

# **REGULATIONS – POSTGRADUATE (NON-DEGREE) STUDIES AT THE UNIVERSITY OF GDAŃSK**

## **I. GENERAL PROVISIONS**

### **§ 1**

The Regulations for Postgraduate (Non-Degree) Studies describe:

- 1) the principles relating to the opening, conduct, and closing of postgraduate (non-degree) studies,
- 2) the rights and duties of participants of postgraduate (non-degree) studies.

### **§ 2**

The terminology, drawn from the law relating to higher education and employed in these regulations, is used with the meanings that are given in the regulations of July 27, 2005, in the Law of Higher Education, and in the rules of the implementation regulations to this Act.

## **II. OPENING POSTGRADUATE (NON-DEGREE) STUDIES**

### **§ 3**

1. Postgraduate (non-degree) studies may be conducted independently or jointly by organizational units of the University which are entitled to conduct first-cycle, second-cycle, and long-cycle (Master) studies.
2. Postgraduate (non-degree) studies can be conducted by units mentioned in section 1, in cooperation with other tertiary institutions, institutions, and organizations, including those abroad. The responsibilities of individual organizational units and the manner of financing such studies will be set out in an agreement between the units involved.
3. The consent of the Deputy Rector responsible for Educational Affairs is necessary before an agreement of the kind mentioned in section 2 can be concluded.
4. Postgraduate (non-degree) studies are part-time or conducted by distance teaching.
5. Studies may be conducted in Polish, a foreign language, or a regional language.
6. Fees are charged for postgraduate (non-degree) studies.
7. Principles for paying fees for postgraduate (non-degree) studies conducted by the University of Gdańsk are determined by resolution of the University Senate. The fees for postgraduate (non-degree) studies are set by the Rector.

#### § 4

The Rector opens postgraduate (non-degree) studies at the request of the relevant faculty council, after obtaining the opinion of the Senate Commission for Educational Affairs and the Senate Budget and Finance Commission. The rector determines the name and the length of postgraduate (non-degree) studies.

#### § 5

1. Postgraduate (non-degree) studies offer participants an opportunity to obtain at least 60 ECTS points and last at least two semesters – with the exception of studies mentioned in sections 3 and 4 below.
2. In a resolution the council of the faculty conducting postgraduate (non-degree) studies determines the educational effects of such studies, along with the means of verifying and documenting these effects. The appropriate resolution of the faculty council is sent to the Education Section. The dean is responsible for supervising the implementation of the resolution.
3. Postgraduate (non-degree) studies which are part of teacher training are conducted in accordance with separate regulations. These set out the program requirements for postgraduate (non-degree) studies which conclude with a teaching or entitle the successful participant to a pedagogical qualification.
4. Postgraduate (non-degree) studies which conclude with a teaching qualification or entitle the successful participant to a professional qualification, are conducted according to regulations that are generally applicable to such courses.

#### § 6

1. A complete application to open postgraduate (non-degree) studies must be submitted to the Education Section no later than six weeks prior to the proposed date for opening such studies. The deadline of six weeks does not apply to applications to open postgraduate (non-degree) studies on behalf of entities outside UG (educational commissions) or that are financed or co-financed from external funds.
2. The following details must be attached to the application to open postgraduate (non-degree) studies:
  - 1) information relating to the name of the studies, their length, and the date envisaged for starting these studies;
  - 2) information relating to conditions for recruitment and the number of places available;
  - 3) a program of studies, which takes into account the description of educational effects mentioned in § 5 section 2, a studies plan, syllabuses of individual subjects, in accordance with the model set out by the Rector, and conditions that must be met in order to obtain a certificate of completion of studies;
  - 4) information concerning faculty involved in teaching;
  - 5) nomination of a candidate for the position of director of studies;
  - 6) financial documentation, prepared in accordance with the principles determined by the Rector;
  - 7) an extract from the minutes of a session of the relevant faculty council (organizational unit councils) containing: a resolution in the matter of the application to the Rector to open postgraduate (non-

degree) studies, and a resolution describing the educational effects of the proposed postgraduate (non-degree) studies and the manner of verifying and documenting them.

## § 7

1. The program of postgraduate (non-degree) studies must be available to candidates before the recruitment procedure begins.
2. In the case of postgraduate (non-degree) studies that entitle the successful participant to a professional qualification, the program of studies should meet the requirements set forth in regulations that are generally applicable to such courses.
3. The Rector, after obtaining the opinion of the relevant faculty council or at the request of the council, may change the name of a program of postgraduate (non-degree) studies.
4. The Deputy Rector for Educational Affairs, after obtaining the opinion of the relevant faculty council or at the request of the council, may change the conditions of recruitment and number of places available in postgraduate (non-degree) studies, and the length and program of studies to an extent in excess of 25% of the ECTS points of the program.
5. The Dean, after obtaining the opinion of the faculty council or at its request, may change a program of postgraduate (non-degree) studies to the extent of up to 25% of the ECTS points of the program. He/she must immediately inform the Education Section of this.

### III. RIGHTS AND DUTIES OF THE DIRECTOR OF POSTGRADUATE

#### (NON-DEGREE) STUDIES

##### § 8

1. The Deputy Rector responsible for educational affairs appoints and dismisses the director of postgraduate (non-degree) studies, who is selected from among persons who have at least the degree of doctor, at the request (accepted by the faculty council) of the dean.
2. The rights and duties of the director of postgraduate (non-degree) studies include:
  - 1) conducting recruitment to the studies, in accordance with this set of regulations;
  - 2) preparing and presenting, for confirmation by the Deputy Rector for Educational Affairs, a list of candidates for studies, within 14 days from the end of recruitment;
  - 3) organizing and supervision of the course of studies in a manner that enables participants to attain the educational effects prescribed;
  - 4) keeping a diary of studies (*dziennik studiów*) or other document with the same content and information as a diary of studies (the model of a diary of studies is in annex 1 to this set of regulations);
  - 5) presenting verified information concerning income and expenditure (which must be in balance with the income) for each time the studies are offered and held;
  - 6) issuing certificates of participation in the postgraduate (non-degree) studies;
  - 7) issuing certificates concerning qualifications obtained (the model of such a certificate is in annex 2 to this set of regulations);
  - 8) making decisions with regard to the removal of an participant from the list of participants of postgraduate (non-degree) studies, and with regard to readmission to studies;
  - 9) assessing applications for return of payment for postgraduate (non-degree) studies;
  - 10) supervision of documentation of the progress of postgraduate (non-degree) studies, including: records of participants, personal files, course completion and examination records, a diary of classes, and other materials documenting the progress and course of studies;
  - 11) supervision of administrative and financial aspects of the studies;
  - 12) supervision of the compliance of documentation of studies with the principles of documentation within the FAST system set by the Rector;
  - 13) supervision of the functioning within postgraduate (non-degree) studies with the UG Internal Educational Quality Control System;
  - 14) making available for inspection in the Education Section the diary of studies along with certificates to be signed by the Deputy Rector for Educational Affairs;

- 15) keeping appropriate records and managing official documentation (participant grade-books, certificates of completion of studies, and certified copies of certificates);
- 16) sending to the education Section all essential documentation relating to his/her duties at the University;
- 17) informing the Education Section of a decision not to offer postgraduate (non-degree) studies in a given academic year.

#### **IV. ROLE OF THE EDUCATION SECTION**

##### **§ 9**

The Education Section is responsible for:

- 1) coordinating formal matters connected with opening and closing postgraduate (non-degree) studies;
- 2) conducting documentation of postgraduate (non-degree) studies, including:
  - a) records relating to the opening of postgraduate (non-degree) studies,
  - b) participant records from postgraduate (non-degree) studies,
  - c) records of issued certificates of completion of postgraduate (non-degree) studies;
- 3) monitoring the effectiveness of educational process on doctoral studies;
- 4) informational and promotional activities relating to postgraduate (non-degree) studies, in cooperation with the UG unit responsible for promotional activities;
- 5) informing the directors of postgraduate (non-degree) studies of current regulations relating to educational aspects of postgraduate (non-degree) studies.

#### **V. THE ROLE OF THE ORGANIZATIONAL UNIT CONDUCTING POSTGRADUATE (NON-DEGREE) STUDIES**

##### **§ 10**

The organizational unit conducting postgraduate (non-degree) studies is obliged to:

- 1) maintain participants' rights as those are envisaged in these regulations;
- 2) ensure that classes are conducted by academic teachers who have appropriate scientific/scholarly, teaching, or professional qualifications, or by other persons who possess appropriate practical experience;

- 3) ensure the availability of teaching rooms and of equipment and fittings necessary for the proper implementation of the educational program;
- 4) ensure the availability of original teaching materials specially designed for participants of the studies and which are essential for the conduct of classes;
- 5) ensure appropriate administrative and technical services for the studies;
- 6) keep appropriate documentation relating to the course of studies;
- 7) make available on the web page or on notice boards of the units conducting studies, information regarding the educational program and the level of fees and payment due dates;
- 8) issue certificates of completion to participants of postgraduate (non-degree) studies after they have completed their studies.

## **VI. SUPERVISION OF ACTIVITIES RELATING TO POSTGRADUATE (NON-DEGREE) STUDIES**

### § 11

1. Substantive supervision of postgraduate (non-degree) studies is exercised by the dean and the faculty council.
2. The director of postgraduate (non-degree) studies is responsible for the correct organization and conduct of education on postgraduate (non-degree) studies.
3. The Deputy Rector for Educational Affairs, on the authority of the Rector, exercises general supervision of activities relating to postgraduate (non-degree) studies at the University of Gdańsk. The Deputy Rector for Educational Affairs signs certificates of completion of postgraduate (non-degree) studies.

## **VII. RECRUITMENT TO POSTGRADUATE (NON-DEGREE) STUDIES**

### § 12

1. A person is eligible for admission to postgraduate (non-degree) studies who has at least a first-cycle qualification, confirmed by a degree certificate.
2. In the case of non-Polish citizens, a certificate is required of completion of tertiary-level studies in Poland or a certificate of completion of tertiary-level studies abroad, recognized or nostrified in accordance with the ordinance of the Minister of Science and Higher Education of September 1, 2011, with respect to the nostrification of certificates of completion of tertiary-level studies abroad.
3. Persons who are not Polish citizens may undertake postgraduate (non-degree) studies on the basis of principles set out in Articles 43 i 44 of the Law on Higher Education of July 27, 2005, and in the

ordinance of the Minister of Science and Higher Education of October 12, 2006, relating to the attendance of foreigners in studies and training courses, and their participation in research and development work.

4. Recruitment to postgraduate (non-degree) studies takes place according to principles determined by the faculty council. The faculty council may set out additional criteria for admission in the event that the number of candidates exceeds the number of places set for a given cycle of studies.
5. Recruitment to postgraduate (non-degree) studies is conducted within the Internet Candidate Registration (*Internetowa Rejestracja Kandydatów - IRK*) system. A candidate registers electronically on the internet page <https://podyplomowi.irk.ug.edu.pl> (in accordance with the procedure described in annex 3 to these regulations).
6. Before opening recruitment for a given cycle of studies, the director of postgraduate (non-degree) studies announces on the appropriate web page the name and program of studies, conditions of admission to studies, the number of places available, and the deadline and place for submitting documents.

### § 13

A candidate for postgraduate (non-degree) studies should submit the following documents:

- 1) an application, filled out by hand, for admission to studies, generated and printed through the IRK system (the model of the application is in annex 4 to these regulations),
- 2) an ID photograph,
- 3) a certified copy of a degree certificate or a certified photocopy of a degree certificate,
- 4) other documents set out in the recruitment procedures established by the faculty council of the faculty conducting postgraduate (non-degree) studies.

### § 14

1. Recruitment to postgraduate (non-degree) studies is conducted by the director of postgraduate (non-degree) studies or a recruitment commission appointed by the dean.
2. Admission to postgraduate (non-degree) studies takes place on the basis of documents submitted by the candidate and after the signing of an agreement between the University and the candidate for postgraduate (non-degree) studies relating to conditions of payment for postgraduate (non-degree) studies.
3. It is also permissible to make admission to postgraduate (non-degree) studies dependent on the result of an examination or interview.
4. The director of postgraduate (non-degree) studies presents in the Education Section, within 14 days of completion of recruitment, a list of candidates, giving their names, whom it is proposed to admit to postgraduate (non-degree) studies. The list of persons so proposed by the director of postgraduate (non-degree) studies is confirmed by the Deputy Rector of Educational Affairs.
5. The director of postgraduate (non-degree) studies immediately informs candidates of the result of the recruitment process.

## VIII. RIGHTS AND DUTIES OF A PARTICIPANT OF POSTGRADUATE (NON-DEGREE) STUDIES

### § 15

1. The participant of postgraduate (non-degree) studies receives a card on which to record completed courses or a grade-book for postgraduate (non-degree) studies. The model of the grade-book is determined by the Rector.
2. The participant of postgraduate (non-degree) studies is not entitled to receive an electronic student ID or material assistance benefits.

### § 16

A participant of postgraduate (non-degree) studies must be informed by the director of studies concerning the conditions for completing postgraduate (non-degree) studies at the latest on the day on which classes begin.

### § 17

A participant of postgraduate (non-degree) studies has a duty to:

- 1) participate in the classes set forth in the studies plan;
- 2) complete required courses, take examinations, and fulfill other duties envisaged in the plan or program of postgraduate (non-degree) studies;
- 3) pay fees for attending postgraduate (non-degree) studies throughout the duration of those studies.

### § 18

Principles relating to collection, return, and reduction of payments for postgraduate (non-degree) studies are determined by Senate resolution.

### § 19

The grading scale for course completion and examinations is as follows:

bardzo dobry (very good)	bdb	5.0
dobry plus (good plus)	db plus	4.5
dobry (good)	db	4.0



dostateczny plus (satisfactory plus)	dst plus	3.5
dostateczny (satisfactory)	dst	3.0
niedostateczny (fail)	ndst	2.0
zaliczenie bez oceny (course completion without grade)	zal.	
niezaliczenie bez oceny (course not completed – no grade)	nzal.	

## § 20

A participant of postgraduate (non-degree) studies may receive an attendance certificate of such studies. The certificate is issued by the director of postgraduate (non-degree) studies.

## § 21

1. A participant of postgraduate (non-degree) studies is removed from the list of participants in the following circumstances:
  - 1) written resignation from studies;
  - 2) not completing modules that are part of the program of studies;
  - 3) non-payment of fees for postgraduate (non-degree) studies either by a fixed deadline, or by a deadline set in a final demand for payment issued by the director of postgraduate (non-degree) studies;
  - 4) non-fulfillment of all conditions of completion of postgraduate (non-degree) studies by a deadline set in the plan or program of studies.
2. Removal from the list of participants of postgraduate (non-degree) studies is done by the director of postgraduate (non-degree) studies, and he/she immediately informs the participant and the Education Section of the removal. The removal of a participant of postgraduate (non-degree) studies is recorded in the FAST system by the unit conducting the relevant postgraduate (non-degree) studies.

## § 22

1. The condition for successfully completing postgraduate (non-degree) studies is that a participant meet all the demands laid out in the program, especially the successful completion of all courses, the passing of module examinations, and achieving the number of ECTS points set out in the program.
2. The date of completion of postgraduate (non-degree) studies is the date on which the final condition is met that is set forth in the plan or program of postgraduate (non-degree) studies.

3. The plan or program of postgraduate (non-degree) studies may set as a particular condition of completion of studies:
  - 1) passing a diploma examination;
  - 2) preparing and submitting a diploma dissertation;
  - 3) preparing and submitting a diploma dissertation, in conjunction with passing a diploma examination.

#### § 23

1. A graduate of postgraduate (non-degree) studies receives a certificate of completion of studies, in accordance with the model determined by the Rector. The Rector sets the fee for the issuing of the certificate.
2. A graduate of postgraduate (non-degree) studies may receive a separate certificate of qualifications obtained on postgraduate (non-degree) studies (the model of the certificate is given in annex 2 to these regulations).
3. In the event of the loss of the certificate of completing postgraduate (non-degree) studies, the University of Gdańsk may issue the graduate concerned with a duplicate, in compliance with regulations governing diplomas certifying completion of higher education studies.

#### § 24

A person who has interrupted his/her postgraduate (non-degree) studies or was removed from them, may be re-admitted to those studies. The director of postgraduate (non-degree) studies sets out the conditions for re-admission to postgraduate (non-degree) studies on the part of the participant and decides whether to re-admit the former participant to postgraduate (non-degree) studies. The director of postgraduate (non-degree) studies immediately informs the Education Section of the re-admission of a participant to postgraduate (non-degree) studies.

### **IX. CLOSING POSTGRADUATE (NON-DEGREE) STUDIES**

#### § 25

1. Postgraduate (non-degree) studies may be closed by the Rector after obtaining the opinion of the faculty council or at its request.
2. The application for closure of postgraduate (non-degree) studies is submitted by the director of postgraduate (non-degree) studies in the Education Section, including the following documents::
  - 1) a rationale for the closure of postgraduate (non-degree) studies,
  - 2) an extract from the minutes of a meeting of the faculty council, containing the resolution to close postgraduate (non-degree) studies,

- 3) a written position relating to the closure of postgraduate (non-degree) studies from the councils of the organizational units participating in the conduct of such studies – in the case of postgraduate (non-degree) studies jointly conducted by organizational units (§ 3 section 1 of these regulations),
  - 4) drafts of terminations of agreements and understandings – in the case of postgraduate (non-degree) studies mentioned in § 3 section 2 of these regulations.
3. The Senate Commission for Educational Affairs gives its opinion on the closure of postgraduate (non-degree) studies.
  4. In the event of not offering given postgraduate (non-degree) studies in an academic year, the director of postgraduate (non-degree) studies informs the Education Section of this.
  5. In the event of not offering given postgraduate (non-degree) studies for five successive academic years, the relevant faculty council should consider the point of the continued existence of those studies.

## **X. CONCLUDING PROVISIONS**

### § 26

Annexes which constitute an integral part of these regulations are:

- 1) annex 1 – the model of a diary of postgraduate (non-degree) studies,
- 2) annex 2 – the model of a certificate of qualifications obtained on postgraduate (non-degree) studies,
- 3) annex 3 – registration procedure for a candidate for postgraduate (non-degree) studies in the IRK system,
- 4) annex 4 – the model of an application for admission to postgraduate (non-degree) studies.