

REGULATIONS – POSTGRADUATE (NON-DEGREE) STUDIES

AT THE UNIVERSITY OF GDAŃSK

I. GENERAL REGULATIONS

§ 1

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

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

§ 2

The higher education legal terminology used in these Regulations carry the meanings that are given them in the Law on Higher Education of July 27, 2005, (*Journal of Laws* of 2012, item 572, with amendments), referred to further as the Act and in the executive regulations of this Act.

II. CREATING POSTGRADUATE (NON-DEGREE) STUDIES

§ 3

1. Postgraduate (non-degree) studies can be conducted independently or jointly by organizational units of the University of Gdańsk that are accredited to conduct first-cycle, second-cycle, and integrated master degree courses.
2. Postgraduate (non-degree) studies can be conducted by units mentioned in subparagraph 1, in cooperation with other tertiary institutions, institutions, and organizations, including those abroad. The responsibilities of individual organizational units and the financing such studies are set forth in agreements between/among the units involved.
3. The Prorector for Educational Affairs must grant permission to enter into any agreement mentioned in subparagraph 2.
4. Postgraduate (non-degree) studies are conducted extramurally or by distance learning.
5. Postgraduate (non-degree) studies can be conducted in Polish, a foreign language, or a regional language.
6. Fees are charged for postgraduate (non-degree) studies.
7. The guidelines for making payments for postgraduate (non-degree) studies conducted by the University of Gdańsk are determined by a resolution of the Senate of the University of Gdańsk. Fees for postgraduate (non-degree) studies in any given academic year are determined by the Rector.

§ 4

The Rector creates postgraduate (non-degree) studies at the request the Faculty Council, after obtaining the opinion of the Senate Commission for Educational Affairs and the Senate Budget and Finance Commission.

§ 5

1. Postgraduate (non-degree) studies offer participants an opportunity to obtain at least 30 ECTS points. The postgraduate (non-degree) studies are at least two semesters long, with the exception of the postgraduate (non-degree) studies mentioned in subparagraphs 3 and 4 below.
2. The Faculty Council determines by resolution the postgraduate (non-degree) studies educational program in accordance with Resolution 77/14 of the Senate of the University of Gdańsk concerning guidelines for faculty councils concerning resolutions for postgraduate (non-degree) studies educational programs and training course educational programs. The appropriate Faculty Council resolution is submitted to the Department of Education. 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 certification or entitle the successful participant to a pedagogical qualification.
4. Postgraduate (non-degree) studies which conclude with a teaching certificate 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 create postgraduate (non-degree) studies is submitted to the Department of Education no later than six weeks prior to the proposed date for commencing such postgraduate (non-degree) studies. The deadline of six weeks does not apply to applications to create postgraduate (non-degree) studies on behalf of entities outside UG (contracted learning) or that are financed or co-financed with external funds.
2. The application for creating postgraduate (non-degree) studies referred to in § 4, must include the following:
 - 1) the Dean's request to appoint a director of postgraduate (non-degree) studies;
 - 2) Faculty Council Resolution concerning the postgraduate (non-degree) studies educational program;
 - 3) financial documentation concerning postgraduate (non-degree) studies compiled in compliance with the guidelines determined by the Rector;
 - 4) Faculty Council minutes on the discussion and voting results of the Resolution concerning the application to create postgraduate (non-degree) studies and the Resolution concerning the postgraduate (non-degree) studies educational program.

§ 7

1. The program of the postgraduate (non-degree) studies, including the study plan, should be available to the candidates before recruitment begins.
2. In the case of postgraduate (non-degree) studies that confer upon the successful participant a professional qualification, the program of studies must 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, can change the name of a postgraduate (non-degree) studies program.
4. The Prorector for Educational Affairs, after obtaining the opinion of the relevant Faculty Council or at its request, can change recruitment conditions, the number of places available in postgraduate (non-degree) studies, and the length and educational program of postgraduate (non-degree) studies 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, can change up to 25% of the ECTS points in postgraduate (non-degree) studies programs within. He/she must immediately inform the Department of Education of this.

III. RIGHTS AND DUTIES OF THE DIRECTOR OF POSTGRADUATE (NON-DEGREE) STUDIES

§ 8

1. The Prorector 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 of the Dean and accepted by the Faculty Council.
2. The rights and duties of the director of postgraduate (non-degree) studies include:
 - 1) conducting recruitment for postgraduate (non-degree) studies in accordance with this set of regulations;
 - 2) preparing a list of candidates for post-graduate (non-degree) studies and submitting it for confirmation to the Prorector for Educational Affairs within 14 days following the conclusion of recruitment;
 - 3) informing participants of the requirements for completing postgraduate (non-degree) studies at the latest on the day classes commence;
 - 4) organizing and supervising the course of studies in a manner that permits participants to attain the prescribed educational effects;
 - 5) maintaining a log of postgraduate (non-degree) studies (*dziennik studiów*) or other document with the same content and information, the model of this is found in Appendix 1 of these Regulations;
 - 6) submitting to the Department of Reporting and Economic Analysis verified information on balanced incomes and expenditures for each cycle of postgraduate (non-degree) studies that are conducted;
 - 7) issuing at the request of a participant in or a participant who has completed postgraduate (non-degree) studies a certificate of participation, the model of which is found in Appendix 2 to these Regulations;
 - 8) issuing at the request of a participant who has completed postgraduate (non-degree) studies a certificate of qualifications acquired, the model of which is found in Appendix 3 to these Regulations;
 - 9) making decisions on the removal of participants from the list of participants of postgraduate (non-degree) studies and readmission to studies;
 - 10) assessing applications for the refund of fees paid for postgraduate (non-degree) studies;
 - 11) supervision of documentation of the progress of postgraduate (non-degree) studies, including: participant records, personal files, course completion and examination records, class diary, and other materials documenting the progress and course of studies;
 - 12) supervision of the administrative and financial aspects of postgraduate (non-degree) studies;
 - 13) supervision of post-graduate (non-degree) studies documentation compliance with the principles of documenting courses of study in the Information and communications technology system FAST as prescribed by the Rector, with a particular emphasis on the payment and education modules;
 - 14) supervision of the functioning in postgraduate (non-degree) studies of the Internal Educational Quality Control System in force at the University of Gdańsk;

- 15) submitting for inspection to the Department of Education the log of postgraduate (non-degree) studies along with certificates of completion to be signed by the Prorector for Educational Affairs;
- 16) maintaining records and managing official documentation (participant grade-books, certificates of completion of postgraduate (non-degree) studies, and certified copies of certificates);
- 17) submitting to the Department of Education all essential documentation pertaining to reporting obligations at the University of Gdańsk;
- 18) informing the Department of Education of not offering postgraduate (non-degree) studies in a given academic year;
- 19) submitting documentation of postgraduate (non-degree) studies to the University of Gdańsk Archives in accordance with separate regulations.

IV. ROLE OF THE DEPARTMENT OF EDUCATION

§ 9

The Department of Education is responsible for:

- 1) coordinating formal matters connected with the creation and discontinuation of postgraduate (non-degree) studies;
- 2) maintaining documentation of postgraduate (non-degree) studies, including:
 - a) records relating to the creation of postgraduate (non-degree) studies,
 - b) participant records from postgraduate (non-degree) studies,
 - c) records of certificates of completion issued for postgraduate (non-degree) studies;
- 3) conducting informational and promotional campaigns for postgraduate (non-degree) studies in cooperation with the unit responsible for University of Gdańsk promotional activities;
- 4) informing directors of postgraduate (non-degree) studies of regulations regarding the 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) comply with the rights of participants as set forth 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 with the necessary equipment for the proper implementation of the educational program;
- 4) ensure the availability of original teaching materials specially designed for the participants of postgraduate (non-degree) studies and which are essential for conducting classes;
- 5) provide appropriate administrative and technical services for postgraduate (non-degree) studies;
- 6) maintain appropriate documentation of the course of postgraduate (non-degree) studies;
- 7) post information regarding the educational program, fees, and payment due dates on the Internet site or notice board of the unit conducting postgraduate (non-degree) studies;
- 8) issue certificates of completion to participants who have completed postgraduate (non-degree) 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 proper organization and conduct of education on postgraduate (non-degree) studies.
3. The Prorector 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 Prorector 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 diploma.

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 and 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 concerning the participation of non-Polish citizens in studies and training courses, and their participation in research and development work.
4. Recruitment to postgraduate (non-degree) studies complies with principles set forth by the Faculty Council. The Faculty Council can specify 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 through the Internet Candidate Registration (Polish - *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 Appendix 4 to these Regulations).
6. Accepting a candidate for postgraduate (non-degree) studies without application through IRK system requires the permission of the Prorector for Educational Affairs.
7. A candidate can be accepted for postgraduate (non-degree) studies in the manner described in point 6 no later than after 20 % of the total number of classes have been held in the first semester of the postgraduate (non-degree) studies.
8. Before opening recruitment for a given cycle of studies, the director of postgraduate (non-degree) studies announces on the appropriate Internet site the name and program of studies, conditions of admission to the studies, the number of places available, and the deadline and location for submitting documents.

§ 13

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

- 1) a signed application for admission to postgraduate (non-degree) studies, generated on and printed from the IRK system (a sample application is in Appendix 5 to these Regulations),
- 2) a photograph for identification,
- 3) a certified copy of the applicant's diploma or a certified photocopy of the applicant's diploma,
- 4) other documents required for recruitment procedures established by the Faculty Council of the faculty conducting the 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. Participants are admitted to postgraduate (non-degree) studies based on the results of recruitment.

3. It is also possible for participants to be admitted to postgraduate (non-degree) studies based on the results of an examination or interview.
4. The director of postgraduate (non-degree) studies presents in the Department of Education, within 14 days of the completion of recruitment, a list of proposed candidates for admission to postgraduate (non-degree) studies. The list of candidates proposed by the director of postgraduate (non-degree) studies is confirmed by the Prorector for Educational Affairs.
5. The director of postgraduate (non-degree) studies immediately informs candidates of the results of recruitment.

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

§ 15

1. The participant of postgraduate (non-degree) studies receives a sheet 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

The director of studies must inform the participant of postgraduate (non-degree) studies of the conditions for completing postgraduate (non-degree) studies at the latest on the day on which classes begin.

§ 17

The participant of postgraduate (non-degree) studies is required to do the following:

- 1) sign an agreement with the University of Gdańsk concerning the conditions for the payment of fees for postgraduate (non-degree) studies no later than 14 days from the beginning of classes, subject to subparagraph 2;
- 2) participate in the classes that are included in the postgraduate (non-degree) studies program, including those in the study plan;
- 3) complete the required courses, take examinations, and meet the other requirements included in the postgraduate (non-degree) studies program, including those in the study plan;
- 4) pay fees for attending postgraduate (non-degree) studies throughout their duration.

2. The participant who is accepted in postgraduate (non-degree) studies in the manner described in § 12 subparagraph 6, is required to sign an agreement with the University of Gdańsk as prescribed in subparagraph 1 point 1 immediately upon being accepted into postgraduate (non-degree) studies.

§ 18

The principles for collecting, refunding, and reducing fees for postgraduate (non-degree) studies are determined by Senate resolution.

§ 19

1. The achievements of the participant in postgraduate (non-degree) studies, including the results of classes and examinations that serve as confirmation that the desired learning outcomes have been realized, are expressed according to the following scale:

bardzo dobry (excellent)	bdb	5.0
dobry plus (very good)	db plus	4.5
dobry (good)	db	4.0
dostateczny plus (satisfactory)	dst plus	3.5
dostateczny (pass)	dst	3.0
niedostateczny (fail)	ndst	2.0

2. The results referred to in subparagraph 1 can also be expressed without the use of grades, as follows:

zaliczenie bez oceny (course completion without grade)	zal.
niezaliczenie bez oceny (course not completed – no grade)	nzal.

§ 19a

1. The results of postgraduate (non-degree) studies are expressed on the certificate of completion using the grade scale in § 19 subparagraph 1.
2. The results of postgraduate (non-degree) studies can also be expressed on the certificate of completion with the expression “positive result” instead of with the grade scale in § 19 subparagraph 1.
3. The postgraduate (non-degree) studies program, including the study plan approved by the Faculty Council can include ways to express the results of postgraduate (non-degree) studies on the certificate of completion that are different from those mentioned in paragraphs 1 and 2.

§ 20

1. A participant who has completed postgraduate (non-degree) studies can request a certificate of quantifications acquired issued by the director of postgraduate (non-degree) studies.
2. A participant of or a participant who has completed postgraduate (non-degree) studies can request a certificate of participation in postgraduate (non-degree) studies issued by the by the director of postgraduate (non-degree) studies.

§ 21

1. A participant of postgraduate (non-degree) studies is removed from the list of participants under the following circumstances:
 - 1) he/she submits a written resignation from postgraduate (non-degree) studies;
 - 2) he/she has not completed classes that are included in the postgraduate (non-degree) studies program, of studies, including those in the study plan;
 - 3) he/she has not paid fees for postgraduate (non-degree) studies either by the payment due date or by the final payment due date issued by the director of postgraduate (non-degree) studies;
 - 4) he/she has not fulfilled all of the conditions for completing postgraduate (non-degree) studies by the deadline set in the postgraduate (non-degree) studies program, including that in the study plan;
 - 5) he/she fails to sign an agreement with the University of Gdańsk concerning the conditions for payment for educational services associated with postgraduate (non-degree) studies by the date designated in accordance with § 17 subparagraph 1 point 1 or § 17 subparagraph 2.
2. The director of postgraduate (non-degree) studies removes participants from the list of participants of postgraduate (non-degree) studies, and he/she immediately informs the participant and the Department of Education of the removal. The removal of a participant of postgraduate (non-degree) studies is documented in the FAST system by the unit conducting postgraduate (non-degree) studies within seven days of the participant's removal.

§ 22

1. A participant in postgraduate (non-degree) studies successfully completes them by meeting all requirements of the postgraduate (non-degree) studies, including those in the study plan, and, specifically, the successful completion of all courses, passing examinations, and earning the required number of ECTS points.
2. The date of completion of postgraduate (non-degree) studies is the date on which the final condition is met as set forth in the postgraduate (non-degree) studies program, including that in the study plan.
3. The postgraduate (non-degree) studies program, including the study plan, can also specify certain other conditions for completing the postgraduate (non-degree) studies, as follows:
 - 1) passing an examination to complete the postgraduate (non-degree) studies;
 - 2) preparing and submitting a written work ;
 - 3) preparing and submitting a written work and passing an examination to complete the postgraduate (non-degree) studies.

§ 23

1. A participant who completes postgraduate (non-degree) studies receives a certificate of completion of postgraduate (non-degree) studies on the model prescribed by the Senate of the University of Gdańsk.
2. A participant who completes postgraduate (non-degree) studies can request copy of his/her certificate of completion of postgraduate (non-degree) studies in English.
3. If the original certificate of completion of postgraduate (non-degree) studies is lost, the participant can request that the University of Gdańsk issue a duplicate in compliance with regulations governing diplomas certifying completion of higher education studies.
4. The agreement referred to in § 3 subparagraph 2 can permit the issue to a participant who has completed postgraduate (non-degree) studies a commemorative certificate, the model of which is approved by the Prorector for Educational Affairs and is Appendix to these Regulations.

§ 24

A person who has interrupted his/her postgraduate (non-degree) studies or was removed from the list of participants, can resume them. The director of postgraduate (non-degree) studies sets out the conditions for such a person to resume his/her postgraduate (non-degree) studies and decides whether to re-admit the former participant to postgraduate (non-degree) studies. The director of postgraduate (non-degree) studies immediately informs the Department of Education of the re-admission of a participant to postgraduate (non-degree) studies.

IX. DISCONTINUING POSTGRADUATE (NON-DEGREE) STUDIES

§ 25

1. Postgraduate (non-degree) studies may be discontinued by the Rector after obtaining the opinion of the Faculty Council or at its request.
2. The application for the discontinuation of postgraduate (non-degree) studies is submitted by the director of postgraduate (non-degree) studies to the Department of Education, and includes the following documents::
 - 1) the 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 discontinue postgraduate (non-degree) studies,
 - 3) a written position on the discontinuation of postgraduate (non-degree) studies from the councils of the organizational units conducting these studies when the postgraduate (non-degree) studies are conducted jointly by organizational units (§ 3 subparagraph 1 of these regulations),
 - 4) drafts of the terminations of contracts and agreements in the case of postgraduate (non-degree) studies mentioned in § 3 subparagraph 2 of these Regulations.
3. The Senate Commission for Educational Affairs evaluates the discontinuation of postgraduate (non-degree) studies.
4. The director of postgraduate (non-degree) studies informs the Department of Education if given postgraduate (non-degree) studies will not be offered in a particular academic year.
5. In the event given postgraduate (non-degree) studies are not offered for five consecutive academic years, the relevant Faculty Council considers whether or not they should be continued.