

# STUDY REGULATIONS OF THE UNIVERSITY OF GDAŃSK

*Uniform text dated October 7<sup>th</sup> 2014  
with amendments introduced by resolutions of the Senate of the University of Gdańsk*  
- *No 73/12 dated June 28<sup>th</sup> 2012,*  
- *No 33/14 dated April 24<sup>th</sup> 2014.*

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Resolution No 12/12  
of the Senate of the University of Gdańsk  
dated March 29<sup>th</sup> 2012  
dealing with Study Regulations of the University of Gdańsk

On the grounds of article 62 item 1 in connection with article 161 items 1 and 2 and article 160 items 1 and 1a Act dated July 27<sup>th</sup> 2005 – Law on Higher Education (i.e. Journal of Laws from 2012, item 572 with further amendments) and § 36 item 1 point 6 and § 128 of the Statutes of the University of Gdańsk

§ 1.

Study Regulations of the University of Gdańsk, which are appendix to the resolution, are passed and they specify the organization and course of full-time and extramural course of study, first and second cycle of study and uniform Master's course provided at the university of Gdańsk, together with related students' rights and duties.

§ 2.

Study Regulations mentioned in § 1 are applied also in matters initiated and not terminated before the day the resolution comes into force.

§ 3.

Resolution of the Senate of UG No 4/07 dated February 22<sup>nd</sup> 2007 dealing with introduction of Study Regulations of UG (with further amendments) expires.

§ 4.

Resolution comes into force on October 1<sup>st</sup> 2012.

Chairman of the Senate  
Rector of the University of Gdańsk  
prof. dr hab. Bernard Lammek

## STUDY REGULATIONS OF THE UNIVERSITY OF GDAŃSK

### Chapter 1 General Provisions

#### § 1.

1. Study Regulations of the University of Gdańsk, further called Study Regulations, specify organization, full-time and extramural course of study, first and second cycle of study and uniform Master's course provided at the University of Gdańsk, together with related students' rights and duties.
2. Study Regulations do not infringe on regulations of Act and executive acts, as well as regulations of Statutes of the University of Gdańsk, particularly in matters connected with the course of study.
3. The course of study is recorded electronically or in the student's record book and in the academic progress report if such student's record book and report were issued. Regulations of § 28 item 1, item 4 and 7, § 29 item 3, § 44 item 2, point 2 and § 48 item 3 apply respectively to the accepted form of documentation. Regulation of § 44 item 3 point 2 does not apply in case electronic form of documentation is accepted.

#### § 2.

Whenever the following terms are used in Study Regulations they have the following meanings:

- 1) examination – it also means credit granted for courses with no final examination;
- 2) head of department – it also means director of the institute, head of the unit (laboratory);
- 3) Rector – it means the Rector of University of Gdańsk;
- 4) Senate – it means the Senate of the University of Gdańsk;
- 5) UG – it means the University of Gdańsk;

- 6) Act – it means act dated July 27<sup>th</sup> 2005 dealing with Law on Higher Education (i.e. Journal of Laws from 2012, item 572 with further amendments);
- 7) faculty – it also means inter-faculty unit and non-faculty unit providing the programme in a field of study.

### § 3.

The Dean is authorized to take decisions connected with the course of study, which are not regulated by Study Regulations and are not reserved for other bodies.

### § 4.

1. The Student has the right to acquire knowledge, develop own interests and prepare for professional work with respect for truth, conscientious work and in the atmosphere of mutual kindness and friendliness.
2. The Student has the right for consultation meetings with the academic teacher.
3. The Student is entitled to see his/her evaluated written work within 14 days from announcing the results.
4. The Dean is authorized to apply Study Regulations without violating their principles, in such a way as to enable the disabled student to carry out the student's duties, depending on the student's maintained psycho-physical abilities.
5. The Student is obliged to inform the Dean without delay about the change of name, surname, marital status, address and other personal data collected in the Student's documentation.
6. The Student, whose conduct makes it difficult to deliver classes or to participate in them, may be expelled from these classes. In such a case the Student's absence will be considered to be unexcused.

### § 5.

1. If the field of study is not provided by the Faculty, then competences of the Dean specified in Study Regulations are taken over by Director of inter-faculty or non-faculty unit providing the programme, and the role of Faculty Board is taken over by the relevant Board.
2. The Senate specifies the organizational unit providing the given degree programme for interdisciplinary, intercollegiate and inter-faculty study.

## § 6.

1. Study plans and curricula are adopted and provided for students in Student Portal of UG or in a customary manner accepted by a given organizational unit before the beginning of the academic year.
2. If a given field of study has more than one specialization the Student chooses one of them within the definite term specified by the Dean. Principles of choosing the specialization are specified by the Dean.
3. The Dean can appoint tutors of fields of study, specializations, course years and groups of students.

## Chapter 2

### Duration and Academic Year Organization

## § 7.

1. The academic year begins on October 1<sup>st</sup> and lasts till September 30<sup>th</sup> of the following calendar year.
2. The structure of the academic year is specified by the Rector not later than 3 months before the beginning of the academic year and made known to students on the website of UG or in a customary manner.
3. Detailed organization of the academic year for all forms and fields of study in the faculty is specified by the Dean after consultation with Faculty Student Self-Government legislative body, observing the rules specified by the Rector.
4. Detailed schedule of courses provided by the Faculty is specified by the Dean and made known to students on the website of the Faculty not later than 7 days before the beginning of the semester. Changes in the schedule can be made exclusively with the consent of the Dean.

## § 8.

1. The Rector may proclaim rector's days in a customary manner with no classes or lectures.
2. The Dean may proclaim dean's hours in a customary manner with no classes or lectures.

### Chapter 3

#### Conditions and Mode of Teaching; Mode of Internships

##### § 9.

1. Classes other than lectures can have an open formula with the consent of the Dean and the subject teacher.
2. The Dean specifies the terms and conditions of enrolment for facultative classes in the given study completion period.
3. Faculty Board specifies the range and conditions of classes and lectures conducted in a foreign language as well as testing knowledge or skills.

##### § 10.

1. Academic teachers with the title of *profesor* or the degree of *doctor habilitowany* are entitled to deliver lectures.
2. Faculty Board may authorize an academic teacher with the degree of *doctor* to deliver lectures and seminars with the maintaining rule that most of these classes are delivered by the persons with the academic title of *profesor* or the degree of *doctor habilitowany*. The authorization is made for the given academic year before its beginning.
3. In particularly justified cases the Dean may authorize other academic teacher or a distinguished practitioner to deliver lectures for definite period of time, not longer than the end of the current academic year, maintaining the rule specified in item 1.

##### § 11.

1. The Student is obliged to participate in classes and lectures specified as obligatory by the Faculty Board in the study plan or in the curriculum.
2. Absences during classes and lectures mentioned in item 1 can be excused on the grounds of a medical certificate indicating temporary incapacity to take part in classes or by indicating other important reasons which made it impossible for the Student to participate in the classes and justified the absence.
3. Absences at classes and lectures are accepted by the subject teacher. Absences should be excused immediately after the cause of absence disappeared. In case of doubts or insufficient documentation the decision on excusing the absence is made by the Dean.

4. The Student is obliged to complete knowledge he/she would have acquired if he/she had not missed the classes or lectures; the form of checking it is specified by the subject teacher.

#### § 12.

1. Depending on the relevant resolution of Faculty Board, the semester or the academic year is the study completion period.
2. The Student who met the requirements provided for in the study plan and the curriculum for the given study completion period (obtained all required credits, passed all required examinations, obtained the required ECTS and obtained assumed education effects), successfully completes the period. Participation in the following year (semester) is based on successful completion documented the Dean.
3. The Dean specifies examination dates after consultation with subject teachers, taking into consideration provisions of § 7.
4. During one academic year there can be only one examination in any given day. The Dean in cooperation with Student Self-Government may fix more than one examination in a given day.
5. The Dean may postpone some of examinations to the end of the academic year to the motion of Faculty Student Self-Government legislative body or Dean's own initiative, taking into account ECTS limits corresponding to education effects in a given completion period.

#### § 13.

1. In case the completion of a subject course does not require an examination, the Student who received an unsatisfactory grade or did not receive any grade is entitled to appeal against the decision or apply for commission credit to the head of the department within 7 days from the date of announcing the results.
2. Within 7 days after the receipt of the appeal or motion for commission completion of the subject Head of Department may:
  - 1) allow the appeal, accept successful completion of the subject or appoint the additional date for completion of the subject;
  - 2) accept the motion for commission completion of the subject, appoint the date and composition of the commission;

- 3) not allow the appeal and not accept the motion for commission completion of the subject.
3. In case the subject teacher is Head of department mentioned in item 1 the Dean is responsible to allow the appeal or accept the motion.
4. In particularly justified cases, with the consent of the Dean and Head of department the subject teacher may grant credit of the course, which is included in the subject taught by other academic teacher.

#### § 14.

1. In case successful completion of a subject course requires an examination, the Student is allowed to take the examination on prior acceptance of successful completion of obligatory classes from the given subject if the study plan or the curriculum provides for such classes. The Dean specifies the date of completion of the subject course, which conditions admission to the examination.
2. The Student is entitled to resit the examination from each subject if he/she obtained an unsatisfactory grade on the first examination date or when he/she missed the examination on the first examination date. The examination is missed when: the Student is not admitted to the examination due to reasons specified in regulations of item 1 in connection with § 13 item 1 or when his/her absence on the examination is not excused.
3. The Student who did not take the examination on the set date is obliged to submit to the examiner an excuse of his/her absence within 7 days from the date the circumstance that caused the absence subsided. Regulations of § 11 item 2 are applied respectively. If the excuse is considered by the examiner to be satisfactory, then additional examination date is fixed. If the excuse is not considered by the examiner to be satisfactory the Student is entitled to appeal against the decision to the Dean within 7 days from the date the decision is made.
4. With the consent of the Dean and the examiner the Student who meets the conditions of the examination admission may take the examination at another date, also before the examination session begins, but not later than before its end.
5. In particularly justified cases, with the consent of the Dean the Student may take the examination after the end of the examination session, but not later than within 1 month from its termination. Taking such an examination does not excuse the Student from participation in the classes of the following semester.



§ 15.

1. No entry in the subject record is treated as non acceptance of successful completion of the given classes unless the lack of entry was due to the reasons beyond the Student's control.
2. After each year of study, not later than September 30<sup>th</sup> the Student is obliged to settle the accounts with Central Library of UG and receive the confirmation .
3. Acceptance of successful completion of the academic semester should take place not later than the end of the period regardless the number of examination dates used, with the exclusion of student internships.

§ 16.

1. The way and mode of successful completion of student internships resulting from the study plan and curriculum is determined by Faculty Board, taking into consideration regulations in force at UG.
2. The Rector appoints student internship tutor and manager to the motion of the Dean.
3. The Dean is in charge of implementation of student internships.
4. The Dean in consultation with Faculty Board specifies the scope and forms of work of tutors, as well as supervises and evaluates their work.

§ 17.

1. Highly gifted pupils may participate in classes and lectures provided by the study programme in the field of study connected with their interests.
2. Participation in the classes and lectures mentioned in item 1 is conditioned by the agreement between the Rector and the school head teacher, after receiving the opinion of the Dean. The agreement determines, in particular, the type of classes or lectures to be participated by pupils and the way of documenting their achievements, as well as the mode and conditions of utilizing the achievements.
3. Study Regulation provisions apply respectively to persons mentioned in item 1.

§ 18.

1. In particularly justified cases, to the Dean's own initiative or to the Student's motion submitted after a failed examination within 7 days from the date of announcing the results, the Dean may agree for a resit examination before an examination board.

2. In case of consent for a resit examination before an examination board the Dean sets the date, decides about its form (oral or written) and appoints the members of the examination board.
3. The resit examination before the board should take place within 7 days from receiving the consent from the Dean.
4. The composition of the examination board is as follows: the Dean or the academic teacher authorized by the Dean with the title of *profesor* or academic degree of *doktor habilitowany*, who is the chairperson of the examination board, the examiner so far and another specialist in the same or similar field, at least with the academic degree of *doktor*. As an observer a member of the academic community of UG may participate in a resit examination before an examination board to the motion of the Dean or the Student.
5. The resit grade replaces the questioned grade.
6. The examination board prepares the record from the course of the resit examination, which is signed by members of the board and the observer.

#### § 19.

1. If the Student did not successfully complete study period the Dean may:
  - 1) let the Student repeat the subject under conditional enrolment for the following study completion period, or
  - 2) let the Student repeat the study completion period, or
  - 3) strike the Student from the list of students.
1. In cases specified in points 1-2, the Dean takes the decision on the motion of the Student.
2. The Student is not allowed to repeat the first study completion period.

#### § 20.

1. The Student who did not fulfill the requirements mentioned in regulations of § 12 item 2 may apply to the Dean for permission to study in the next study completion period with the obligation to fulfill the requirements in the coming examination session, when credits and examinations in failed subjects are provided in the study plan and the curriculum.
2. The Dean may grant the permission mentioned in item 1 if:
  - 1) the Student's ECTS debt does not exceed the number of ECTS points specified by Faculty Board in accordance with item 3;
  - 2) the study plan and the curriculum permit the possibility of study in the next study completion period despite not getting credit in the subjects.

The Dean's Permission is the grounds for the Student's entry for the next study completion period.

3. Faculty Board appropriate for a given field of study or specialty specifies the number of ECTS points, exceeding which in a given semester or year does not allow the Student to apply for permission to study in the next study completion period (maximal ECTS point debt).
4. The Student repeating the study completion period is not allowed to apply for permission to study in the next study completion period.

#### § 21.

1. The Dean may allow the Student to repeat the same study completion period only once unless another non-completion of the period was caused by a prolonged illness or an accident.
2. The Student, who repeats a given study completion period for the first time, is released from participating in the classes and receiving acceptance of successful completion of the subjects and taking examinations in these subjects which were previously successfully completed. The Head of Department, with the approval of the subject teacher, may release the Student repeating the same study completion period from the obligation to participate in the classes and lectures from which the Student received a positive grade in the previous study completion period while the Student is still obliged to receive acceptance of the subject and take the examination.

#### § 22.

1. With the consent of the Dean and the approval of the subject teacher the Student may participate in classes and take examinations in subjects included in the study plan or the curriculum in the next study completion periods (advance study).
2. The Student is obliged to receive acceptance of successful completion of the chosen subjects (advance study) in the given study completion period.
3. The criteria of the consent mentioned in item 1 are specified by Faculty Board taking particularly into consideration the achievements in the previous course of study and requirements resulting from the study plan and the curriculum.

## Chapter 4

### Applied Grading Systems, Methods Expressing Student's Achievements in Accordance with European Credit Transfer System (ECTS), Transfer and Recognition of Successfully Completed Subjects by the Student

#### § 23.

1. The Student's achievements, including results of completion of subjects and examinations, confirming implementation of the assumed education effects, are expressed by grades according to the following grading system:

Grades	Digit values	Percentage of knowledge, skills and social competences required for the given grade*
excellent	5.0	91 and more
very good	4.5	81-90
good	4.0	71-80
satisfactory	3.5	61-70
pass	3.0	51-60
fail	2.0	50 and less

\*Percentage values are rounded up or down to the nearest whole numbers according to generally accepted rounding rules.

2. Study plans and curricula passed by Faculty Board may determine other ways of expressing the Student's achievements than mentioned in item 1.
3. The average grade presenting the Student's achievements during the period of the studies is the arithmetic mean of positive and negative examination grades from all taken examinations in all grading periods. The mean is provided to two decimal places. Regulations of § 2 point 1 are not applied.
4. Faculty Board may designate obligatory classes that must be passed before an examination can be taken or subjects with no examination, but their grades are taken into consideration when calculating the average grade.

#### § 24.

All classes and lectures, including student internships, provided in the study plans and the curricula are assigned a fixed number of ECTS credits, according to Internal System of Providing Education Quality at UG. Assigned ECTS credits are approved by Faculty Council in the study plan and the curriculum.

#### § 25.

1. The Dean may recognize the successfully completed classes and lectures, as well as achieved and documented education effects and ECTS credits in particular when:
  - 1) the Student repeats the subject;
  - 2) the Student readmits study;
  - 3) the Student takes part in student exchange program;
  - 4) the Student successfully completed the subject in another field of study or at another university or by validation of achievements.
2. When recognizing the successfully completed subject the Dean takes into consideration similarity of education effects, especially the assigned ECTS credits, lack of differences in curricula, the form and number of hours of classes, as well as the form of completing classes and lectures.
3. If differences in study plans and curricula make it impossible to recognize the classes and lectures as successfully completed, the Dean indicates classes and lectures, the completion of which will result in completion of the study period.
4. Transfer of classes and lectures successfully completed by the Student includes all completed classes and lectures.
5. Transferred grades are not added for the second time to calculate the grade mean, according to regulation of § 23.
6. Faculty Board may determine additional principles of recognizing classes and lectures.

#### § 26.

1. Results of examinations and classes are published in Student Portal of UG within the deadline specified by the Rector. .
2. The subject teacher in agreement with the students may determine other ways of informing them about obtained results of examinations and classes.

## Chapter 5

### Diploma Theses and Examinations

#### § 27.

1. The conditions of admitting the Student to take the diploma examination are:
  - 1) fulfillment of all obligations provided for in the study plan and the curriculum, together with the required number of ECTS credits;
  - 2) when study plan or education program provides for preparing the diploma thesis (Master's or Bachelor's):
    - a) submitting the thesis to the Dean's office
    - b) obtaining a positive grade from the diploma thesis;
  - 3) submitting all required documents.
2. In the fields of study in which study plans and curricula provide for that Students prepare diploma theses, and, having submitted them, they take diploma examinations. The diploma thesis and the diploma examination are treated as a part of the study plan of the last study completion period. Faculty Board may determine other forms of completing the first cycle of study.
3. If the diploma examination is taken after completion of the ordinary examination session ending the degree programme in a given field of study, the Student maintains the student's rights till the day of the diploma examination except the right of financial assistance specified in separate regulations.
4. The Student prepares Master thesis under the supervision of an academic teacher with the academic title of *profesor* or academic degree of *doktor habilitowany*, and Bachelor thesis under the supervision of the teacher with at least academic degree of *doktor*. The Dean approves the supervisors of the Students preparing diploma theses.
5. In particularly justified cases Faculty Board may appoint the teacher with academic degree of *doktor* as the supervisor of the Student preparing Master thesis. The regulations of § 10 item 2 first sentence are applied respectively.
6. The Dean may change the supervisor of the Student preparing diploma thesis.
7. With the consent of the Dean the Student may prepare the diploma thesis also under the supervision of *profesor*, *doktor habilitowany* or *doktor* from another Faculty or from outside UG. Regulations of item 5 are applied respectively.
8. The paper prepared as a part of student research movement may be considered to be the diploma thesis.

9. With the consent of the Dean the diploma thesis may also be the result of work of a team of Students when it is possible to specify individual contribution of the Student in preparing the paper.
10. In case of long lasting absence of the diploma thesis supervisor that could affect timely submission of the thesis by the Student by the deadline specified by regulations of § 28, the Dean, in consultation with the Student, appoints another person who takes over the supervision duties.

#### § 28.

1. The Student submits the diploma thesis and the student's record book in the appropriate Dean's Office till the end of the ordinary examination session completing the studies.
2. The diploma thesis is evaluated by the supervisor and by at least one reviewer, who is appointed by the Dean from among the persons with at least the academic degree of *doktor*. If the Student's supervisor of Master thesis is a person with the academic degree of *doktor* the reviewer must be a person with the academic title of *profesor* or academic degree of *doktor habilitowany*.
3. The supervisor and the reviewer submit written evaluations of the thesis to the Dean's Office till the date specified by the Dean.
4. To the motion of the thesis supervisor or the motion of the Student the Dean may postpone the date of the diploma thesis and the student's record book submission up to 3 months in case of:
  - 1) persistent illness of the Student, which is confirmed by a medical certificate;
  - 2) occurrence of other particularly justified circumstances.
5. Faculty Board may specify other dates than mentioned in item 1 and 4 to adjust them to the study plan and the curriculum in the given field of study or specialty.
6. When the reviewer negatively evaluates the diploma thesis the Dean appoints another reviewer, whose evaluation is decisive in admitting the Student to the diploma examination.
7. In case the diploma thesis and the student's record book are not submitted within the time limit specified in item 1 and item 4 the Dean strikes the Student from the student list.
8. In case of negative evaluation of the diploma thesis the Dean may take the decision to allow the Student to repeat the diploma seminar in the last study completion period.

§ 29.

1. The diploma examination is held before the board appointed by the Dean, which is composed of: the chairperson – Dean, Deputy Dean or other academic teacher appointed by the Dean and at least two members.
2. At least one of the members of Master's diploma examination must have the academic title of *profesor*, or the academic degree of *doktor habilitowany*.
3. The diploma examination is held within 3 months from the date of submission of the diploma thesis and the student's record book.

§ 30.

1. The diploma examination is an oral exam. Faculty Board may decide about another form of the diploma examination completing the first-cycle programme.
2. On completion of the diploma examination the board decides about the diploma examination grade according to the grading system specified in § 23 item 1.
3. When the Student receives unsatisfactory grade from the diploma examination or when his/her absence at the examination is not excused, the Dean sets another, final date of the examination.
4. Another diploma examination may be held not earlier than after the lapse of 14 days and not later than within 3 months from the date of the first examination.
5. In case the Student fails the second diploma examination or in case of his/her absence at the second examination is not excused the Dean makes a decision to strike the Student from the Student list.

§ 31.

1. With the consent of the Dean, on the motion of the Student or the supervisor, open diploma examination can be held.
2. Faculty Board specifies the range and conditions of preparing diploma theses in a foreign language, as well as conditions of diploma examinations in a foreign language.

§ 32.

1. The degree programme is completed after the Student passed the diploma examination with a positive grade. The graduate is awarded the professional title relevant to the field of study and specialty, and study graduation diploma. The first cycle programme, which



according to the study plan and curricula includes student internship, may be prolonged by the time of student internship.

2. Calculation of the Student's final result is based on:

- 1) arithmetic mean of grades provided for in the study plan and curriculum received during the completed semesters and specified in regulations of § 23 item 3 and item 4;
- 2) diploma thesis grade;
- 3) diploma examination grade or the arithmetic mean of grades in case of taking the diploma examination twice.

The final result is the sum of:  $\frac{1}{2}$  of the grade mentioned in point 1 and  $\frac{1}{4}$  of the grades mentioned in points 2-3. The final result and its components are calculated with the accuracy of two decimal points.

3. In case the study plan and curriculum do not provide for the diploma thesis, the calculation of the Student's final result is based on:

- 1) arithmetic mean of grades provided for in the study plan and curriculum, received during completed semesters and specified in regulations of § 23 item 3 and item 4;
- 2) diploma examination grade or arithmetic mean of grades in case of taking the diploma examination twice.

The final result is the sum of:  $\frac{1}{2}$  of the grade mentioned in point 1 and  $\frac{1}{2}$  of the grade mentioned in point 2. The final result and its components are calculated with the accuracy of two decimal points.

4. The diploma examination is documented in the report including in particular: the questions asked, evaluation of the provided answers, diploma thesis grade, diploma thesis examination grade, as well as the final study result.

5. The degree programme completion diploma includes the final grade of study in accordance with the following grading system:

Final study result	Diploma grade
4.51 – 5.00	excellent
4.21 – 4.50	very good
3.71 – 4.20	good
3.21 – 3.70	satisfactory
up to 3.20	pass

Chapter 6  
Individualized Study Plans, Curricula and Interdisciplinary Programmes

§ 33.

1. The Student may participate in classes and lectures envisaged for higher years of study with the consent of the Dean.
2. In cases justified by the Student's special life situation the Dean may, in agreement with subject teachers, give permission for passing the course without being enrolled for the classes and lectures.
3. After the Student's earlier completion of the study period, to the motion of the Student, the Dean may transfer the Student to the next study completion period.

§ 34.

1. The Dean may agree to individualized organization of study with regard to the Student who:
  - 1) is disabled;
  - 2) brings up children on his/her own;
  - 3) studies in two or more fields of study;
  - 4) studies selected subjects in other fields of study or specialty;
  - 5) completes part of the study in foreign higher education institutions;
  - 6) in other particularly justified cases.

In cases mentioned in points 3 – 6 the Dean makes the decision about individualized study plan basing on the Student's achievements.

2. The Dean specifies the rules and procedures of individualized study plan for the period not longer than one academic year.
3. The Student with individualized organization of study completes classes and lectures, as well as takes examinations on dates individually agreed with the subject teacher within the given academic year. In particularly justified cases, to the Student's motion, the Dean may give permission for transferring these dates for the next academic year or release the Student from the obligation to take part in the classes and lectures.
4. The Dean is entitled to withdraw the permission mentioned in item 1 in case of infringing principles of individualized organization of study by the Student or in case of lack of progress in education.

### § 35.

1. Individualized organization of study consists in widening the scope of knowledge within the undertaken field of study or specialty or in change of educational profile, combining two or more specialties within one or more fields of study, as well as in the Student's participation in research work.
2. The Dean may give the Student the consent to continue study according to individualized plan under the supervision of the research tutor chosen by the Student.
3. Studying according to individualized organization may take place after completion with extraordinary good achievements:
  - 1) in case of unified Master's studies – the first two years of study, and in exceptional cases the first year of study;
  - 2) in case of first-cycle studies – the first year of study;
  - 3) in case of second-cycle of studies – the first semester.
4. The Dean specifies achievement criteria mentioned in item 3.
5. In particularly justified cases study according to individualized plan may take place earlier than specified in item 3.
6. Individualized study plan may lead to shortening the duration of study programme completion.
7. The research tutor is the academic teacher with the title of *profesor* or the degree of *doktor habilitowany*. Faculty Board may authorize an academic teacher with the academic degree of *doktor* to be the research tutor.
8. The application for individualized study plan must include the draft programme accepted by the candidate for research tutor and his/her written consent to carry out the function.
9. The tutor provides information about achievements and evaluation of achievements of the Student with individualized study plan till September 30<sup>th</sup> each year. In case the Student does not have satisfactory educational results the Dean in consultation with the research tutor withdraws the consent to individualized study plan.

### § 36.

The regulations are applied respectively to individualized interdisciplinary studies.

## Chapter 7

### Studying in Another Field, Faculty or Higher Educational Institution.

#### Changing the Field of Study or Form of Study

##### § 37.

1. The Student, with the consent of appropriate Deans, may complete classes and lectures carried out in other fields of study and specialties.
2. The Student of other higher education institution, with the consent of appropriate deans, may complete classes and lectures carried out at the University of Gdańsk.

##### § 38.

1. The Student, with the consent of competent Deans, may change the field of study or specialty at the University of Gdańsk after he/she successfully completed at least the first study completion period, if programme differences enable acceptance of the Student to at least the second completion period of the selected field of study or specialty.
2. The Student applying to change the field of study or specialty should fulfill conditions for study admission in the given field of study or specialty, which were in force in the last carried out qualifying process.

##### § 39.

1. The Student, with the consent of the appropriate Dean, may change the form of study, from full-time to extramural studies or from extramural to full-time studies.
2. Conditions for changing the form of study are specified by the Dean.

##### § 40.

The Student may be transferred to another higher education institution after fulfilling all requirements of the University of Gdańsk, with the Dean's consent.

##### § 41.

1. The Student may be admitted to UG from another higher education institution, also from abroad, with the consent of the Dean of Faculty from the Student's higher education institution, but admission may take place when curriculum differences and ECTS credits enable the beginning of study at least in the second study completion period.

2. The consent to study at UG is expressed by the Dean of the given Faculty, who after taking into consideration curriculum differences specifies the semester of beginning the study and specifies dates to complete the differences.

## Chapter 8

### Student's Leave

#### § 42.

1. The Dean may grant the Student a leave in case of:
  - 1) persistent illness (sick leave);
  - 2) giving birth to a child;
  - 3) delegating the Student to an internship outside the University or in another similar purpose by UG;
  - 4) repeating the semester;
  - 5) other particularly important circumstances.
2. The Student should apply for the leave immediately after circumstances mentioned in item 1 occur.
3. The leave is granted for the period of one semester or one academic year (long-term leave) or for a shorter period than one semester (short-term leave).
4. The long-term leave starts with the beginning of the semester or the academic year, after successful completion of the previous semester or year. The restriction does not apply to cases specified in item 1 point 1-2.
5. The short-term leave is granted in cases specified in item 1 point 3 and point 5.
6. It is not permitted to grant the Student the leave for the past period, after the beginning of the examination session, with the exception of cases specified in item 1 points 1-2 and 5.
7. During unified Master's study the Student may be granted a yearly leave not more than twice, and in case of the first and the second-cycle study not more than once, with the exception of sick leave. The total period of granted leaves during unified Master's study cannot be longer than 24 months, and in case of the first and the second-cycle study – not longer than 12 months. The above restrictions do not apply to the sick leave.
8. After coming back from the sick leave the Student is obliged to present the medical certificate confirming the ability to continue study.

9. After coming back from the leave the Student is obliged to complete possible curriculum differences (in case of change in study plan or curriculum) or to continue study according to the individualized programme of study confirmed by the Dean.
10. Granting the long-term leave prolongs the time limit for planned study graduation.

#### § 43.

During the leave the Student may, with the consent of the Dean and on conditions specified by the Dean, take part in some of the classes and lectures and take some final tests and examinations.

### Chapter 9

#### Striking from Student List and Withdrawal from Study

#### § 44.

1. Striking from Student list takes places on conditions set in article 190 item 1 and 2 of the Act.
2. When the Student:
  - 1) does not confirm taking the oath in writing
  - 2) does not collect the student's record book and student identity card
  - 3) does not successfully complete the first study completion period

it means the Student does not undertake study.

When the circumstances specified in points 1 – 3 last till the end of the first semester of study the Dean recognizes that the person registered on Student list did not undertake study.

3. Not fulfilling all obligations provided for by the study plan and curriculum in the given study completion period may be the grounds for declaring lack of progress in education. The Dean declares lack of progress in education in particular when the Student:
  - 1) does not successfully complete study completion period in the generally fixed or individually specified dates and does not obtain the required ECTS credits;
  - 2) does not submit the student's record book in the time limit specified by the Dean;
  - 3) does not pass a subject in the repeated study completion period;
  - 4) receives negative grade from the diploma thesis;
  - 5) in circumstances mentioned in § 30 item 5.

4. The Dean declares lack of progress in education on Dean's own initiative or on motion of the subject teacher or tutor (of the field of study, specialty).

§ 45.

The declaration about study withdrawal is submitted to the Dean in writing.

Chapter 10  
Resuming Study and Readmission

§ 46.

1. A person, who was struck from Student List in the second or subsequent study completion periods, may apply for resuming study at the semester (year) not higher than the one when striking from Student List took place and not sooner than from the next study completion period.
2. The Dean makes a decision about resuming study taking into consideration in particular:
  - 1) the reason of striking from Student list;
  - 2) achievements in previous course of study;
  - 3) time between striking from Student list and submitted motion;
  - 4) the range of curricular differences resulting from possible changes in the study plan or the curriculum;
  - 5) previous conduct of the applicant as student, including also complying with regulations in force at UG.
3. Resuming study may be connected with covering curricular differences caused by changes in the study plan or the curriculum. In case of resuming study connected with repeating subjects, regulations of § 21 apply respectively.
4. The Dean may agree for resuming study readmission on lower year (semester) than it would result from item 1 when the Dean is of the opinion that there have been changes in the study plan or the curriculum, or when progress in knowledge in the given field previously acquired by the applicant has become outdated. In such a case the Dean specifies subjects considered as completed successfully. Regulations of § 25 apply respectively.
5. A person struck from Student List in connection with disciplinary penalty of being expelled from the University may apply for readmission not earlier than expunction of the sanction.

#### § 47.

A person struck from Student List in the first study completion period may apply for readmission on general principles and in the procedure in force during enrolment for individual study fields.

### Chapter 11

#### Awards and distinctions

#### § 48.

The Student who perfectly fulfills all study obligations and has outstanding achievements may be granted:

- 1) Rector's award;
- 2) medal of the University of Gdańsk awarded by the Senate to the motion of Faculty Board;
- 3) commendation of the Dean recorded in the student's record book or expressed in other written form;
- 4) other awards and distinctions granted by the Dean;
- 5) awards granted by state and self-government institutions, scientific societies, social organizations and foundations.

#### § 49.

Principles and procedures for granting awards and distinctions are specified respectively by: the Senate, the Rector, Faculty Board, as well as by entities listed in regulations of § 48 point 5, in regulations in force for these awards.