise must be caught up in a way agreed with the teacher. In exceptional cases, the teacher can agree on another mode of crediting the exercise concerned.
3. Exercises are carried out in teams. The number of students in a permanent team should be two. If a group has more than 12 students, then an appropriate number of three-person teams are formed such that the resulting number of teams is not greater than six. If students join a team to catch up an exercise, the total number of students carrying it out cannot become greater than four.

Work on computers

4. It is forbidden to run programs unrelated to the exercise being carried out or install any applications without the teacher's consent.
5. Every team is obliged to keep in its network folder, until the end of the term, files (especially measurement and simulation results) that testify to the exercise having been carried out according to its programme. These files must be placed in a folder created directly in the main folder of the team's network drive (*U:*), a separate one for each exercise. Modifying files or folder contents after a laboratory session is only possible at the teacher's request or consent.
6. Files should not be created or stored on any local disk, on the desktop, in *My Documents* or *U:\profile* folders, or sub-folders thereof. It is forbidden to copy files from own media to local or network folders without the teacher's consent, except for design assignment results.

Assessment

7. The necessary and sufficient conditions for passing the laboratory part of the course (subject to point 1) are:
   (a) obtaining credits for eight tests and
   (b) obtaining credits for eight reports, and
   (c) obtaining a credit for the design assignment.
8. The components listed in point 7 are assessed and considered, respectively:
   (a) for each student individually;
   (b) by teams, unless the team applies for individual consideration before the end of the term, though in justified cases the teacher may decide to consider reports individually upon an application from a single team member or without such an application; when reports are considered individually, they must be assigned to team members equally accurate to one;
   (c) by teams, unless the teacher decides otherwise upon determining that contributions of different team members have been uneven.
9. The assessment concerns:
   (a) knowledge, understanding and computational skills, which are verified through tests;
   (b) knowledge application, work and practical skills, which are monitored during laboratory sessions as well as through reports.
10. Each of the components listed in point 7 is scored according to Table 1. The final mark for the laboratory part of the course directly results from the total score earned by the student, according to Table 2. If the overall score obtained on tests is sufficient for a mark of 3, the condition 7(a) is relaxed by one test.

Tests

11. The test on a given exercise is sat in the following laboratory session unless another time is agreed by the teacher and the entire group. Being absent in a test, irrespective of the reason, does not entitle one to an additional sitting unless the teacher decides otherwise in an exceptional and documented case.

12. The test can concern the knowledge included in the manual or in the references listed therein as well as the knowledge and skills that should be gained as a result of carrying out the exercise in question, including report preparation. A material scope is given in the corresponding manual.
13. Problem solutions must be written with black or blue permanent ink. During tests, it is forbidden to use any materials as well as any devices that enable recording, storing or displaying text or images, especially cell phones or programmable calculators.
14. A failed test must be resat. A first resit is organised at a single time common for all the groups. If a student earns a higher score in this resit than in the sitting referred to in point 11, then this new score replaces any earlier one.
15. Rules of organisation and assessment of any further resits are established by the teacher. If a second resit is failed, the teacher has the right to require the student to retake the exercise in question.
16. Irrespective of tests, the teacher can at any time verify any student's preparedness for the present laboratory session according to the material scope indicated in the respective manual. In case of a negative result, the teacher has the right to remove the student from the class.

Reports

17. Each team elaborates a common report on each exercise. A single student catching up a class prepares a separate report.
18. The report should be prepared by filling the appropriate template. Original template contents, including point, figure and table numbering as well as any cross-references between them must not be modified.
19. The report should be delivered to the teacher during the following laboratory session or, in the case of the last or a caught up exercise, within seven days. It is acceptable to miss this deadline once, but no longer than until the end of the class period; in any subsequent such case, report score will be reduced.
20. Every report should be the team's own work based on own results. Violating this rule will make it necessary to retake the exercise in question; irrespective of that, students will bear the consequences specified in study regulations. Until the end of the term, the present point can always be applied to any reports already accepted, should new facts be revealed.
21. The cover page must contain: exercise symbol and topic, date (or dates) of its carrying out, team number as well as names of those team members who took part in the carrying out of the exercise. On each following page, page number, exercise symbol, academic year and team number must be indicated; this also concerns attachments in any form.
22. In report assessment, the following elements are considered:
    (a) results, i.e. quantity and quality of source data (obtained while carrying out the exercise) as well as of processed data (obtained while preparing the report);
    (b) observations, made based on the results;
    (c) analyses of observations, in respect of their causes, meaning and consequences;
    (d) facultative tasks, as marked appropriately in the respective manual and report template.

    A report with the element (b) incomplete cannot be accepted. The element (d) is only assessed when all the results marked have been included and all the points marked have been filled in in the report.
23. Detailed rules and requirements as well as rules of improving reports are established and communicated by the teacher.

Order and safety

24. Every student is obliged to get acquainted and comply with *Safety Regulations for the Power Electronics Laboratory*.
25. All the information concerning classes is posted on the web page http://neo.dmcs.p.lodz.pl/pium or sent by university e-mail. E-mail accounts external to the university system will not be used for communication on class matters.

Łódź, 4th October 2019

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Table 1. Credit components

	Knowledge, understanding and computational skills	Knowledge application, work and practical skills	
	Tests	Reports	Design assignment
Scoring scale	0..3	0..2 Results 0..2 Observations 0..2 Analyses +0..1 Facultative tasks	0..2 Design 0..2 Assembly 0..2 Commissioning
Maximum score	3	6^{+1}	6
Credit threshold	1.5	2	3
Number per semester	8	8	1
Maximum overall score	Sum	Mean	Single score
	24	6	6
Total	36		

Table 2. Determining the mark based on total score

Score threshold	Final mark
14	3
18	$3\frac{1}{2}$
22	4
26	$4\frac{1}{2}$
30	5