



STUDY REGULATIONS

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Chapter 1. General Provisions

§ 1.

1. The Study Regulations of the University of Gdańsk, hereinafter referred to as the Regulations, describe the organization and progression of full-time and part-time studies of the Bachelor's and Master's studies and for comprehensive master degree programs conducted by the University of Gdańsk, and the rights and obligations of its students.
2. The progression of studies shall be documented in electronic form subject to the provisions of § 62.

§ 2.

The following definitions apply to the terms used throughout these Regulations:

- 1) examination – the term also includes courses which do not culminate in an examination, but for which credit is earned;
- 2) directors of units – directors of the lowest level organization unit where a course is taught;
- 3) Deputy Dean - should be understood as the Deputy Dean in charge of education and the Dean in charge of other matters if the Rector authorized that Deputy Dean to manage matters related to the course of study referred to in the Regulations and not reserved for UG authorities or other entities;
- 4) Rector –the Rector of the University of Gdańsk;
- 5) Senate –the Senate of the University of Gdańsk;
- 6) UG – the University of Gdańsk;
- 7) the Law – refers to the Law of 20 July 2018, the Law on Higher Education and Science;
- 8) faculty – also refers to inter-collegiate units or general university units, i.e. inter-faculty and extra-faculty units which conduct courses of study.

§ 3.

1. The Deputy Dean responsible for education and training acting on the authority of the Rector is in charge of degree programs referred to in the Regulations and not reserved for the bodies of the University of Gdańsk or other entities. In particularly justified cases, the Rector may authorize another Deputy Dean to handle the matters referred to in the first sentence.
2. A student may submit a request to the Rector to reconsider a decision made by the Deputy Dean in accordance with the procedure laid down in section 1 within 14 days of the receipt of the decision by the student.

§ 4.

The provisions of the Regulations should be applied in such a way as to enable a student with disabilities to fulfil their duties in accordance with their psychophysical abilities without violating the Regulations.

§ 5.

1. Students have the right to acquire knowledge, skills and social competences, develop their academic interests and prepare for their professional future in an atmosphere of mutual goodwill in which there is respect for the truth and conscientiousness.
2. Students have the right to consult with academic teachers and other instructors.
3. Students have the right to examine their written examination or credit work within 14 days following the announcement of the examination results. The period between semesters in the winter semester does not count towards the time limit referred to in the first sentence.

§ 6.

1. Students are obliged to inform the Dean immediately of any change in
 - a) name, marital status or other personal data collected in the course of study,
 - b) address and other data necessary for UG to contact the studentno later than 14 days of the change in data, otherwise any delivered decision or information pertaining to the course of study shall be deemed to be duly served.
2. A student whose behavior is health or life threatening or who is disruptive in class can be expelled from the class. This will result in deeming the student absent without justification.
3. A student who submits an application in a matter related to the course of study referred to in the Regulations is obliged to use a valid application form applicable to the whole UG or a given faculty, if the form was made available via a computerized communication and information system or in another customary manner.

§ 7.

1. Curricula are planned and made available to students via a computerized communication and information system or as is customary at the faculty prior to the beginning of the academic year.
2. Students select elective courses or groups pursuant to the principles and within time limits set by the Dean.
3. The Dean can appoint supervisors for fields of study, individual graduating classes, and student groups and appoint other persons responsible for organizing the teaching activities with a field of study.

Chapter 2. Length and organization of the academic year

§ 8.

1. The detailed plan of the academic year divided into semesters is set and published by the Rector pursuant to the principles outlined by the UG Senate.
2. The detailed organization of the academic year for all courses of study at all levels in a faculty is set by the Dean after consulting the competent faculty-level student government body and in compliance with the principles set forth by the Rector. For reasons related to teaching or organization, the Dean may make necessary changes to the detailed organization of the academic year with the permission of the Rector no

later than one month before the beginning of a semester and after consulting the competent faculty-level student government body.

3. The class schedules for courses administered by a faculty are set by the Dean and made available to students on the faculty website or via a computerized communication and information system or as is customary no later than seven days after the beginning of the semester. Changes in class schedules can only be made with the approval of the Dean.

§ 9.

1. The Rector can designate days free of classes in accordance with customary practices.
2. The Dean can designate hours free of classes in accordance with customary practices.

Chapter 3. Conditions and forms of classes and student internships

§ 10.

1. Classes other than lectures can be open to the public with prior permission from the Dean and the instructor.
2. The range and conditions for conducting classes in foreign languages and for testing knowledge or skills acquired is set by the Dean who consults the field of study council.

§ 11.

1. Instructors with the academic titles of professor or doctor with the postdoctoral degree - *habilitowany* - are qualified to conduct lectures.
2. The Dean may approve instructors with the academic title of doctor to conduct lectures and seminars under the condition that the majority of the class sessions are conducted by instructors with the academic titles of professor or doctor *habilitowany*.
3. The principle referred to in section 2 shall not apply to practical fields of study.
4. Taking due account of § 36 section 2, a practitioner specializing in the field is authorised to conduct classes except for diploma seminars if the curriculum so provides.
5. In particularly justified cases, the Dean may authorise an academic instructor who does not meet the criteria outlined in section 2 to give lectures and diploma seminars for a definite period of time, but not longer than until the end of the current semester.
6. In particularly justified cases, the Dean may authorise a person who is not indicated in the study plan and the course description (syllabus) (substitution) for a definite period of time, but not longer than the end of the current semester, subject to the principles outlined in sections 1 and 4.

§ 12.

1. Students are required to participate in courses designated as obligatory and in required elective courses.

2. Absences from classes mentioned in section 1 can be justified based on:
 - 1) a doctor's certification of a short-term inability to participate in classes;
 - 2) a certificate of participation in the meeting:
 - (a) the UG Senate or the University Council,
 - (b) the disciplinary committee operating within the UG,
 - (c) committees, councils or advisory panels operating in the UG and which are not UG bodies;
 - 3) a certificate of representation of the UG in sporting competitions of national or international rank;
 - 4) a certificate of participation in a research project, research and development project or didactic project;
 - 5) demonstrating other important reasons which prevented participation in classes and which justify such absences.
3. Students present justifications for absences to the course instructor immediately following the termination of the reason for the absence. In instances when the instructor doubts the validity of the justification or documentation is insufficient, the Dean decides whether the absence or absences are justified.
4. Students are responsible for compensating for any lack in knowledge or skills resulting from their absences within a period and manner specified by the course instructor during the initial class.
5. The course instructor referred to in section 1 shall notify the Deputy Dean if the unjustified absences of a student exceed 30% of the total number of classes in a given semester and shall submit documents confirming the absence of the student, in particular a list of attendance at classes.

§ 13.

1. A semester is the grading period.
2. A student who has fulfilled following the requirements set out in the curriculum for a given semester:
 - 1) has obtained the required credits,
 - 2) has passed the required examinations,
 - 3) has obtained the required number of ECTS credits, excluding ECTS credits allocated to internship,
 - 4) has achieved the expected learning outcomes.- obtains the semester credit. The Deputy Dean's promotion to a given semester is the entry requirement for attending classes in that semester.
3. The Dean designates the examination period after consulting instructors conducting the examinations and in accordance with the rules in §8.
4. The examination session may not last less than 14 days.
5. In any given year of study:
 - 1) only one examination can be conducted on any given day;
 - 2) examinations may not be conducted on two consecutive days if the total number of ECTS credits exceeds 10 points for the two courses.In consultation with the faculty student government body, the Dean can schedule more than one examination on a given day.

6. Upon application from the appropriate faculty student government body or upon the Dean's own initiative, the Dean can reschedule selected examinations between the semesters of one academic year taking into due consideration the ECTS point limits corresponding to the learning outcomes of a given grading period.

§ 14.

1. If a course concludes with credit (*zaliczenie*), students who receive a failing grade have the right within a period of seven days after the course results have been posted:
 - 1) to appeal the failing grade to the director/head of the unit, or
 - 2) to petition the director/head of the unit for a course credit committee to be convened in situations mentioned in § 20 section 1.
2. Within seven days of a student filing an appeal or petition for a course credit committee to be convened, the head of the unit:
 - 1) in consideration of the appeal, grants credit or sets another date for the student's assessment;
 - 2) in consideration of petition to convene a committee, as mentioned in § 20 section 1, sets the date for the committee to be convened and appoints its members;
 - 3) rejects the appeal or the petition for a course credit committee to be convened and communicates the justification to the applicant in writing.
3. In the event that the course instructor referred to in section 1 is also the head of the unit the Dean is the competent person to whom appeals and petitions for course credit committees to be convened are submitted.
4. The grade obtained from a course credit committee is subject to § 20 section 7 as appropriate.

§ 15.

1. In the event that a course is concluded with an examination, the condition for taking the examination is having passed any obligatory classes for this course if the study plan includes such classes. The deadline for passing such classes is set by the Dean.
2. In justified cases, in particular those related to the long-term absence of academic staff, the head of a unit may, in consultation with the Dean, credit a given course conducted by academic staff subordinated to the head of the unit on duty.
3. A student who meets the requirements for admission to an examination may take the examination at another date, also before the beginning of the examination session, but no later than before the end of the examination session subject to the permission of the Dean and the examiner.
4. In particularly justified cases, a student may take an examination after the examination session has been completed, but no later than one month after the examination session has been completed subject to the permission of the Dean. Taking an examination in such timelines does not release a student from participating in the classes of the subsequent semester.

§ 16.

1. Before the beginning of the basic examination session, an examiner may conduct the examination on an additional date (so called 'zero examination').

2. Subject to section 3, the rules for taking the zero examination, including the criteria for achievement referred to in section 3(1), shall be laid down by an examiner during the first class.
3. If the curriculum provides that the admission to the examination is subject to completing compulsory courses, admission to the zero examination shall be subject to the following conditions:
 - 1) prior completion of such courses with particularly good grades;
 - 2) a positive opinion of the course instructor.
4. The date of the zero examination shall be determined by an examiner with the permission of the Deputy Dean.

§ 17.

1. In the event of a sudden and extraordinary reason other than absence preventing a student from taking an examination or continuing an examination after its commencement, the student is obliged to inform the examiner about the occurrence of the reason. In such a case, the examiner gives the student the permission not to take the examination or to discontinue the examination.
2. In order to set an additional date for the examination, § 18 section 2 applies accordingly.

§ 18.

1. Students have the right to one retake examination in every course for which they received a failing grade within the basic examination period or have lost the right to take an exam within the set timelines. A student loses such right in the following cases:
 - 1) not admitting students to an examination for the reason specified in § 15 section 1 in connection with § 14 section 1, or
 - 2) unjustified absence from the examination.
2. Students who do not take the examination on the designated date are required to present the instructor administering the examination with a formal justification within seven days of the date on which the reason for the absence is determined. The principles in §12 section 2 are applicable accordingly. If the justification is accepted, the examining instructor designates an additional examination date. If the justification is not accepted, then the student has the right to appeal the decision to the Deputy Dean within a period of seven days following the decision made by the instructor administering the examination.

§ 19.

1. An entry in the instructor grading form is evidence that a given course is passed. The lack of an appropriate entry in the instructor grading form is evidence that a given course has not been passed unless the failure to obtain the entry is for reasons independent of the student.
1. Students are obliged to:
 - 1) take part in OHS training and submit a declaration to the Dean's Office on completion of training, in accordance with separate regulations;
 - 2) obtain clearance from UG Library no later than on September 30 of each academic year.

2. With the exception of student internship, the final date by which credit can be obtained for any course is up to and including the final day of the grading period, regardless of the number of set examination dates that have been used by the student – with due consideration of the cases set out in § 15 section 4.

§ 20.

1. In specific justifiable cases of doubts pertaining to examination procedures the Deputy Dean may agree to convening a final retake examination conducted by a committee upon her or his initiative or in response to a petition submitted by students within seven days from the announcement of a failed examination.
2. If the Deputy Dean issues an approval for a final retake examination conducted by a committee, he or she designates the date, form (oral or written), and the members of the examination committee.
3. The a final retake examination must be conducted by the committee within seven days from the date the Deputy Dean grants permission.
4. The members of the examination committee include the following:
 - 1) the Dean or an academic instructor designated by her or him who either holds the title of professor or the degree of doctor habilitowany as the Chair of the committee;
 - 2) an expert in the same or a related discipline who holds a minimum of a doctoral degree;
 - 3) the instructor who administered the original examination.Upon a petition from the student or the Deputy Dean, a representative of the UG academic community may attend the examination as an observer.
5. If the final retake examination conducted by a committee is oral the former examiner may not ask questions to the student.
6. Where the former examiner is a head of a unit, the member of the committee conducting the final retake examination conducted by a committee referred to in section 4, subsection 2 may not be directly subordinated to him or her.
7. The grade obtained from the final retake examination conducted by a committee replaces the grade in question.
8. Minutes from the examination are written and signed by the members of the committee and the observer as appropriate.

§ 21.

1. If a student does not meet the requirements specified in § 13 section 2 and does not obtain passing grades for a semester, the Deputy Dean may declare the following:
 - 1) the student repeats the course in the subsequent semester as specified in w § 22 section 1 and continues studying, or
 - 2) the student repeats the semester as specified in w § 24 section 1
 - 3) the student is removed from the list of students.

In the instances outlined in points 1 and 2, the Dean makes the declaration in response to a student petition.

2. If the ECTS deficit of a student applying for a permit referred to in § 22 section 1 exceeds the maximum limit of ECTS deficit defined in accordance with § 22 section 4, the Dean may indicate repeating the semester by refusing to grant the permit.

3. Repeating the first semester is not permitted unless the reason for failing to pass the semester was a long-term illness or a fortuitous event.

§ 22.

1. A student who has not fulfilled the requirements set forth in § 13 section 2 may apply to the Deputy Dean for permission to study in the subsequent semester. The student is obliged to fulfill the requirements mentioned above in the next examination period, in which in accordance with the curriculum, it is possible to obtain credit for and to take examinations in courses for which the student has not obtained credit.
2. The Deputy Dean gives permission, as set out in section 1 above if the student's ECTS deficit does not exceed the limit of ECTS points in accordance with section 4. The Deputy Dean's permission is the basis for enrolling student in the subsequent semester.
3. Upon request of a student who has received the permission set forth in section 1 or the permission to repeat the previous semester, the Deputy Dean may designate a date for obtaining credit for or for an examination in the courses for which the student has not obtained credit which is earlier than the timelines set out in section 1.
4. The Dean advised by the field of study council specifies the maximum the number of ECTS credits (no more than 12) in a given semester in excess of which a student may not apply for permission to study in the subsequent semester (the maximum ECTS points deficit).

§ 23.

1. If a student fails to complete a repeated course covered by the permit referred to in §22, section 1, or the ECTS deficit of a student who has been granted such a permit exceeds the maximum ECTS deficit determined in accordance with §22, section 4 after the permit has been granted, the Deputy Dean may decide that the student:
 - 1) repeat the last semester for which the student has been enrolled, or
 - 2) be removed from the list of students.In the case referred to in subsection 1, the Deputy Dean makes decisions upon request of the student.
2. A student who repeats a semester may not be granted the permit referred to in § 22, section 1.

§ 24.

1. Students may obtain permission from the Deputy Dean to repeat a semester only once unless the reason for not passing the grading period is a long-term illness or another fortuitous event.
2. The student who is repeating a given grading period for the first time is not obliged to attend classes, obtain credit, or take examinations for the courses she/he passed previously. The Deputy Dean may consult the appropriate instructor and decide to excuse the student who is repeating a semester for a subsequent time from the obligation to attend the previously passed courses without lifting the requirement for the student to obtain credit or to pass the examination.

§ 25.

The Deputy Dean may - on their own initiative or at a student's request - grant permission to change the deadline for completing a course unless it is subject to:

- 1) permission to study in the next semester, specified in § 22 section 1, or

2) permission to repeat a semester, as indicated in § 24 section 1.

§ 26.

In the case of courses without assigned ECTS credits, the provisions of § 21 section 1 point 1, § 22, § 23 and § 25 point 1 shall apply accordingly.

§ 27.

1. With the permission of the Deputy Dean advised by the instructors, a student may attend classes, obtain credits and pass examinations in courses planned for the subsequent semesters (earn credits in advance).
2. The student is required to obtain credits in for the courses taken in advance in the semester when the courses are taken.
3. The criteria for the permission referred to in paragraph 1, are determined by the Dean, advised by the curriculum council of the field of study, taking into account in particular the achievements in the course of studies and the requirements arising from the curriculum.

§ 28.

1. In particularly justified cases the Deputy Dean may consult the instructors and issue a permission for completing classes without the obligation to participate in classes.
2. With the permission of the Deputy Dean, a student may be promoted to the next semester after completing the semester earlier than provided for in the curriculum.

§ 29.

The Deputy Dean determines the conditions of studies for a student admitted based on learning outcomes, including curricular differences to be compensated and the dates for taking examinations and obtaining credits. The provisions of § 46 section 2, 5 and 6 and § 47 shall apply accordingly.

§ 30.

1. Subject to the provisions in force at the University of Gdańsk the Dean consults the curriculum council of the field of study, defines the form and rules of completing and crediting internship in a particular the field of study.
2. In general-academic studies an internship which lasts over 1 month and is completed during the academic year is subject to prior permission of the Deputy Dean. The student submits the application for the approval for completing the internship with an enclosed draft internship program approved by the head of the internship and the representative of the entity offering the internship.
3. The Rector appoints the tutor and head of internship at the Dean's request.
4. The Deputy Dean supervises internship completion.
5. After consulting the curriculum council of the field of study, the Dean defines the scope and form of the activities performed by supervisor and head of internship, monitors and assesses the performance of the entrusted tasks by the supervisor and the head of internship.
6. Internship related to the preparation for the teaching profession are specified in separate provisions.

§ 31.

1. School students who are highly talented in a given field of study may participate in the classes in the curriculum offered by UG compatible with their talents.
2. The condition for participation the classes as specified in paragraph 1 above is a agreement between the Rector and the headmaster of the relevant school signed after consulting the appropriate Dean. The agreement specifies in particular the types of classes in which students will participate, documentation of their achievements, the mode and conditions for using these documented achievements.
3. These Regulations shall apply accordingly to the persons referred to in section 1.

Chapter 4.

Applied assessment scales, methods of grading student achievements, transfer procedures and declaring courses as passed

§ 32.

1. Student achievements, including credits and examinations, confirming that the planned learning outcomes have been achieved are expressed in grades as per the following scale:

Grade	Digital value	Percentage of knowledge, skills and social competences required to obtain a given grade *
bardzo dobry/very good	5.0	91 and more
dobry plus/good plus	4.5	81 - 90%
dobry/good	4.0	71 - 80%
dostateczny plus/satisfactory plus	3.5	61 - 70%
dostateczny/pass	3.0	51 - 60%
niedostateczny/fail	2.0	50 and less

* Percentages are rounded to whole numbers in accordance with the generally applicable rounding rules.

2. The curriculum may specify other ways of expressing student achievements than those mentioned in section 1.
3. The average grade showing the student's achievements during the study period is the arithmetic mean of passing and failing grades obtained in examinations in all dates. The mean value is expressed up to two decimal places. The provisions of § 2 point 1 shall not apply.
4. After consulting the curriculum council of the field of study, the Dean may specify courses which are a prerequisite for passing an examination or courses which will be included in the calculation of the average grade.

§ 33.

1. At the student's request submitted by November 15 (in the winter semester) or by March 15 (in the summer semester) - in the case of full-time studies - and within one month of the commencement of classes in a given semester - in the case of part-time studies, the Deputy Dean may declare certain courses as already completed and accept the documented learning outcomes and ECTS points, in particular in the following cases:
 - 1) course repetition;
 - 2) resumption of studies;
 - 3) participation in a student exchange program;
 - 4) passing the course in another field of study, either at another university, including a foreign university, or through internship referred to in § 30 section 2, or by validating achievements in accordance with the verdict of the Verification Committee referred to in the Senate resolution on validating learning outcomes obtained in the learning process outside the study system.
2. A student may submit an application referred to in section 1, outside the timelines specified in section 1 in the following cases:
 - 1) participation in a student exchange program,
 - 2) passing the course at another university, including a foreign one, or completing the internship referred to in § 30 section 2.
3. Prior to declaring courses as passed, the Deputy Dean examines the similarity between learning outcomes, in particular the number of ECTS points assigned to courses, the lack of differences in curriculum content, the type and length of courses and the form of passing. In the case of a graduate student, classes which the student previously completed during the Bachelor's studies cannot be declared as passed.
4. If curriculum differences make it impossible to declare courses as passed, the Deputy Dean may indicate courses which will be the basis of the entry into the next semester.
5. The transfer of classes passed in a given course covers all classes passed by the student.
6. The grades which have been transferred are not included for the second time in the average grade calculated in accordance with § 32.
7. After consulting the curriculum council of the field of study, the Dean may specify additional rules for declaring classes as passed.

§ 34.

1. The results of examinations or credits are announced via a computerized communication and information system within the time limit specified by the Rector.
2. After consulting students, the instructor may also specify other ways of informing students about the results of examinations and credits, provided that the specific method of information does not infringe the provisions on the protection of personal data.

Chapter 5. Diploma theses and examinations

§ 35.

1. If the curriculum so provides, students prepare a diploma thesis, submit it and take the diploma examination. The diploma examination and the diploma thesis, as applicable, and are part of the curriculum in the last semester.
2. The requirements to be fulfilled prior to the diploma examination include:
 - 1) fulfilling all obligations under the curriculum, including the number of ECTS credits required during studies;
 - 2) submitting the diploma thesis (Bachelor's degree - if applicable in the curriculum or Master's thesis) in the relevant Dean's office, by the end of the basic examination session;
 - 3) obtaining the approval for the submission of the diploma thesis - if applicable;
 - 4) submitting all required documents.
3. If the diploma examination takes place after the end of the examination session concluding the curriculum, the student shall retain the student's rights until the diploma examination day, except for the right to the benefits under art. 86 section 1 point 1-4 of the Law.

§ 36.

1. The student prepares the Master's thesis under the supervision of an academic teacher holding the title of professor or the postdoctoral degree - *habilitowany*, and a Bachelor's thesis - under the supervision of a person who holds at least a doctoral degree. Supervisors of diploma theses are approved by the Dean.
2. In particularly justified cases, the Dean may appoint a supervisor who:
 - 1) oversees a Master's thesis and holds a doctoral degree or is a practitioner specializing in the field;
 - 2) oversees a Bachelor's thesis and is a practitioner specializing in the field.The provisions of § 11 section 2 and 3 shall apply accordingly.
3. With the permission of the appropriate Dean, a student may also prepare a diploma thesis under the supervision of a person holding the title of professor or postdoctoral degree (*doktor habilitowany*) or doctor, from another faculty or from outside UG. The provisions of § 11 section 2 and 3 shall apply accordingly.

§ 37.

1. The Dean may replace a student's diploma thesis supervisor.
2. In the event of prolonged absence of the supervisor which could result in the student failing to submit work within the time limit compliant with § 39, the Dean consults the student and designates a person who takes over the duties of the supervisor. The provisions of § 36 shall apply accordingly.

§ 38.

1. The diploma thesis may particularly consist in a written thesis, a published article, a project work, including the design and execution of a computer program or system, as

well as a construction, technological or artistic work. The provisions of chapter 5 shall apply accordingly to diploma theses other than written papers.

2. A thesis developed as part of a student research club may be considered a diploma thesis.
3. With the Dean's permission, a thesis may be the outcome of teamwork if it is possible to assess the individual contribution of the student to the thesis.

§ 39.

1. A diploma thesis is subject to the assessment of the supervisor and at least one reviewer appointed by the Dean from among persons with at least a doctoral degree. If a Master's thesis supervisor has a doctoral degree, the reviewer should hold the title of professor or the postdoctoral degree (*doktor habilitowany*).
2. The supervisor and reviewer submit the thesis evaluation in the Dean's office within the time limit set by the Dean.
3. At the request of a supervisor or student the Deputy Dean, may extend the deadline for submitting the diploma thesis by up to 3 months in the following cases:
 - 1) student's long-term illness, confirmed by a doctor's note,
 - 2) occurrence of other particularly justified circumstances.
4. After consulting the curriculum council of the field of study, the Dean may specify other timelines than those specified in § 35 section 2 point 2 and § 39 section 3 in order to adapt them to the curriculum for a given field of study.

§ 40.

1. In the event of a negative evaluation of the diploma thesis by both the supervisor and reviewer, section 3. is applied. In the case of a negative review of the diploma thesis by the reviewer, the Dean appoints another reviewer whose assessment determines if the student can be admitted to the diploma examination.
2. If the diploma thesis is not submitted within the timelines specified in accordance with § 35 section 2 point 2 and § 39 section 3 and 4, the Deputy Dean removes the student from the list of students.
3. If a student is not admitted to the diploma examination due to a negative assessment of the diploma thesis, the Deputy Dean may decide that:
 - 1) the student should repeat the diploma seminar in the last semester - at the student's request, or
 - 2) the student should be removed from the list of students.
4. If a student is not admitted to the diploma examination due to failure to comply with the conditions specified in § 35 section 2 points 1 and 4, the Deputy Dean removes the student from the list of students.

§ 41.

1. The diploma examination is taken in front of a committee appointed by the Dean, which consists of the chair person - Dean or Deputy Dean or another academic teacher appointed by the Dean and at least two other members.
2. At least one of the members of the Master's examination committee holds the title of professor or the postdoctoral degree (*doktor habilitowany*).

§ 42.

1. The date of the diploma examination is set by the Dean.
2. The diploma examination is an oral examination. After consulting the curriculum council of the field of study, the Dean may specify another form of the diploma examination at Bachelor's studies.
3. After the diploma examination, the committee issues the grade in compliance with the grading scale specified in § 32 section 1.
4. In case the diploma examination is graded as unsatisfactory or the student is absent without justification, the Dean shall set a repeated date for the examination. In the event of a justified absence, § 18 section 2 is applied accordingly.
5. The diploma examination may be conducted again not earlier 14 days after the first examination and not later than 3 months after the first examination date.
6. If the event of repeated failure on the second date of the diploma examination or repeated unjustified absence from the diploma examination, the Deputy Dean shall remove the student from the list of students.

§ 43.

1. With the Dean's permission, a public diploma examination may be conducted at the student's or supervisor's request.
2. The scope and conditions of preparing diploma theses in a foreign language and conducting diploma examinations in a foreign language are defined by the Dean after consulting the curriculum council of the field of study.

§ 44.

1. Passing the diploma examination marks the completion of studies. The graduate obtains the professional title in the field of study and specialization and receives a diploma. The duration of Bachelor's studies which include internship may be extended by the time of the internship.
2. The basis for the calculation of the final result includes:
 - 1) the average of grades for the curriculum courses obtained as part of completed semesters and specified in § 32 section 3 and 4;
 - 2) the grade for the diploma thesis - if applicable;
 - 3) the grade for the diploma examination or arithmetic mean of grades if the diploma examination is taken on two dates.

The result of the studies is the sum of:

- 1) $\frac{1}{2}$ of the grade specified in point 1 and $\frac{1}{4}$ of the grade specified in points 2-3;
 - 2) $\frac{1}{2}$ of the grade specified in point 1 and $\frac{1}{2}$ of the grade specified in point 3 - if the study program is not concluded with an obligatory diploma thesis.
3. The result of the studies and its components referred to in point 2 shall be rounded to two decimal places.
 4. The procedures of diploma examination are recorded in a protocol covering in particular: the content of the questions asked, grades for answers, grade for the thesis, grade obtained for the diploma examination and the mean result of the studies.

5. The graduation diploma includes the result of the studies compliant with the following grading scale:

The result of studies	The grade on the diploma
4.51 - 5.00	very good
4.21 - 4.50	good plus
3.71- 4.20	good
3.21 - 3.70	satisfactory plus
up to 3.20	pass

Chapter 6. Individual curriculum plan and individual inter-field study plan

§ 45.

1. Subject to art. 85 paragraph 2 point 1 of the Law, a student who is:
 - 1) disabled,
 - 2) pregnant,
 - 3) a parent,
 - 4) raising children on their own,
 - 5) enrolled in two or more fields of study,
 - 6) enrolled in selected courses in another fields of study,
 - 7) completing a part of their studies at a foreign university,
 - 8) an intern as per § 30 section 2,
 - 9) or in other justified cases- may follow an individual curriculum plan with the permission of the Deputy Dean. In the cases specified in points 5-8, the Deputy Dean may make the permission to study according to the individual curriculum plan conditional on the student's achievements.
2. The Dean defines the rules and mode of the individual curriculum plan for a period not exceeding one academic year.
3. A student who studies according to the individual curriculum plan, receives credits and passes examinations on dates individually planned with the lecturers within a given academic year. In particularly justified cases at a student's request, the Deputy Dean may agree to transfer these dates to the next academic year or release the student from the obligation to attend classes.
4. The Deputy Dean may withdraw the permission referred to in section 1 in the event of a student's violation of the rules relevant to the individual curriculum plan or lack of academic progress.

§ 46.

1. Individual curriculum plan with academic supervision consists in expanding the scope of knowledge within the studied field of study or combining the curriculum content within one or more fields of study, as well as on the student's participation in research work.

2. At the student's request the Deputy Dean may approve the individual curriculum plan with academic supervision involving the guidance of an academic supervisor indicated by that student.
3. Studying according to the individual curriculum plan with academic supervision can take place after obtaining credits with particularly good achievements:
 - 1) in the case of uniform Master's studies - the first two semesters;
 - 2) in the case of Bachelor's and Master's studies - the first semester.
4. The Dean defines the achievement criteria referred to in section 3, after consulting the curriculum council of the field of study.
5. The academic supervisor may be an academic teacher holding the title of professor or the postdoctoral degree of *doktor habilitowany*. The Dean may also authorize an academic teacher with the doctoral degree to act as a supervisor.
6. While submitting the application for an individual curriculum plan with academic supervision, the student attaches a draft program approved by the candidate for the academic supervisor and her or his written permission to become the academic supervisor.
7. In particularly justified cases, studying according to the individual curriculum plan with academic supervision may take place earlier than within the timelines indicated in section 3.

§ 47.

4. The academic tutor shall present information on the student's achievements within the individual curriculum plan with academic supervision and an assessment of these achievements by 30 September each year. If the student does not show satisfactory academic achievements, the Deputy Dean withdraws the permission to study according to the individual curriculum plan with academic supervision in consultation with the academic tutor.
5. Individual curriculum plan with academic supervision can lead to reducing the study period.

§ 48.

The Regulations shall apply accordingly to individual inter-field studies.

Chapter 7.

**Studying in another field of study, faculty
or university and changing the field of study or form of study**

§ 49.

1. With the permission of the relevant Deputy Dean, a student who studies in one field of study may complete courses in other fields in which he or she is not enrolled.
2. With the permission of the relevant Deputy Dean, a student from another university may complete courses conducted at the University of Gdańsk.

§ 50.

1. With the permission of the relevant Deputy Dean, a student may change the field of study after completing at least the first semester, if the curriculum differences do not impair her or his admission to at least the second semester of the chosen field of study.
2. A student applying for a change of field of study should meet the admission requirements for the chosen field of study, in force in the latest recruitment procedure.

§ 51.

1. With the permission of the relevant Deputy Dean, a student may change the form of studies from full-time to part-time or from part-time to full-time.
2. The conditions for changing the form of study are determined by the Dean, after consulting the curriculum council of the field of study.

§ 52.

Having fulfilled all obligations towards UG, the student may transfer to another university.

§ 53.

1. An application for admission to the University of Gdańsk is submitted by a student from another university or a foreign university to the Rector. The deadlines for submitting applications in the winter and summer semester are specified by the Rector.
2. A student of another university including a foreign university may be admitted to the University of Gdańsk if curriculum and ECTS differences do not impair admission to at least in the second semester.
3. The Rector approves the admission and indicates the semester at which studying will begin, taking into account the state of curriculum differences, and also determines the date of supplementing these differences.

Chapter 8.
Leave from classes

§ 54.

1. Subject to art. 85 paragraph 2 point 2 and section 3–4 of the Law, the Deputy Dean may grant the permission for a student's leave from classes in the following cases:
 - 1) long-term illness (sick leave);
 - 2) childbirth;
 - 3) child care;
 - 4) delegating a student by the University of Gdańsk outside the university for an internship or for another similar purpose;
 - 5) repeating a semester;
 - 6) occurrence of other particularly justified circumstances.
2. A student should submit an application for leave from classes immediately after the circumstances mentioned in par. 1 occur.

3. Leave from classes is granted for the period of one semester or the academic year (long-term leave) or for a shorter period than the duration of the semester (short-term leave).
4. A long-term leave starts at the beginning of the semester or the academic year, the previous semester or year is completed with all passed credits. The above reservation does not apply to the cases specified in par. 1 point 1–3.
5. A short-term leave may be granted in the cases specified in par. 1 points 4 and 6.
6. Granting a leave from classes for the past period, after the commencement of the examination session is unacceptable except in the cases specified in section 1 points 1-3 and 6.

§ 55.

1. In the course of uniform Master's degree studies, a student may obtain a year-long leave from classes no more than 3 times, and in the course of Bachelor's and Master's studies - no more than 2 times, except for health leave. The total duration of leave from classes granted in the course of uniform Master's degree studies may not be longer than 36 months, and in the course of Bachelor's and Master's studies - 24 months. The above limitation does not apply to a leave referred to in § 54 section 1 points 1 and 4.
2. Granting a subsequent leave from classes to the same student is contingent on the student presenting a medical certificate confirming the chronic inability to study during the period indicated in the certificate.
3. After returning from a health-related leave of absence, the student is required to present a medical certificate confirming the student is able to continue their studies.
4. After returning from a leave, a student may be required to compensate for any differences in the curriculum in the event of a change in the curriculum or to continue their studies according to the individual curriculum plan approved by the Deputy Dean.
5. Granting a long-term leave extends the date of planned completion of studies.

§ 56.

1. Contingent on the permission of the Deputy Dean and on conditions specified by her or him a student may take part in some classes, get credits or take examinations during the leave referred to in § 54 section 1 points 1–4 and 6.
2. Contingent on the permission of the Deputy Dean and on conditions specified by her or him a student may take part in classes, get credits or take an examination in the course covered by the authorization referred to in § 22 section 1 during the leave referred to in § 54 section 1 point 5 if credits for that course were not obtained before the leave was granted.

Chapter 9.

Removal from the list of students and resignation from studies

§ 57.

1. Removal from the list of students is applicable in cases and on the principles set out in art. 108 section 1 and 2 of the Law.

2. The failure to commence study is evidenced by:
 - 1) lack of written confirmation of the oath;
 - 2) absence from all classes referred to in §12 section 1, within one month of a course commencement in the first semester.In the cases specified in points 1 or 2 above, the Deputy Dean infers that the person entered on the student list has not commenced study.
3. Withdrawal from studies is executed if a student submits a written declaration of withdrawal from studies to the Deputy Dean.
4. The lack of participation in compulsory classes is indicated by the number of unjustified absences from classes referred to in §12 section 1 in a given semester exceeding 30% of the total number of classes this semester.
5. Failure to meet all the obligations provided for in the curriculum in a given semester may be the basis for declaring a lack of progress in learning. The Deputy Dean states that there is no progress in learning, in particular in the cases of:
 - 1) failing grade for the thesis;
 - 2) cases referred to in § 42 section 6.
6. The Deputy Dean confirms the lack of progress in learning on their own initiative or at the request of the instructor or tutor of the year or field of study.

Chapter 10.

Resumption of studies and re-admission to studies

§ 58.

1. Subject to paragraph 4, with the Rector's permission expressed after consulting the Deputy Dean, a person removed from the list of students of the second or subsequent accounting periods may resume studies no more than twice starting with the semester on which the student was removed from the list of students or a lower semester.
2. The person specified in paragraph 1 submits an application for resumption of studies to the Rector, through the Deputy Dean. The deadlines for submitting applications are specified by the Dean, after consulting the curriculum council of the field of study.
3. The Rector examines the application for resumption of studies, taking into account in particular:
 - 1) the reason for the removal from the list of students;
 - 2) achievements in the current course of study;
 - 3) the time elapsed between removing from the student list and submitting the application;
 - 4) the amount of curriculum differences following the change of the curriculum;
 - 5) the applicant's previous behavior as a student, including compliance with the provisions in force at the University of Gdańsk.
4. The Rector may approve resuming studies at a lower semester than that resulting from paragraph 1 due to the amount of curriculum differences or applicant's outdated knowledge in relation to the progress of knowledge in a given field of science.
5. If five years elapse from the date of the removal from the students' list, the Rector may make the permission for resumption of studies conditional upon the result of an

additional examination confirming the applicant's knowledge, skills and social competence enabling the resumption of studies.

6. A person removed from the list of students in connection with disciplinary expulsion from the university may apply for resumption of studies no earlier than after the penalty has been erased.

§ 59.

A person removed from the list of students in the first accounting period may apply for re-admission on general principles and in the mode applicable to recruitment for specific fields of study.

**Chapter 11.
Awards and distinctions**

§ 60.

A student who exemplarily fulfills the obligations related to the course of studies and has outstanding achievements can be awarded with:

- 1) Rector's award;
- 2) UG medal awarded pursuant to a resolution of the Senate at the request of the Dean after consulting the Dean's council;
- 3) a letter of praise from the Dean;
- 4) other prizes and awards granted by the Dean;
- 5) awards established by state and local government institutions, scientific societies, social organizations and foundations.

§ 61.

The rules and procedure for granting awards and distinctions are determined respectively by: Rector, Senate, Dean, as well as entities listed in § 60 point 5, in the regulations applicable to these awards.

**Chapter 12.
Transitional provision**

§ 62.

The course of study is documented in the record book in paper form and in the periodic achievement card if the record book and the card were issued to the student. In this case:

- 1) failure to submit the record book after the end of the semester, by the deadline specified by the Dean, may be the reason for the Dean's declaration of lack of student's progress in learning;
- 2) a student submits the record book with the diploma thesis (Bachelor's degree - if applicable in the curriculum or Master's thesis) in the relevant Dean's office, by the end of the basic examination session completing the studies;

- 3) at the request of the supervisor or student, the Dean may extend the deadline for submitting the diploma thesis and the record book referred to in point 2 up to 3 months in the following cases:
 - a) student's long-term illness, confirmed by a doctor's note,
 - b) occurrence of other particularly justified circumstances.