

**Decree no. 149/R/21
of the Rector of the University of Gdańsk
of 11 October 2021**

**on obligatory training in health and safety of education for undergraduate and doctoral
students of the University of Gdańsk**

On the basis of Article 51 section 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws 2021, item 478 with amendments) as well as § 3 section 1 of the regulation of the Minister of Science and Higher Education of 30 October 2018 on methods of providing safe and hygienic conditions of work and education at a university (Journal of Laws 2018, item 2090) – it is hereby decreed:

§ 1.

1. Obligatory training in safe and hygienic conditions of education at the University of Gdańsk, hereinafter referred to as “HSE training” is provided in the form of:
 - 1) basic training;
 - 2) extended training – in the case of education with exposure to factors harmful to health;
 - 3) induction training, hereinafter referred to as “induction”.
2. Basic and extended HSE training is offered via the e-learning platform UG Education Portal Mestwin (<https://pe.ug.edu.pl/>), through distance-learning methods and techniques, for a minimum of 4 teaching hours, and concludes with course credit.

§ 2.

Detailed rules for obtaining credit for basic and extended HSE training are laid down in annex no. 1 to this decree.

§ 3.

1. Completion of HSE training shall be obligatory for:
 - 1) students admitted to the first year of first-, second- or long-cycle studies;
 - 2) doctoral students admitted to a doctoral school;
 - 3) undergraduate or doctoral students transferred from another university;
 - 4) students who have resumed studies;
 - 5) students who continue to study another field and who have been admitted to the first year of first-, second- or long-cycle studies.
2. A student who has been admitted to the first year of studies and who, in the year of admission, takes up education in more than one field of study (should study programmes of those fields provide for basic HSE training), shall be obliged to obtain credit for HSE training in one field of study only.
3. A student who has been admitted to the first year of studies and who, in the year of admission, takes up education in more than one field of study (should study programmes of those fields provide for different levels of HSE training), shall be obliged to obtain credit

for HSE training only in one field of study in which the study programme provides for extended HSE training.

§ 4.

1. An undergraduate or doctoral student shall be entitled to two opportunities: a main and a re-sit session to obtain credit for HSE training, at both the basic and extended level.
2. An undergraduate or doctoral student who:
 - 1) has been admitted to the first years of study or to the doctoral school prior to the commencement of the academic year, shall be obliged to obtain credit for HSE training in the main session between 1 October and 31 October;
 - 2) has been admitted to the first years of study or to the doctoral school after the commencement of the academic year, shall be obliged to obtain credit for HSE training in the main session no later than thirty days from the start of education;
 - 3) has been admitted from another university shall be obliged to obtain credit for the HSE training in the main session no later than thirty days from the start of education.
3. A student who has resumed studies shall be obliged to obtain credit for HSE training in the main session no later than thirty days from the day of being entered into the register of students of a given semester of study.

§ 5.

1. An undergraduate or doctoral student who did not attempt to obtain credit for the HSE training in the main session or who failed to obtain such credit, shall be obliged to obtain credit within thirty days from the expiry date of the main session.
2. An undergraduate or doctoral student who did not obtain credit for the HSE training in the main or the re-sit session may, with consent of competent Vice-Rector for Student affairs or another person acting under the authority of the Rector, obtain credit for HSE training in a period of time individually designated by the Vice-Rector or the person acting under the Rector's authority.
3. Participation in HSE training in the case referred to in section 2 shall be subject to a fee. The fee, the amount of which is specified by a separate decree of the Rector, should be paid by the undergraduate or doctoral student within seven days from the date on which consent was granted for the completion of individually designated HSE training.
4. An undergraduate or doctoral student who has been granted consent to obtain credit for HSE training in an individually designated period of time shall be obliged to obtain that credit within thirty days from the date on which consent was granted.

5. An undergraduate or doctoral student who, within the individually designated period, has not attempted to obtain, or has failed to obtain, credit for HSE training may be granted further consent for an individually designated date. The provisions of sections 3 and 4 shall apply accordingly.

§ 6.

1. Credit for HSE training shall be acknowledged in:
 - 1) the Academic ICT System FAST;
 - 2) the student's or doctoral student's periodic progress report.
2. Upon completion of HSE training, the undergraduate or doctoral student should submit to a dean's office or a secretary's office respectively, in person or by means of electronic communication through the University of Gdańsk electronic inbox or an e-mail address made available by the University of Gdańsk, no later than on the last day of the first main examination session:
 - 1) a declaration of completion of basic HSE training, a model for which has been specified in annex no. 2 to this decree;
 - 2) a declaration of completion of extended HSE training, a model for which has been specified in annex no. 3 to this decree.

§ 7.

1. Prior to the commencement of classes, particularly laboratory classes, workshops or other classes in which the undergraduate or doctoral student will be exposed to harmful factors, each participant shall be obliged to undergo induction training, hereinafter referred to as "induction".
2. An undergraduate or doctoral student who has not completed the induction may not participate in classes.
3. The induction may only be conducted by the course tutor who shall not be required to undergo the obligatory periodic health and safety instruction when conducting the induction.
4. The provision of induction shall be confirmed by a report prepared by the course tutor. A model for the report has been specified in annex no. 4 to this decree.
5. The report referred to in section 4 should be stored in a place designated by the dean of the faculty at which the classes take place.
6. In the event of an undergraduate or doctoral student's absence from the induction, the course tutor shall be obliged to conduct the induction in the first class after the justification for the undergraduate or doctoral student's absence ceases to apply. In this case, the induction may also be conducted during the tutor's consultation hours, at an individually agreed date.

§ 8.

Decree no. 118/R/20 of the Rector of the University of Gdańsk of 15 October 2020 on obligatory training in health and safety of education for undergraduate and doctoral students of the University of Gdańsk is hereby repealed.

§ 9.

The decree shall enter into force on the date on which it is signed.

Rector
of the University of Gdańsk

Prof. Piotr Stepnowski