



**POLITECHNIKA  
GDAŃSKA**

**Uchwała Senatu PG  
nr 331/2019/XXIV  
z 10 lipca 2019 r.**

**w sprawie:** przyjęcia załącznika do Uchwały Senatu PG nr 295/2019/XXIV z 29 kwietnia 2019 r. stanowiącego wersję anglojęzyczną Regulaminu studiów na Politechnice Gdańskiej.

Senat Politechniki Gdańskiej, na podstawie art. 28 ust. 1 pkt. 2) ustawy z dnia 20 lipca 2018 r. Prawo o szkolnictwie wyższym i nauce (Dz. U. z 2018 r. poz. 1668 z późn. zm.), uchwala, co następuje:

**§1** W Uchwale Senatu Politechniki Gdańskiej nr 295/2019/XXIV z 29 kwietnia 2019 r. w sprawie przyjęcia Regulaminu studiów na Politechnice Gdańskiej dotychczasowy załącznik otrzymuje oznaczenie nr 1 oraz dodaje się załącznik nr 2, stanowiący wersję anglojęzyczną załącznika nr 1. Treść załącznika nr 2 stanowi załącznik do niniejszej uchwały.

**§2** W przypadku rozbieżności interpretacyjnych tych samych przepisów w wersji polskiej i angielskiej rozstrzyga wersja polska.

**§3** Uchwała wchodzi w życie z dniem podjęcia.

Przewodniczący Senatu  
Rektor PG

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prof. dr hab. inż. Krzysztof Wilde,  
prof. zw. PG

**Regulations of studies  
at Gdańsk University of Technology**

Gdańsk 2019

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The following Regulations define the organisation and course of full-time and part-time studies at Gdańsk University of Technology, as well as relevant student rights and responsibilities. The Regulations apply to students and staff at Gdańsk University of Technology.

The legal basis for these Regulations are the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668 with subsequent amendments), hereinafter referred to as the Act, and the Statute of Gdańsk University of Technology

## I. GENERAL PROVISIONS

### §1

The terms listed below, which are used in these Regulations shall be understood as follows:

**credit point deficit** – the total number of ECTS credits for failed subjects in all semesters ;

**learning outcomes** - the amount of knowledge, competence and social skills acquired as a result of the educational process;

**individual student's account in the 'MojaPG' electronic system** – an account in the University electronic system 'MojaPG', containing, in particular, information on the student's course of studies and current status;

**individual organisation of studies** – a curriculum allowing for individual selection of subjects and the timetable for their realisation adapted to the student's particular scientific interests or current situation;

**subject card** – description of a subject, including, in particular: subject assumptions and objectives, learning outcomes, ECTS credits, prerequisites, forms of classes, methods and means of verifying learning outcomes, curriculum, list of essential and supplementary literature, rules for obtaining credits, as well as the name of the academic teacher responsible for the subject;

**course** – a programme in a field of study, pursued by students commencing studies in a particular academic year;

**module** – a subject or a group of subjects;

**academic teacher responsible for the subject** – an academic teacher who is responsible for proper realisation of the subject by all academic teachers conducting classes as part of the subject, and awards final grades to students attending the classes;

**academic teacher conducting classes** – an academic teacher conducting a given type of class (lecture, classes, laboratory work, etc.) as part of the subject;

**thesis supervisor** – (diploma thesis supervisor) academic teacher or a person from outside Gdańsk University of Technology responsible for supporting the student in the course of work related to the preparation of thesis;

**study plan** – a schedule for realisation of subjects included in a curriculum;

**confirmation of learning outcomes** – procedure allowing admission to studies and simultaneous obtaining up to 50% of ECTS credits based on the amount of knowledge, skills and social competences obtained outside the education or study system;

**repeating classes in a failed subject** – repeated class attendance and application for repeated appraisal or examination in a previously failed subject;

**diploma thesis** – unless the exact type is specified, this term applies to all types of diploma theses: Bachelor's (*licencjat*) diploma thesis, Engineering diploma thesis (or project), Master's (*magister*) diploma thesis;

**curriculum** - learning outcomes and a description of the learning process leading to learning outcomes along with the ECTS credits assigned to individual modules of the process;

**subject** – a unit of learning including classes or groups of classes, to which specific learning outcomes and a number of ECTS credits have been ascribed;

**restitution of student rights** - formerly known as the resumption of studies - concerns the possibility of returning to study for students previously excluded from the student register;

**ECTS credits** - points defined in the European system of accumulation and transfer of credits as a measure of the average workload of the learner which is necessary to obtain the intended learning outcomes;

**registration for the semester** – the Dean's decision which allows a student to attend classes included in the study plan of a given semester;

**year of study** – two consecutive semesters of study; with an odd and even reference number respectively; in the Bachelor's degree studies lasting seven semesters, the last year of study covers semester 7, while in the Master's degree studies lasting 3 semesters, the first year of studies covers semesters 1 and 2, and the second year of studies ends after the 3rd semester;

**classes not included in the study plan:**

1. Additional class hours within a subject included in the curriculum and study plan. Completion of these classes does not alter the number of ECTS credits awarded for the subject.
2. Classes within a subject not included in the curriculum and study plan. Completion of these classes increases the number of ECTS credits awarded to the student.

## **II. UNDERTAKING STUDIES**

### **§2**

1. Studies at Gdańsk University of Technology can be undertaken as a result of the procedure of:
  - 1) admission,
  - 2) transfer from another national or foreign university,
  - 3) confirmation of learning outcomes.
2. The conditions, procedure and manner of conducting the admission procedure for higher education are determined by the Senate of Gdańsk University of Technology.
3. A student may transfer from another university (hereinafter referred to as a home university) to Gdańsk University of Technology with the consent of the dean of the receiving faculty if he/she has fulfilled all obligations arising from the regulations in force at the home university.
  - 1) A student can change the university after the end of semester.
  - 2) A student applying for a change of university submits an application for changing the university not later than one month before the beginning of the next semester.
  - 3) If the marks and credits obtained at the home university are recognized, the student is credited with the number of ECTS points which is attributed to the learning outcomes achieved by the relevant classes and internships at the given faculty and field of studies at Gdańsk University of Technology.
  - 4) The detailed rules for the transfer and the principle of recognition of learning outcomes as part of the change of the field of studies, faculty and university are determined by the dean.
  - 5) The dean of the receiving faculty decides on the conditions of undertaking studies, the number of semesters credited, the subjects constituting the curriculum differences and the dates of their passing. The dean may agree to individual organization of studies due to curriculum differences.
  - 6) A student, after the decision referred to in para. 3 point 5, is obliged to:
    - a) submit a written consent of the competent representative of the home university's authorities for the transfer,
    - b) take an oath, the content of which is set out in the Statute of Gdańsk University of Technology,
    - c) sign the contract referred to in §9 para. 1 point 4 of these Regulations,
    - d) undergo training courses referred to in §3 para. 7.
  - 7) Dean of the faculty receiving the student, after the student has accepted the decision referred to in para. 3 point 5 asks the dean of the home university's faculty to send the student's documents, and after receiving them and fulfilling by the student the obligations specified in para. 3 point 6 subsection a-c, registers the student.
4. The proceedings regarding the confirmation of learning outcomes are conducted by the commission appointed by the rector.
  - 1) Learning outcomes are confirmed in the scope corresponding to the learning outcomes specified in the curriculum.
  - 2) As a result of confirming the learning outcomes, no more than 50% of ECTS credits assigned to the classes included in the curriculum may be credited.
  - 3) The result of confirmation of learning outcomes decides about the order of admission to studies.
  - 4) Detailed rules regarding confirmation of learning outcomes at Gdańsk University of Technology are set out in separate regulations.

- 5) The dean may appoint a tutor for the student accepted for studies as a result of confirming the learning outcomes.

### **§3**

1. Each person admitted to higher education studies receives an album number, a university student account, as well as an individual account in the 'MojaPG' electronic system.
2. Persons admitted to higher education studies acquire student rights after taking the oath defined in the Statute of Gdańsk University of Technology.
3. Matriculation takes place during the celebration of the acceptance of new students for the first year of study or at the commencement of classes.
4. The student has the right to obtain a student ID card.
5. The rights and obligations of the student expire on the date of graduation or exclusion from the student register; the person who has completed Bachelor's degree studies preserves the student rights till 31 October of the year in which they graduated, excluding the right to financial assistance.
6. Students commencing studies are entitled to receive training with regard to student rights and responsibilities. The training is conducted by the Student Government in cooperation with the Student Parliament.
7. During the first semester of studies at Gdańsk University of Technology, students undergo compulsory training, including: occupational health and safety, library, the use of the MojaPG system and preparing to participate in didactic classes conducted using distance learning methods and techniques.
8. The Rector is the superior of all University students, while the Dean is the superior of all students at the given faculty.

## **III. ORGANISATION OF STUDIES**

### **§4**

1. Studies are conducted in a specific field, level and profile based on the curriculum.
2. Studies may be conducted as full-time or part-time courses.
3. Classes may be conducted in the form of lectures, tutorials, laboratory classes, workshops and design seminars, and foreign language courses.
4. The classes may also be carried out using the methods and techniques of distance education.

### **§5**

1. The academic year starts on 1 October and ends on 30 September. It comprises two semesters (winter and summer), and includes a series of classes which end with examination and resit sessions, followed by work placements (internships) and holidays.
2. The duration and organisation of the academic year is determined by the Rector after consultation with the student government body, and announced on the website of Gdańsk University of Technology not later than one month before its commencement.
3. The schedule for part-time studies weekend meetings is determined by the Dean of a given faculty and announced on the faculty website not later than one month before the first meeting.
4. For full-time Bachelor's degree studies, winter diploma semester classes last ten weeks.
5. The basic examination session for full-time studies lasts at least ten consecutive days, whereas the resit examination session lasts at least six consecutive days, excluding Sundays and holidays. There should be a break of at least three days between the two sessions. The consecutive days are counted excluding Sundays and Public Holidays
6. In justified cases, the Rector or the Dean are entitled to suspend classes for a day or for several hours.

### **§6.**

1. Curricula are made available in the Public Information Bulletin (PIB) within 14 days of their adoption. Changes in the curricula introduced during the education cycle are made available at the PIB at least one month before the commencement of the semester they concern.
2. Subject cards are completed on the 'MojaPG' portal by academic teachers responsible for the subject and published in the ECTS catalog by the ECTS catalog coordinator in the case of:
  - 1) subjects included in the curriculum and the plan of studies - at the latest within 14 days of the adoption of a given curriculum;

- 2) optional subjects entered into modules for a given semester - no later than within 14 days before the students register on the 'MojaPG' portal.
3. The subject cards can be updated during the learning cycle.
4. A detailed schedule of classes with the names of academic teachers conducting classes is announced on the MojaPG website or on the Faculty's website at least 7 days before the beginning of each semester.
5. Information on the consultation hours is given by the academic teacher conducting the classes not later than within 14 days after starting the didactic classes.

## **§7**

Students' organisational units are called student groups. A student group is represented by the Group Representative (*starosta grupy*), whereas the entire year is represented by the Year Representative (*starosta roku*). Representatives shall be elected in accordance with the rules stipulated in the student government regulations. The rights and duties of the representatives are defined in the Rules of Student Government.

## **§8**

1. In the case of education in a foreign language, the exams, credits, diploma thesis and the diploma examination should be conducted in this foreign language.
2. Curricula for a given field, form and level of education may provide for conducting selected subjects in a foreign language. Exams or credits for these subjects should be conducted in this foreign language.
3. Selected classes in subjects envisaged in the curriculum as being taught in Polish may be conducted in a foreign language. This applies if the classes offered are conducted or co-conducted with the participation of academic teachers and specialists from abroad or if foreign students are involved in the classes.
4. In the Master's degree studies, it is possible to change the language of instruction of a given form of classes in a chosen subject to a foreign language with permission of the dean.
5. For studies conducted in the Polish language, the dean may agree for a student to write his/her diploma theses in a foreign language.

## **IV. STUDENT RIGHTS AND RESPONSIBILITIES**

### **§9**

1. Students are obliged to:
  - 1) behave in accordance with the student's oath and the regulations binding at Gdańsk University of Technology,
  - 2) attend classes in accordance with the study Regulations,
  - 3) take examinations, do the internship and fulfil other requirements stipulated in the curriculum,
  - 4) pay tuition fees pursuant to the written agreement which is concluded between Gdańsk University of Technology and each of the students,
  - 5) immediately notify the University authorities of any changes in their surname, first name, address or other personal details, which may affect the obtainment of financial assistance,
  - 6) familiarise themselves with directives and notifications posted on the website of Gdańsk University of Technology, and with information sent to the student's university mail account and individual student account in the 'MojaPG' electronic system, within seven days of their receipt.
  - 7) In all matters related to studies use a student university mail account for electronic correspondence.
2. A copy of the agreement referred to in para. 1 point 4 above, as defined by the Rector's Decree, shall be posted on the website of Gdańsk University of Technology.

### **§10**

1. Students have the right to:
  - 1) have their dignity respected by every member of the academic community,
  - 2) acquire knowledge and skills and develop their own scientific interests,
  - 3) transfer and recognition of ECTS credits referred to in §16,

- 4) study according to the individual organization of studies, referred to in §17,
  - 5) justify absences from classes, holidays from classes and holidays from classes with the possibility of joining the verification of the learning outcomes obtained as specified in the curriculum referred to in § 13 para. 4 and 7 and in §28,
  - 6) change in the field of study referred to in §29,
  - 7) transfer to full-time or part-time studies, referred to in §29,
  - 8) take the examination conducted before an examination board with the participation of the observer indicated by him/her, referred to in §14 para. 5-10,
  - 9) repeat classes due to unsatisfactory learning results,
  - 10) use the University library,
  - 11) participate, through their representatives, in decision-making activities of the collective bodies at Gdańsk University of Technology, in accordance with the provisions of the Act and the University Statute
  - 12) submit to the faculty authorities their postulates concerning curricula
  - 13) assess the learning process in accordance with rules defined in the Act and in the Statute of Gdańsk University of Technology
  - 14) refer to the Dean in the matters relating to their studies at Gdańsk University of Technology,
  - 15) benefit, during the course of studies, from student financial assistance, in accordance with the rules defined in the Act and in the Regulations issued on the basis thereof,
  - 16) participate in student organisations and scientific circles,
  - 17) participate in research, development and implementation of projects at Gdańsk University of Technology,
  - 18) receive the prizes and awards referred to in §31 and §32 hereof,
  - 19) receive information about changes made in the curriculum during the education cycle to the address of an individual student's account in the "MojaPG" system within 14 days of their introduction,
  - 20) obtain information concerning themselves at the address of their individual student accounts in the 'MojaPG' system, with at least seven days' notice,
  - 21) submit applications on electronic forms available in the 'MojaPG' system (on the 'Apply' tab). In all other cases, applications should be signed and submitted in paper form.
2. Disabled students are entitled to:
    - 1) apply to the Dean for an individual arrangement necessary to complete their courses and take examinations.
    - 2) apply to the dean to appoint a mentor at the faculty, whose task will be to identify and present special needs of the student concerning organization and implementation of the teaching process, including the adaptation of the conditions of studies to the type of disability.
  3. A pregnant student and a student who is a parent have the right to:
    - 1) complete full-time studies at a specific field and level according to individual organization of studies until their completion,
    - 2) leaves, referred to in §10 para. 1 point 5.

## §11

1. With the consent of the Dean, full-time students may attend classes within another course of study. If the course of study concerns a different faculty, the consent of the dean of this faculty is also required.
2. With the consent of the Dean, students may study abroad within the European or global education framework. During these studies students retain their full rights at Gdańsk University of Technology.
3. Students delegated to study at another university in the country or abroad, who realise the curriculum accepted by the Dean and are awarded the number of ECTS credits required for the given semester, shall be registered for a subsequent semester.

## §12

In accordance with the Act, students shall be liable to disciplinary proceedings for violating the rules of Gdańsk University of Technology or for acts offensive to student dignity.



## V. SUBJECT COMPLETION AND CREDIT POINT SYSTEM RULES

### §13

1. Participation in lectures and classes set out in the study plan is compulsory
2. Academic teachers in charge of modules are obliged to register student attendance in subject classes, laboratory and project work, seminars, workshops, foreign language and physical education classes. Lecturers may also control students' attendance during lectures.
3. A student whose behaviour threatens the life or health of the participants of the course or who by his/her behaviour makes it difficult to conduct classes or participate in them may be removed from these classes. In this case, the student's absence is considered unjustified.
4. During the semester students have the right to be excused from a class by presenting to the academic teacher in charge of the class a medical certificate or other documents confirming a valid reason for their absence (short-term absence from classes) within 7 days after they have recommenced the classes. In case of doubt or insufficient documentation, the Dean decides about justifying absence.
5. The results of class tests, subject tests, laboratory reports, projects and other forms of verification of learning outcomes should be communicated to students within 14 days of submission of these works for assessment.
6. The condition for admission to the exam or credit for a given subject is meeting the conditions described in the subject card. Information about admission should be given to students no later than 3 days before the planned exam or credit for a given subject..
7. Unjustified absence from the exam results in missing one examination date.
8. A student has the right to apply to the Dean for an extension of the examination session in the case of justified absence from the exam or credit for a given subject, in particular caused by:
  - 1) an illness - immediately after the cause of absence has ceased, enclosing a relevant medical certificate,
  - 2) another exam carried out in accordance with the study plan at Gdańsk University of Technology or by representing the university as part of various events, including scientific or sport events - before the examination session begins.
9. The results of examinations and credits are placed on individual student accounts in the 'MojaPG' system.
10. Students are entitled to review the results of class tests, subject tests, laboratory reports and project work assessments, assessment tests and examinations within 14 days of the announcement of their results.

### §14

1. The examination session timetable is announced by the Dean in consultation with the Year Representatives at least seven days prior to the commencement of the examination session.
2. Apart from the basic term of the examination or subject completion the student is entitled to one correction term carried out until the end of the resit session.
3. Teachers responsible for the subject have the right to announce an additional exam term, called zero exam term, which takes place before the primary exam. Rules of the way of conducting and admission for the exam are determined by the teacher.
4. The results of the exam or subject completion must be announced within 14 days, but no later than 5 days before the resit exam term.
5. The Dean may decide to have an examination conducted before an examination board in the following cases:
  - 1) when irregularities occur in the conducting of the original examination or subject completion test or in the marking process,
  - 2) when the examination or course completion test extends beyond the scope defined in the subject card.
6. Request for an examination or subject completion before an examination board may be submitted by a student, student government body or an examiner within 14 days after the examination (or subject completion) results are announced, together with a detailed justification of the necessity for reassessment
7. Additional examination (course completion) board consists of:
  - 1) the Dean as chairperson,

- 2) the examiner who conducted the disputed examination (course completion),
  - 3) a specialist appointed by the Dean in the subject matter of the exam or a related subject,
  - 4) a specialist indicated by the student in the subject matter of the examination or a related subject.
8. At the request of the student, the examination (course completion) board, referred to in para. 4, can be joined by a representative of the students government.
  9. An examination (subject completion) conducted before the examination board may be written or oral, depending on the decision made by the chairperson of the examination board.
  10. Exam result (course completion result) is determined by the Dean and the experts indicated by the Dean and the student. Exam result (course completion result) is entered in the protocol by the chairperson of the committee.

## §15

1. Teachers responsible for individual subjects enter student grades into subject completion protocols in the MojaPG system. In justified cases such grade entries may be made by the Head of the department, the Dean or the Head of a teaching unit which is not part of the faculty.
2. Teachers responsible for individual subjects are obliged to submit the completed protocols at the Dean's office within the time limit specified by the Dean. Should a student grade be changed after the protocol has been submitted, the teacher in charge of the subject is obliged to submit the grade change at the Dean's office within three days of the change. Grade changes to the subject completion protocol may not be made later than 14 days after the commencement of the subsequent semester without the Dean's consent.
3. Teachers responsible for individual subjects are obliged to retain marked semester works, projects, reports, examination papers, tests and appraisals at least until the end of the subsequent semester.

## §16

1. All forms of study comprising a separate subject in the study plan of a given semester are subject to a collective grade. Apart from the grade for a particular subject, ECTS credits are awarded as measure of the effort required to master the subject. The sum of awarded ECTS credits must be an integer. The grades which apply to subject completion are as follows:

<b>Grade</b>	
<b>verbally</b>	<b>numerically</b>
very good	5.0
good plus	4.5
good	4.0
satisfactory plus	3.5
satisfactory	3.0
unsatisfactory	2.0

2. If a subject is completed abroad, the decision which grade should be awarded to it is made by the Dean on the basis of available documentation.
3. The unsatisfactory grade, 2.0, is a negative grade and denotes failure in subject completion.
4. Students receive ECTS credits for a completed subject regardless of the level of the positive grade. A completed subject may not be completed for the second time during the same course. In case of changing a course, the Dean shall decide whether the student is required to complete a subject.
5. The nominal number of ECTS credits assigned to a particular semester results from the curriculum. The number of ECTS credits obtained after completing all the subjects may be higher than the nominal number of ECTS credits assigned to a given semester in the curriculum. The surplus number of ECTS credits exceeding the number required in the curriculum is registered in a supplement to the diploma.
6. Relevant curriculum committees assign the number of ECTS credits to individual subjects, taking into account the Rector's decree on principles of opening, conducting and closing courses of study at Gdańsk University of Technology.
7. ECTS credits are not assigned to diploma examinations.
8. To calculate the weighted average grade (for a given semester, group of semesters or the entire study period) the following formula is used:

$$\text{weighted average grade} = \frac{\sum \alpha_i p_i}{\sum p_i}$$

where:  $\alpha_i$  – is the grade awarded for the subject  $i$ ,

$p_i$  – is the number of ECTS credits assigned to the subject  $i$ .

9. In determining the weighted average grade, subjects without assigned credits or grades are omitted.
10. The weighted average of the grades for the semester is calculated after completion of the semester.

## VI. INDIVIDUAL STUDY PLAN

### §17

1. Students may study following an individual study plan or curriculum based on the rules defined by the Dean.
2. The Dean may agree to individual curriculums for students who:
  - 1) obtained a high grade point average after the first semester (or subsequent ones) in the case of Bachelor's degree studies or obtained a high grade point average in Bachelor's degree studies in the case of Master's degree studies;
  - 2) have documented scientific achievements or are involved in the work of research and development teams operating at the university;
  - 3) carry out part of their studies at another university;
  - 4) wish to take up individual interdisciplinary studies comprising at least two areas, and the curriculum has been defined in such a way that it enables them to obtain a diploma in more than one field of study.
3. Detailed conditions for studying according to the individual study plan at individual faculties are regulated by the faculty rules approved by the faculty board after consultation with faculty bodies of student government.
4. The selection of subjects in an individual study plan follows the learning outcomes established for a given field, and for individual interdepartmental studies with the preservation of learning outcomes in at least two areas
5. The Dean may appoint tutors for students pursuing individual curricula.
6. At the request of a pregnant student, or student being a parent, the dean agrees for them to complete full-time studies according to an individual study plan.
7. The Dean may agree to individual study plans particularly for students who:
  - 1) pursue a part of their studies at other universities in the country or abroad,
  - 2) pursue more than one area of study,
  - 3) have changed their field of study or faculty,
  - 4) have a specific level and type of disability,
  - 5) are repeating a semester and are able to take subjects covered by subsequent semesters,
  - 6) have returned from a gap year, resume their studies or have been transferred from another university,
  - 7) are unable to attend classes in accordance with the study plan due to health reasons confirmed by medical certificates,
  - 8) practice a sport in which they have achievements at the national or higher level,
  - 9) are active in a student organisation at the University or at a higher level.
8. Study Regulations, including the deadlines specific to students' study plans, apply to students pursuing individual study plans or curriculums.
9. Students of Master's degree studies may apply for an extension of their studies by one semester to complete a long-term industrial research internship. 30 ECTS credits are awarded for industrial research

internships. The terms and conditions for allowing and realising industrial research internships are set out in a separate regulation approved by the Rector. Permission to realise an internship is issued by the Dean.

## **VII. REGISTRATION RULES**

### **§18**

1. Registration for the first semester is performed following the decision to enter the student on the list of students .
2. Student registration for subsequent semesters is performed based on the students' academic progress measured by the number of awarded ECTS credits and on the condition of passing the obligatory training referred to in §3 para 7.
3. The condition for registration for the following semesters is the credit point deficit not exceeding 12 ECTS credits counted to the semester for which the registration is carried out.
4. The condition for registration for the last semester of the Bachelor's degree studies is the completion of all subjects of even semesters for studies lasting an odd number of semesters or the completion of all subjects of odd semesters, for studies lasting an even number of semesters
5. In the case of credit points deficit exceeding 18 ECTS points, the student is struck off the student register.
6. A credit point deficit incurred during one semester should be remedied within one academic year. If students do not fulfil this condition, the Dean decides whether they should be re-registered for the uncompleted semester, take a break before repeating the semester or be struck off the student register. The decision depends on the size of the credit point deficit, the number of failed subjects or the number of times the subjects were repeated.
7. Information regarding the deadlines for completing failed subjects is posted on students' individual 'MojaPG' accounts, and also appears on the university portal.
8. Students attending classes in failed subjects pay tuition fees in accordance with the agreement referred to in §9 para. 1 point 4 as well as the Rector's Decree on rules for charging tuition fees at Gdańsk University of Technology

## **VIII. INTERNSHIPS**

### **§19**

1. Work placements, hereinafter referred to as internships, are an integral part of the curriculum and are subject to credit award.
2. Internships are included in full-time and part-time studies to an extent approved by the GUT Senate and set out in the curricula.
3. The aim of internships is to verify some chosen educational outcomes in the field of knowledge, skills and social competences, acquired during the course of studies or in the research conducted for the diploma thesis.
4. According to the curriculum ECTS credits are awarded for internships.
5. Coordination of matters concerning internships is conducted by Internship Representatives appointed by the Dean (hereinafter referred to as the Representatives).
6. Internships (work placements) should be realised outside Gdańsk University of Technology.
7. Internships are assessed by the Representative based on an interview with students and on the internship documentation (including internship work certificate and internship report)
8. Detailed rules concerning internships and students' responsibilities during internships are included in the faculty regulations on internships.

## **IX. DIPLOMA AWARDING PROCESS**

### **§20**

The condition for completing studies and obtaining the diploma of completion of studies is: obtaining the learning outcomes specified in the curriculum, passing of the diploma examination and positive evaluation of the diploma thesis in the case of Master's degree and uniform Master's studies, and in the case of Bachelor's degree studies, if this is required by the curriculum.

## §21

1. Diploma theses are written by students under the guidance of supervisors. A supervisor may be a person with the at least the title of a doctor. With the authorisation of the faculty board, an Engineering (*inżynier*) or Bachelor's (*licencjant*) diploma may be supervised by a person with the title of an MSc, Eng or an MSc.
2. The Dean, in consultation with the faculty board, may allow for diploma theses to be written under the supervision of specialists from outside Gdańsk University of Technology.
3. Only the persons who fulfil the requirements for a diploma thesis supervisor as defined in paragraphs 1 and 2 may become reviewers of diploma theses (depending on the level of study).
4. Collective diploma theses have to be issued jointly. Contributions of individual students to such theses need to be clearly distinguished. The supervisor and reviewer are obliged to write separate opinions and reviews for each individual author of a collective diploma thesis.
5. Details of the procedure for awarding diplomas comply with faculty guidelines, confirmed by the faculty board after consultation with the student government body at the faculty.
6. Subjects of diploma theses for Bachelor's and Master's degree studies are announced at least ten months before the end of the diploma semester.
7. A written diploma thesis is checked before being credited in terms of the original nature of the work, including the use of the Unified Anti-plagiarism System. Principles of verification and acceptance of diploma theses at Gdańsk University of Technology are specified in the university procedure.
8. Students' diploma theses have to be submitted on paper not later than:
  - 1) the end of the diploma semester – with regard to Bachelor's degree studies,
  - 2) by 30 April – with regard to Master's degree studies ending in the winter semester,
  - 3) by 30 September – with regard to Master's degree studies ending in the summer semester.
9. Students who have been registered for a postgraduate diploma semester but fail to submit a diploma thesis on time shall be, in accordance with these Regulations, excluded from the register. The Dean, in response to a student's written application, and after consulting the thesis supervisor may, in exceptional cases, extend the deadline for submitting the diploma thesis.
10. Submission of a Master's diploma thesis by a student who had been excluded from the student's register and has subsequently resumed studies is treated as repetition of classes in the subject 'Master's diploma thesis' in the Diploma Semester.
11. Students are obliged to submit a statement of compliance with copyright law, which is included in the student's file.
12. The final grade of 'Master diploma thesis', 'Engineering diploma project', 'Engineering diploma thesis' or 'Bachelor's diploma thesis' is, depending on the adopted in accordance with paragraph 5 faculty diploma rules, the average of the grades of:
  - 1) the supervisor and the reviewer,
  - 2) the supervisor and the reviewers, in the case of referral for re-review,
  - 3) issued by the commission,
 rounded to the assessments set out in §16 para. 1, based on the table below:

<b>c – arithmetic mean</b>	$3.00 \leq c < 3.25$	$3.25 \leq c < 3.75$	$3.75 \leq c < 4.25$	$4.25 \leq c < 4.75$	$4.75 \leq c$
<b>in written form</b>	<b>satisfactory</b>	<b>satisfactory plus</b>	<b>good</b>	<b>good plus</b>	<b>very good</b>

13. Should the assessment be negative, the Dean will appoint an additional reviewer or a commission (grading commission) to assess the thesis in question.

## §22

1. At the request of the student, the diploma exam at the Master's degree studies is open. The student submits the application to the Dean not later than on the day of submitting the diploma thesis.
2. Information regarding an open diploma examination shall be posted on the faculty internet site not later than seven days before the diploma examination is due to take place, and shall include the

names of the examination board members, the time and place where the examination is to be held, the full name of the student taking the examination and the subject of the diploma thesis.

3. An open diploma examination comprises an open and closed part. In the open part the student presents the diploma thesis and answers questions concerning this thesis. In the closed part the student answers questions regarding his/her studies, with only the members of the examination committee present.

### §23

1. Completion of all the semesters in accordance with the curriculum, including obligatory internships and, in the case of Master's degree studies, also a positive appraisal of the diploma thesis constitutes the prerequisite for admission to the diploma examination.
2. The Dean decides on the date and time of the diploma examination and nominates the examination committee members.
3. Students are informed of the date and time of the diploma examination through their individual 'MojaPG' account at least seven days before the examination is due to take place.
4. The chairperson of the diploma examination committee should be the Dean or an academic teacher who is designated by the Dean, and holds the title of a full professor, or an associate professor
5. With regard to undergraduate studies, the chairperson of the examination committee may be an academic teacher holding the title of reader
6. The diploma exam takes place within: :
  - 1) two months from the date of completion of the diploma semester at Bachelor's degree studies.
  - 2) two months from the date of submitting the diploma thesis at the Master's degree studies.

### §24

1. The diploma examination is an oral examination which is assessed in accordance with the scale defined in §16, para. 1, and then rounded to existing grades.
2. The diploma examination includes at least three questions concerning the subjects studied, with the details of the examination established in compliance with the faculty rules, confirmed by the faculty board after consultation with the student government bodies at the faculty.
3. Negative appraisal of the answer to any of the examination questions is tantamount to the necessity of repeating the diploma examination.

### §25

1. University graduates receive diplomas of the completion of higher education studies to certify the attainment of an appropriate professional title.
2. Final results of Bachelor's degree studies are calculated with the accuracy to the nearest two decimal places after the decimal point, in accordance with the following formula:

$$w = 0.8a + 0.2c$$

where:  $a$  – is the final weighted grade average in accordance with the rules stipulated in §16,

$c$  – is a positive grade for the diploma examination.

3. Final results of Master's degree studies are calculated with the accuracy to the nearest two decimal places after the decimal point, in accordance with the following formula:

$$w = 0.6a + 0.3b + 0.1c$$

where:  $a$  – is the final weighted grade average in accordance with the rules stipulated in §16,

$b$  – is a positive grade for the diploma thesis,

$c$  – is a positive grade for the diploma examination.

The final result for studies is entered in the diploma (paragraphs.2 and 3) in accordance with the following credit scale:

Credits scale	Final grade for studies
$w \geq 4.50$	very good
$4.10 \leq w < 4.50$	good plus

$3.70 \leq w < 4.10$	good
$3.30 \leq w < 3.70$	satisfactory plus
$3.00 \leq w < 3.30$	satisfactory

4. In justified cases the diploma examination committee may raise the final grade calculated in accordance with paragraphs 2 or 3 by half a grade.
5. Under the conditions defined in §31 a graduation diploma with distinction is issued.
6. Before receiving their diplomas, graduates should discharge all their obligations to Gdańsk University of Technology, including the submission of a fully confirmed clearance slip at the Dean's office according to the requirements in force at a given faculty.
7. Diploma candidates who fail to appear at the diploma examination for justified reasons or receive an unsatisfactory grade may take the same diploma examination within two months of the initial examination date.

## **X. EXCLUSION FROM THE STUDENT REGISTER**

### **§26**

1. The Dean excludes students from the student register in the following cases:
  - 1) failure to commence studies,
  - 2) resignation from studies,
  - 3) failure to submit a diploma thesis or take a diploma examination on time,
  - 4) disciplinary expulsion from the University.
2. The Dean may exclude a student from the student register in the following cases:
  - 1) lack of participation in obligatory classes,
  - 2) apparent lack of progress in studies,
  - 3) failure to complete a semester or a year within the specified time,
  - 4) failure to pay tuition fees,
3. The procedure for excluding a student from the student register begins with notifying the student, via his/her personal 'MojaPG' account, of the reasons for the proceedings to exclude him/her from the student register, and setting a time limit within which the student may explain the situation.
4. In case there are no grounds for changing the decision to exclude a student from the student register, the Dean notifies the student of the decision either in person or by notice with acknowledgment of receipt sent by ordinary mail.
5. An appeal may be submitted to the Rector against the decision referred to in para. 4. The Rector's decision in this matter is final.
6. Failure to commence studies is stated in case of not taking a vow within 14 days of the commencement of the academic year in which the person is admitted to study.
7. The Dean excludes the student from the students register if the student does not participate in obligatory classes and does not justify his/her absence on 4 classes within the same form of classes in the chosen subject covered by the curriculum.
8. Exclusion of a student from the student register on account of his/her resignation from studies follows the submission of the student's decision in writing.
9. Students who have been registered and fail to complete the same semester three times may be excluded from the student register on account of the lack of progress in their studies.
10. A person excluded from the student register is obliged to settle all matters with the University, in particular to pay the overdue fees, submit to the Dean's office the clearance slip valid at the given faculty.

## **XI. RESUMPTION OF STUDENT RIGHTS**

### **§27**

1. The decision to allow a student to resume studies is made by the Dean.

2. The right to apply for resumption of studies, in accordance with the conditions referred to in paragraphs 2-9 applies to students who have already studied at GUT and have accumulated at least 45 ECTS credits in the given field of study.
3. Persons applying to resume studies after three years since their exclusion from the student register are obliged to take a re-activation examination following the rules established by the Dean.
4. Resumption of studies by persons who did not meet the requirements set out in paragraphs 2 and 3 is performed in accordance with the same principles which apply to all candidates for Bachelor's or Master's degree studies.
5. Persons applying for resumption of studies are required to submit an application at the Dean's office at least 30 days prior to the commencement of the semester.
6. Resumption of studies takes place in a semester designated by the Dean, after the person applying to resume the studies fulfills the conditions set by the Dean.
7. Persons resuming their studies are obliged to make up for differences in the curriculum within a scope and time limit set by the Dean.
8. Persons who resume studies in the semester for which they were registered at the time of their exclusion from the student register, or in a lower semester, are required to pay fees for repeated classes or subjects in accordance with the Rector's decree for the given academic year.
9. Persons who were excluded from uniform Master's degree studies student registers may seek the Dean's approval to resume studies at the Bachelor's degree studies.
10. Persons who were excluded from the student register on courses that are no longer conducted by Gdańsk University of Technology may obtain the dean's consent to resume studies in a related field.
11. A person who resumed studies twice and was then removed from the student register in the same field of study and cycle of studies may not apply for resumption.

## **XII. STUDENT LEAVES**

### **§28**

1. Students who fulfil the requirement to register for a subsequent semester may be permitted to take one semester or one year off, with the exception referred to in paragraphs 4 and 5. A student can also get a leave with the possibility of joining the verification of the obtained learning outcomes specified in the curriculum. The first leave may be granted to students who fulfil registration requirements for the second semester.
2. Leaves are granted by the Dean at the request made by the student in the 'MojaPG' system.
3. During the leave, students retain their student rights. The right to receive financial assistance is defined by the regulations on granting financial assistance to students at Gdańsk University of Technology.
4. The Dean may grant the student the leave referred to in §10 para. 3 point 2) on the basis of a medical certificate or birth certificate of a child. A student who is a parent submits the application within 1 year from the day of the child's birth.
5. The Dean may grant a student a prolonged sick leave on the basis of a medical certificate.
6. In justified cases, the Rector may grant a student a leave for a period longer than one year (extended leave).
7. The student returning from leave may be required by the Dean to compensate for differences in curriculum resulting from changes occurring in the curriculum during the leave.

## **XIII. RULES FOR CHANGING THE COURSE OR FORM OF STUDIES OR UNIVERSITY**

### **§29**

1. Students may change their field of studies after completing a semester.
2. Students applying to change their course of study must submit a request at least 30 days before the commencement of the next semester.
3. Students who have been registered for at least the second semester may change their course of study within the same GUT faculty with the Dean's consent or apply for a change in the course of study conducted by another GUT faculty with the consent of the Deans of both faculties.



4. A transfer student who is enrolled in another faculty or course of study is credited with the number of ECTS credits attributed to the learning outcomes generated by the relevant course and internship in the receiving department and faculty.
5. The detailed rules regarding student transfers and recognition of learning outcomes in the situation of changing courses of study or faculties are defined by the Dean of the receiving faculty.
6. The Dean of the receiving faculty decides about the conditions of undertaking studies in another field of study, the number of completed semesters, subjects constituting curriculum differences and the deadlines of their completion. The Dean may agree to individual organization of studies due to curriculum differences
7. After accepting the decision referred to in para. 6, students are obliged to sign a new agreement, referred to in §9 para.1 point4 of the Regulations.
8. After students accept the decision referred to in para. 6 above, the Dean of the faculty admitting the students requests the Dean of the home faculty to transfer the students' documents to the host faculty. On receiving the documents and after fulfilling the condition referred to in para. 7, the students are registered for their new course of studies.
9. After their documents have been transferred to the host faculty, the students changing faculties are excluded from the register of the home faculty .
10. The principles set out in this section, excluding paragraphs 11 and 12, apply also to students changing the form of their studies at GUT.
11. A student may transfer from Gdańsk University of Technology to another university in the country with the consent of the relevant university authorities accepting the student, expressed in a decision, if the student fulfilled all obligations arising from the regulations in force at Gdańsk University of Technology
12. Following the transfer of all documents of transferred students, which were requested by the host university, the students are excluded from the student register of Gdańsk University of Technology.

#### **XIV. SCHOLARSHIPS, PRIZES AND AWARDS**

##### **§30**

1. Students may apply for financial assistance from funds allocated for this purpose in the state budget. The detailed rules for granting financial assistance are defined in the regulations on granting financial assistance to students at Gdańsk University of Technology.
2. Scholarships other than those defined in the regulation referred to in para. 1 (scholarships from private scholarship funds or those awarded by private individuals, legal entities or local government units), together with financial prizes and other rewards, shall be established on the basis of the Rector's decree, Dean's decision or some other regulation, however the means for their realisation may not come from the financial assistance fund.

##### **§31**

1. The Dean may apply to the Rector to issue a diploma with distinction to students who fulfil the following criteria:
  - 1) a. have obtained a weighted average grade not lower than 4.5 for the entire period of studies, a 'very good' (5.0) grade for the diploma thesis and a 'very good' (5.0) grade for the diploma examination or
  - b. showed outstanding scientific achievements related to the field of study,
  - 2) have not been penalised by a disciplinary committee or a student disciplinary panel,
  - 3) have submitted their diploma thesis within the time specified in §21, para. 7, including the extension granted previously.
2. A student, who during the course of studies was assessed on the scale of grades 2.0-5.5 and obtained the consent of the Rector to be awarded a diploma with distinction, receives a diploma with the final result of the study 'excellent'.
3. Graduates who are awarded a diploma with distinction receive the Graduate's Gold Medal of Gdańsk University of Technology.

#### **XV. CONDITIONS AND MODE OF STUDIES FOR EXCEPTIONALLY GIFTED PUPILS**

##### **§32**

1. Exceptionally talented secondary school pupils, hereinafter referred to as pupils, may attend, at their own request, university course classes in fields of study consistent with their special aptitudes.
2. Applications to attend university classes should be submitted not later than seven days before the commencement of classes.
3. The decision on giving permission to pupils who wish to participate in the University classes is made by the Dean of the relevant faculty after receiving the consent of the pupils' parents or legal guardians, as well as the consent of the principal of the pupils' school.
4. The application referred to in para. 1 above may also be submitted by institutions taking care of exceptionally talented young people, in accordance with the procedure set out in para. 3.

### **§33**

1. Pupils are required to comply with the rules and regulations of Gdańsk University of Technology.
2. Pupils have the right to use the University teaching facilities and receive assistance from the University teaching staff.
3. Pupils may participate in student team projects and in the activities of students' scientific movement.
4. The Dean of the faculty may appoint personal tutors (mentors) to take care of the pupils.

### **§34**

1. Each pupil shall receive a student's transcript of records.
2. Pupils complete classes according to the rules set out in these Regulations and their results are recorded in the transcript of records. After completing classes, each pupil receives a certificate of the classes they have attended and the subjects they have completed.
3. Persons who have attended classes and satisfactorily completed subjects at Gdańsk University of Technology and then go on to study at this University in the same field, may be exempted from having to complete the same subjects, provided the learning outcomes of these subjects have not been changed. The final decision in this matter is made by the academic teacher conducting classes in the particular subject.
4. Pupils admitted to a different field of studies at Gdańsk University of Technology may be exempted from having to attend subjects they have already completed before commencing their studies, provided that these subjects are listed in the study plan, and that the academic teacher in charge of the subject decides the already attained learning outcomes to be sufficient.

## **XVI. FINAL AND TRANSITIONAL PROVISIONS**

### **§35**

1. The following Regulations shall be applicable from the academic year 2019/2020.
2. Any issues which are not regulated by these Regulations shall be subject to the rules of the Act together with the implementing rules issued by the minister responsible for higher education, and the provisions of the Statute of Gdańsk University of Technology.
3. Contracts with students concluded before the academic year 2019/2020 remain valid. The provisions of Art. 160a of the Act of 27 July 2005 - Law on Higher Education (Journal of Laws of 2017, item 2183, as amended) are used for those contracts.
4. The Rector of Gdańsk University of Technology shall act as the appeal body with reference to all the issues included in these Regulations.