



# STUDY REGULATIONS

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# Chapter 1. General Provisions

## § 1.

1. The Study Regulations of the University of Gdańsk, referred to further as the Regulations, describe the organization and progression of full-time day and extramural courses of study of the first and second degree courses and for comprehensive master degree courses conducted by the University of Gdańsk, and the rights and obligations of its students.
2. The progression of courses of study shall be documented in electronic form, or, in paper form, in a student course/grade book (*indeks*) and on a course/grade sheet (*karta okresowych osiągnięć*), if a course/grade book and a course/grade sheet have been issued to a student. Regulations § 30 section 1, section 4, and section 7, § 31 section 3, § 45 section 2 point 2, and § 49 point 3 are applicable respectively to the binding form of documenting the progression of courses of study. If electronic documentation of courses of study is implemented, the rules in § 45 section 3 point 1 are not applicable.

## § 2.

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

- 1) exam – this term includes courses that do not culminate in an exam, but for which credit is earned;
- 2) individual program of studies – this term means an individual program of studies, including a plan of studies;
- 3) individual program of studies with academic mentoring – this means an individual program of studies, including a plan of studies, incorporating academic mentoring;
- 4) directors of departments – also refers to directors of institutes and heads of departments or units which are mentioned in § 16 section 6 of the University of Gdańsk Statute, or the director of a teaching section (*studium*).
- 5) Rector – refers to the Rector of the University of Gdańsk;
- 6) Senate – refers to the Senate of the University of Gdańsk;
- 7) the Law – refers to the Law of July 27, 2005, the Law on Higher Education (i.e. *Journal of Laws*, 2012, item 572, with subsequent amendments);
- 8) faculty – this refers also to inter-collegiate units or general university units, that is inter-faculty and extra-faculty units that conduct courses of study.

## § 3.

The dean is the competent authority in all matters regarding the progression of courses of study that are not set forth in the Regulations and are not assigned to other authorities.

## § 4.

1. The student has the right to acquire knowledge, develop her/his academic interests, and prepare for her/his 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 instructors.
3. Students have the right to examine their written work for a period of 14 days following the announcement of the exam results.

4. The dean is authorized to apply the Regulations in such a manner that, without violating them, she/he provides disabled students with the opportunity to meet the requirements of their courses of study in a manner that is commensurate with their abilities.
5. Students are obliged to inform the dean immediately of any change in name, marital status, address, or other personal information that appears in the documentation regarding the progression of their course of study.
6. Students whose behavior is disruptive in class can be asked to leave the classroom. This will result in students receiving an unexcused absence.

§ 5.

1. If a course of study is conducted by a general university unit, that is an inter-faculty or extra-faculty unit, then the responsibilities of the dean, as set forth in the Regulations, are assumed by the director of the inter-faculty or extra-faculty unit administering the course, while the responsibilities of the Faculty Council are assumed by the appropriate council.
2. The Senate designates the organizational unit responsible for administering inter-disciplinary, inter-collegiate, and inter-faculty courses of study.

§ 6.

1. Study plans and curriculums are available to students on the Internet at the UG Student Portal or as is customary at the various organizational units prior to the beginning of the academic year.
2. If there are several specializations within one course of study, students select one of these within the period set by the dean. The principles for selecting a specialization are set by the dean.
3. The dean can appoint supervisors for courses of study, specializations, individual graduating classes, and student groups.

## **Chapter 2. Length and organization of the academic year**

§ 7.

1. The academic year begins on October 1 and ends on September 30 of the following calendar year.
2. The division of the academic year is set by the Rector no later than three months prior to the beginning of the academic year, and is made available to students on the UG website or as is customary.
3. The detailed organization of the academic year for all courses of study at all levels in a faculty is set by the dean after consultation with the corresponding student government body and in compliance with the principles set forth by the Rector.
4. The class schedules for courses administered by a faculty are set by the dean and are made available to students either on the faculty website 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.

§ 8.

1. The Rector can designate days free of classes in accordance with UG customs and practices.
2. The dean can designate hours free of classes in accordance with UG customs and practices.

### **Chapter 3. Conditions for and conducting of classes and student internships**

§ 9.

1. Classes other than lectures can be conducted openly after obtaining permission from the dean and the instructor.
2. The dean sets the period and terms for selecting elective courses during any given period during which credit can be earned.
3. The range and conditions for conducting classes in foreign languages and for testing knowledge or skills acquired is set by the Faculty Council.

§ 10.

1. Instructors with the academic titles of professor or doctor *habilitowany* are qualified to conduct lectures.
2. The Faculty Council 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*. Approval for this is valid for a given academic year and is granted before the beginning of the year.
3. In justifiable instances, the dean can approve for a determined period other instructors or practical specialists to conduct lectures, but not for a term longer than the current academic year. The rules in section 1 are applied accordingly.

§ 11.

1. Students are required to participate in courses that the Faculty Council designates as obligatory.
2. Absences from classes mentioned in section 1 can be excused based on a doctor's certification of a short-term inability to participate in classes or by the student's demonstrating other important reasons that prevented participation in classes and which justify such absences.
3. Students present excuses 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 excuse or documentation is insufficient, the dean decides whether the absence or absences are excused.
4. Students are responsible for making up for any lack in knowledge or skills resulting from their absences within a period and manner designated by the course instructor.

§ 12.

1. The grading period is either the semester or the academic year as designated in Faculty Council resolutions.
2. Students who fulfill the requirements set forth in the study plan of a given grading period (pass all required courses and examinations and earn the required number of ECTS points) shall receive written confirmation from the dean in their course/grade book and on the grading period student achievement form. The basis for students participating in the subsequent grading period is written confirmation from the dean in the course/grade book and on the student achievement form that the current grading period has been completed successfully.
3. The examination period is designated by the dean after consultation with the faculty conducting the examinations and in accordance with the rules in §7.
4. In any given class year, only one examination can be conducted on any given day. In consultation with the faculty student government body, the dean can schedule more than one examination on a given day.
5. The dean, upon application from the appropriate faculty student government body or upon her/his own initiative, can reschedule between the semesters of one academic year, selected examinations taking into due consideration the ECTS point limits corresponding to the educational effects of a given grading period.

§ 13.

1. If a course concludes with credit, 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, or
  - 2) to petition the director/head of the department for a course credit commission to be convened in situations mentioned in § 18 section 1.
2. Within seven days of a student filing an appeal or petition for a course credit commission to be convened, the director of the department:
  - 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 commission, as mentioned in § 13 section 1 point 2, sets the date for the commission to be convened and appoints its members;
  - 3) rejects the appeal or the petition for a course credit commission to be convened.
3. In the event that the course instructor, who is mentioned in section 2, is also the director of the department, the dean is the competent person to whom appeals and petitions for course credit commissions to be convened are submitted.
4. To a grade obtained from a course credit commission, § 18 section 5 applies where appropriate.
5. In specific justifiable cases, the instructor of a given subject may, with the approval of the dean and the director/head of the department, give credit for classes that are part of that subject but which have been/are conducted by another instructor.

§ 14.

1. In the event that a subject finishes with an examination, the condition for taking the exam is having passed any obligatory classes for this subject if the study plan includes such classes. The deadline for passing such classes is set by the dean.
2. Students have the right to one retake examination in every subject for which they received a failing grade; this must be done within the basic examination period, if not, students forfeit

the retake examination. Students also forfeit the retake examination period under the following circumstances: students are not permitted to take the examination because of reasons set forth in section 1 in connection with § 13 section 1 of the Regulations, or because of an unexcused absence at the examination.

3. Students who do not take the examination on the designated date are required to present the instructor administering the examination with an excuse within seven days of the date on which the reason for the absence is determined. The rules in §11 section 2 are applicable accordingly. If excuse is accepted, the examining instructor designates an additional examination date. If the excuse is not accepted, then the student has the right to appeal the decision to the dean within a period of seven days following the decision made by the instructor administering the examination.

4. Students who fulfill the conditions for taking an examination, may, with the approval of the dean and the instructor administering the examination, take the examination at another date, which may be prior to the beginning of the examination period but no later than the end of the examination period.

5. In specific justifiable cases, students may, with the approval of the dean, take an examination following the conclusion of the examination period, but no later than one month from the date of the last day of the examination period. Taking an examination under these circumstances does not excuse students from participating in the classes of the subsequent semester.

#### § 15.

1. The lack of an appropriate entry in the instructor grading form is evidence that a given class was not passed, unless the entry was not made for reasons independent of the student.

2. Students are obliged to obtain clearance from UG Library no later than on September 30 of each academic year.

3. With the exception of student internships, 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 § 14 section 5.

#### § 16.

1. The guidelines for the course of and passing student internships required by study plans and educational plans are designated by the Faculty Council and binding UG rules.

2. At the request of the dean, the Rector appoints an internship supervisor and director.

3. The dean supervises the implementation of student internships.

4. In agreement with the Faculty Council, the dean designates the range and types of duties assigned to supervisors and directors and also monitors and evaluates their work.

#### § 17.

1. Exceptionally gifted secondary school students may participate in classes in courses of study that are within the scope of their talents.

2. In order for the persons designated in section 1 to participate in these classes, the dean must express his/her support and then an agreement must be entered into between the Rector and the director of the corresponding school. The agreement sets forth in detail the type of classes the secondary school student will participate and the manner in which his/her achievements will be documented as well as set forth the manner in which and the conditions for using these achievements.

3. These Regulations apply as appropriate to the persons designated in section 1.

§ 18.

1. In specific justifiable cases, within seven days from the announcement of a failed exam, the dean, upon her/his initiative or in response to a petition submitted by students, may agree to convening an examination commission.
2. When the dean convenes an examination commission, he/she designates the date, form (oral or written), and the members of the examination commission.
3. The examination commission must convene within seven days from the date the dean grants permission.
4. The members of the examination commission include the following: the dean or an academic instructor designated by her/him who either holds the title of professor or the degree of doctor *habilitowany*, the instructor who administered the original examination, and a second expert from the same or a related field who holds a minimum of a doctoral degree. Upon a petition from the student or the dean, a representative of the UG academic community may attend the examination as an observer.
5. The grade obtained from the examination commission replaces the grade in question.
6. Minutes from the examination are written and signed by the members of the commission and the observer.

§ 19.

1. If a student does not obtain passing grades within a grading period, the dean may declare the following:
  - 1) the student must repeat the subject for which he/she has received permission to continue studying in the subsequent grading period, or
  - 2) the student must attempt again to pass the relevant course/courses within the subsequent grading period, or
  - 3) the student is removed from the list of students.

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

2. Repeating the first grading period is not permitted.

§ 20.

1. A student who has not fulfilled the requirements set forth in § 12 section 2 may apply to the dean for permission to study in the next grading period. The student is obliged to fulfill the requirements mentioned above in the next examination period, in which in accordance with the program of studies, including the plan of studies, it is possible to obtain credit for and to take examinations in subjects for which the student has not obtained credit.
2. The dean gives permission, as set out in section 1 above, if the student's ECTS points deficit does not exceed the number of ECTS points set by the faculty council in accordance with section 4. The dean's permission is the basis for the student's inclusion in the next grading period.
3. On the application of a student who has not fulfilled the requirements set forth in § 12 section 2 and who has received permission to study in the next grading period or permission to repeat the previous grading period, the dean may designate a date earlier

than that set out in § 20 section 1 for obtaining credit for or for an examination in the subjects for which the student has not obtained credit.

4. The faculty council appropriate to a given course of studies or specialization sets the number of ECTS points in excess of which in a given semester or year (the maximum ECTS points deficit) a student may not apply for permission to study in the next grading period.
5. A student repeating a grading period may not apply for permission to study in the next grading period.

#### § 21.

1. Students may obtain permission from the dean to repeat only once the same grading period, except if the reason for not passing the grading period is a chronic illness or other serious unforeseen occurrence.
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 subjects she/he passed previously. The appropriate department director may, in agreement with the instructor, excuse the student who is repeating for a subsequent time a given grading period, from the obligation to attend classes of subjects that were passed previously, but without lifting the requirement for the student to obtain credit or to pass the examination.

#### § 22.

1. The student, with the permission of the dean and in agreement with class instructors, may participate in classes, obtain credit, and take examinations for subjects included in the study plans of subsequent grading periods (study in advance).
2. The student is obliged to obtain credit within the grading period in which the subjects were studied in advance.
3. The criteria of acceptance, mentioned in section 1, are set by the faculty council, taking into consideration in particular a student's achievements in his/her studies up to that point, and the requirements of the program of studies, including the plan of studies.

#### § 23.

1. The student may, with the approval of the dean, participate in classes offered in higher years of courses of study.
2. In instances justified by certain circumstances in a student's life, the dean may, in agreement with course instructors, grant permission for the student to pass courses under independent study terms.
2. The student may, with the approval of the dean, be transferred to the subsequent grading period after having passed the grading period earlier than designated in the program of studies, including the plan of studies.

#### § 24.

The dean sets the conditions for student's studies in terms of confirming the effects of learning, and this includes the following: he/she may also fix the dates for taking examinations and for obtaining credit for courses, and he/she may oblige the student to make up any differences in program. Regulations § 36 section 2 and sections 6-9 apply where appropriate.

## **Chapter 4. Grading scale applied and ways in which student achievement is expressed in accordance with the European Credit Transfer System (ECTS) and transferring and recognizing courses passed by students**

### § 25.

1. Student progress, including results of credit earned and examinations, is expressed in grades according to the following scale.

Grades	Numeric value	Percentage of knowledge, skills, and social competences required for a given grade*
3. 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

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

2. When passing resolutions for curriculums, the faculty council may designate other methods than those specified in paragraph 1 to express student progress.
3. The grade point average, which represents a student's achievements during his/her course of study, is the mathematical average of all positive and negative grades earned from examinations in all grading periods. The average is calculated to the second place following the decimal point. The rules in § 2 point 1 do not apply.
4. The faculty council may designate obligatory classes that must be passed before an examination can be taken or subjects that do not conclude with an examination but which are used to calculate the grade point average.

### § 26.

All classes, including student internships, included in the curriculum are allocated a specific number of ECTS points in accordance with the UG Internal Educational Quality Assurance System. The allocation of points is confirmed by the Faculty Council in the program of studies, including the plan of studies.

### § 27.

1. The dean may declare a course already passed with earned and documented educational effects and ECTS points in specific cases:
  - 1) repeating a subject;
  - 2) resumption of studies;

3) participation in a student exchange program;  
4) passing a subject in another course of study or at another tertiary-level institution, or through the validation of achievements by declaration of the Verification Commission, which declaration is mentioned in the resolution of the Senate relating to the confirmation of the effects of learning.

2. The dean, in declaring a class passed, shall be guided by equivalence in educational effects, specifically the number of ECTS points allocated to the subject, and a lack of differences in content, form, and scope of requirements for passing.

3. If differences in study plans and curriculums do not permit declaring the class as passed, the dean designates which classes shall be passed in order to allow the student entry into the subsequent grading period.

4. Transferring classes passed within a given subject includes all of the classes passed by a student.

5. The grades that are transferred are not included a second time in the grade point average calculated according to the rules in §25.

6. The faculty council can designate additional principles for declaring a class as having been passed.

#### § 28.

1. The examination results and course credit earned are posted on the UG Student Portal in a time frame designated by the Rector.

2. Course instructors may agree with students to inform them of their examination results and course credit earned in a different manner.

## **Chapter 5. Diploma dissertations and examinations**

#### § 29.

1. Conditions for permission to take a diploma examination are:

1) the fulfillment of all requirements set out in the study plan and the curriculum, including acquiring the correct number of ECTS points required in the course of study;

2) that dissertation (Bachelor's or Master's) must be deposited in the appropriate dean's office;

3) that the dissertation must be positively reviewed;

3) that all appropriate documents must be submitted.

2. The student must prepare a diploma dissertation, and, after submitting it, pass a diploma examination. The diploma dissertation and the diploma examination are part of the program of studies, including the plan of studies, in the student's final grading period.

3. In the event that the diploma examination takes place after the end of the basic examination period that concludes a particular course of study, the student retains all student rights up to the day of the examination, with the exception of the right to obtain material assistance, set out in separate rules.

4. The student prepares his/her master's dissertation under the direction and supervision of an academic instructor with the title of professor or doctor *habilitowany*. A bachelor's dissertation, however, is prepared under the direction and supervision of a person possessing at least the degree of doctor. The dean confirms the list of supervisors of students who are preparing diploma dissertations.

5. In specific justifiable cases, the Faculty Council may appoint a person who has the degree of doctor to supervise a student who is preparing a master's dissertation. Regulation § 10 section 2 sentence 1 is applicable where appropriate.
6. The dean may change the supervisor of a student preparing a diploma dissertation.
7. With the permission of the appropriate dean, a student may prepare his/her master's dissertation under the direction and supervision of a person possessing the title of professor or doctor *habilitowany* or doctor, from another faculty or from outside UG. The rules in section 5 apply accordingly.
8. A piece of work accomplished within the framework of a student research group may be considered as a diploma dissertation.
9. With the dean's permission, a diploma dissertation may be the result of the work of a group of students, if the individual contribution of any one student toward the preparation of that dissertation can be clearly established.
10. In the event of a supervisor's long-term absence that might lead to a student's being unable to submit her/his dissertation by the deadline set by the rules in § 30, the dean, in consultation with the student, designates another person to assume the duties of supervisor.

#### § 30.

1. The student submits her/his diploma dissertation and course/grade book in the appropriate dean's office by the end of the examination session that concludes the student's course of study.
2. The diploma dissertation is reviewed by the supervisor and at least one reviewer, designated by the dean from among those persons possessing at least the degree of doctor. When the supervisor has the degree of doctor, the reviewer should have the title of professor or that of doctor *habilitowany*.
3. The supervisor and the reviewer submit written reviews of the dissertation in the dean's office, at a date specified by the dean.
4. At the request of the supervisor or the student, the dean may extend by three months the date for submitting the diploma dissertation and the course/grade book, in the event:
  - 1) of the student's long-term illness, confirmed by a medical certificate;
  - 2) of there being other circumstances that justify such action.
5. The faculty council may set deadlines other than those mentioned in section 1 and section 4, with the aim of adapting those to the program of studies, including the plan of studies, on a given course of studies or specialization.
6. In the event of a negative review of the diploma dissertation given by the dissertation's reviewer, the dean will designate another reviewer whose review will determine whether the student will be permitted to take a diploma examination.
7. In the event that a student does not submit his/her diploma dissertation and course/grade book by the deadlines set out in sections 1, section 4, and section 5, the dean shall remove the student from the list of students.
8. In the event of a negative review of the diploma dissertation, the dean may make a ruling concerning the repetition of the diploma seminar in the final grading period of the student's studies.

#### § 31.

1. The diploma examination is taken before a commission convened by the dean. It consists of: a chair (the dean or vice-dean or another academic instructor designated by the dean), and at least two other members.
2. At least one of the commission members at a master's diploma examination must possess the title of professor or that of doctor *habilitowany*.
3. The diploma examination is taken within a period of three months from the day on which the diploma dissertation and the course/grade book are submitted.

#### § 32.

1. The diploma examination is an oral examination. The Faculty Council may make different determinations in the case of the diploma examination that concludes first-level degree studies.
2. After conclusion of the diploma examination, the commission awards a grade for the student's performance in the examination, according to the marking scale set out in the rules of § 25 section 1.
3. In the event of receiving an unsatisfactory grade for the diploma examination, or if the student is absent from the examination without proper justification, the dean will designate an additional and final date for the examination.
4. The diploma examination may be repeated no sooner than after the passage of 14 days from, and no later than at a date three months after, the day of taking the first examination.
5. In the event of a student's failing the diploma examination at a second date, or in the event of a repeated unexcused absence at the examination, the dean will decide to remove the student from the list of students.

#### § 33.

1. With the approval of the dean, and based on an application from the student or her/his supervisor, the diploma examination may be open to the public.
2. The scope and guidelines for writing a diploma dissertation in a foreign language and for conducting a diploma examination in a foreign language are designated by the faculty council.

#### § 34.

1. A course of study is completed when the student earns a positive result on the diploma examination. The graduate receives the title and diploma commensurate with the course of study and specialization that he/she has undertaken. The period of the course of study for a first-level degree may be extended by a student internship, as required by the study plan and curriculum, by the amount of time necessary to complete the internship.
2. The basis for calculating the final grade for the course of study is as follows:
  - 1) the grade point average from the required study plan obtained from the semesters passed as set forth in the rules of §25 section 3 and section 4;
  - 2) the diploma dissertation grade;
  - 3) the diploma examination grade or the arithmetic average of grades if the examination was taken on two dates.The final grade comprises:  $\frac{1}{2}$  of the grade designated in pt. 1 and  $\frac{1}{4}$  of each of the grades designated in points. 2 and 3. The grade is calculated to the second place following the decimal point.
3. Minutes from the diploma examination are kept and shall include in detail: the content of the questions posed, the grades for the answers given, the dissertation grade, the grade earned from the diploma examination, and the final grade for the course of study.

4. The final grade is written on the diploma of the completion of the course of study according to the following grading scale.

Final grade	Grade on diploma
4.51 – 5.00	bardzo dobry / excellent
4.21 – 4.50	dobry plus / good plus
3.71– 4.20	dobry / good
3.21 – 3.70	dostateczny plus / satisfactory plus
up to 3.20	dostateczny / pass

## **Chapter 6. Individual study plans and curriculums and inter-field courses of study**

### § 35.

1. Students who are:

- 1) disabled;
- 2) single parents;
- 3) enrolled in two or more courses of study;
- 4) enrolled in selected subjects in another course of study or specialization;
- 5) are pursuing part of their course of study at a foreign institution;
- 6) or in other justifiable instances,

can, with permission from the dean, pursue an individual study plan. In the cases outlined in points 3 – 6 above, the dean can base his/her decision to grant the request based on the academic achievements of the applicant.

2. The dean sets forth the guidelines for the individual study plan for a period of not more than one academic year.

3. It is the responsibility of the student who is pursuing an individual study plan to obtain all signatures in his/her course/grade book and then take exams within a time limit that is set individually with course instructors during a given academic year. In particularly justified instances and on the basis of a student petition, the dean may agree to shift these dates to the subsequent academic year, or to excuse students from the obligation of participating in classes.

4. The dean may also revoke his/her approval, as designated in section 1, if the student does not follow the principles for implementing the individual study plan, or if there is no academic progress.

### § 36.

1. Individual plans of study are based on expanding the scope of knowledge within the course of study or specialization pursued, or to alter the profile of the course of study, linking two or more specializations within one or more courses of study, and they are also for incorporating student participation in research programs.

2. The dean, based on a student application, may grant permission to study according to an individual study plan monitored by an academic supervisor of the student's choice.
3. An independent course of study may be pursued after passing the following with particularly good grades:
  - 1) for comprehensive (long cycle) master degree courses – the first two years of the course, and in exceptional instances the first year of the course;
  - 2) for first-level degree courses – the first year of the course;
  - 3) for second-degree courses – the first semester.
4. The dean designates the criteria set out in section 3.
5. In especially justifiable cases, a student may follow an individual program of studies with academic mentoring/supervision earlier than by the deadlines set out in section 3.
6. Individual study plans with academic mentoring/supervision can shorten the length of the course of study.
7. The academic mentor/supervisor is an academic instructor with the title of professor or the academic degree of doctor *habilitowany*. The Faculty Council can delegate an academic instructor with the academic degree of doctor to act as an academic mentor/supervisor.
8. An application for pursuing an individual study plan must include a program proposal that has been approved by the candidate proposed as the academic supervisor as well as her/his written agreement to assume the function of academic mentor/supervisor.
9. The academic mentor/supervisor shall by September 30 of each year submit a report on the achievements of the student pursuing the individual plan of study and an evaluation these achievements. If the student has failed to make sufficient progress in his/her studies, the dean may, in agreement with the academic supervisor, revoke permission for the student to pursue an individual study plan.

§ 37.

The provisions of these Regulations are applied as is appropriate to inter-field individual study plans.

## **Chapter 7. Pursuing studies in another course, faculty, or tertiary-level institution and changing courses or forms of studies**

§ 38.

1. The student may, with the permission of the appropriate deans, earn credit for classes in other courses of study and specializations.
2. A student of another tertiary-level institution may, with the permission of the appropriate deans, earn credit for classes taught at UG.

§ 39.

1. The student may, with the permission of the appropriate deans, change his/her course of study or specialization at UG, after having passed at least the first grading period as long as

the curriculum differences permit she/he to be accepted to at least the second grading period of the selected course of study or specialization.

2. The student who attempts to change his/her course of study or specialization shall meet the entrance requirements for the selected course of study or specialization that were binding during the most recent recruitment process.

#### § 40.

1. The student may, with the permission of the appropriate dean, change from a full-time day course of study to an extramural course of study or from an extramural course of study to a full-time course of study.

2. The requirements for changing the form of courses of study are set forth by the dean.

#### § 41.

The student may, after meeting all his/her obligations to UG, and with the permission of the appropriate dean, transfer to another tertiary-level institution.

#### § 42.

1. The acceptance into a course of study administered by UG of a student from another tertiary-level institution is possible with the agreement of the dean of the faculty of the mother institution if the curriculum and ECTS point differences permit the student to pursue a course of study at least at the level of the second grading period.

2. The appropriate UG faculty dean, in granting permission to accept the student, indicates the semester in which the course of study shall be undertaken, taking into consideration differences in curriculum, and also designating the date by which these differences must be fully met.

## **Chapter 8. Leave from courses**

#### § 43.

1. The dean may grant students leave from courses of study under the following circumstances:

1) long-term illness;

2) the birth of a child;

3) delegating a student by UG outside of the institution for an internship or for another similar purpose;

4) repeating a semester;

5) other especially justifiable circumstances.

2. The student shall submit an application for leave immediately after the circumstances necessitating it arise, as set forth in section 1.

3. Leave is granted for a period of one semester or academic year (long-term leave), or for a period shorter than one semester (short-term leave).

4. Long-term leave commences, accordingly, at the beginning of the semester or academic year, after the preceding semester or year has been passed. These conditions do not apply in the cases designated in section 1 points 1 and 2.

5. Short-term leave can be granted in the cases designated in section 1 point 3 and point 5.
6. Granting student leave for a previous period once the examination period has commenced is prohibited except in cases designated in section 1 points 1, 2, and 5.
7. During comprehensive (long-cycle) master degree courses of study, students may be granted leave no more than twice, while not more than once during first- and second-cycle degree courses, with the exception of medical leave. The total length of long-term leave granted during comprehensive (long-cycle) master degree courses of study cannot be longer than 24 months, while for first- and second-cycle degree courses leave must not exceed 12 months. These limitations do not apply to medical leave.
8. Granting a student a subsequent medical leave requires the student to submit a medical certificate confirming his/her continuing inability to pursue studies.
9. After a student returns from a period of medical leave, she/he is obliged to present medical certification that confirms his/her ability to pursue a course of study.
10. After returning from leave, a student may be required to meet any differences in curriculum, or, those stemming from changes in study plans or curriculum, or to continue his/her course of study according to an individual study plan designated by the dean.
11. Obtaining long-term leave postpones the planned date for the completion of one's course of study.

§ 44.

During leave, the student may, with the permission of the dean and under the circumstances prescribed by him/her, participate in some classes and earn credit for some classes and take some examinations.

## **Chapter 9. Removing students from the list and terminating courses of study**

§ 45.

1. Students are removed from the list in the following instances and according to the principles set forth in the rules of Article 190 paragraph 1 and paragraph 2 of the Law.

2. Not commencing a course of study is signaled by the following:

- 1) written confirmation of having taken the designated oath is not submitted;
- 2) possession is not taken of the course/grade book or student identification;
- 3) not obtaining credit for classes or not taking examinations at the end of the first grading period.

If the situations described in points 1–3 persist until the end of the first semester of the course of study, the dean concludes that the person on the list of students has not commenced his/her course of study.

3. Failure to meet the requirements set forth in the study plan and by the curriculum in a given grading period can result in a declaration that no progress has been made in the course of study. The dean declares a lack of progress in the course of study under the following circumstances:

- 1) failure to submit the course/grade book within the period designated by the dean;
- 2) failure of the student to pass a subject while repeating a grading period;

- 3) a negative diploma dissertation evaluation;
- 4) circumstances outlined in §32 section 5.
4. The dean confirms there is a lack of progress in the course of study based on his/her own initiative or on a petition from the class instructor or the year supervisor (course of study, specialization).

§ 46.

A declaration to terminate a course of study is submitted to the dean in writing.

## **Chapter 10. Re-admission and resumption of courses of study**

§ 47.

1. Students who were removed from the register of students during the second or subsequent periods in which credit can be earned, can resume their course of study at the same semester (year) level at which they left the course no sooner than in the subsequent grading period.

2. The dean makes a determination concerning resumption of a course of study, taking into consideration:

- 1) the reason for the student's being removed from the list of students;
- 2) the student's achievements in his/her studies to date;
- 3) the amount of time that has past between the student's being removed from and making the application;
- 4) the scale of the differences in program resulting from any possible changes in the program of studies, including the plan of studies;
- 5) the conduct of the applicant as a student up to now, including his/her adherence to the regulations current at the University of Gdańsk.

3. The dean may grant permission for students to resume courses of study at a lower year (semester) level than is stated in section 1 if she/he determines that, since the date on which resuming students were removed from the list of students, changes in the study plans or curriculums or developments in the field of study are such that the knowledge applicants acquired previously is outdated. In such instances, the dean designates the subjects for which credit has been earned. The rules in § 27 are applicable.

4. On resumption of studies connected with the repetition of subjects, § 21 applies as appropriate.

5. Students who have been expelled from the university as a result of disciplinary action may only apply for re-admission after their period of penalization has concluded.

§ 48.

Students who have been removed from the register of students during the first grading period may re-apply to UG in accordance with general university principles and the recruitment guidelines of the particular course of study.

## **Chapter 11. Prizes and distinctions**

§ 49.

Students who have fulfilled the requirements of their course of study in an exemplary fashion and who have excelled in their achievements can be awarded:

- 1) the Rector's Prize;
- 2) the UG Medal awarded by the Senate, on the recommendation of the Faculty Council;
- 3) a dean's commendation in writing in the course/grade book or in another written form;
- 4) other prizes and distinctions awarded by the dean;
- 5) prizes awarded by Polish state and local government institutions, academic associations, social organizations, and foundations.

#### § 50.

The guidelines for awarding prizes and distinctions are set forth, respectively, by the Rector, the Senate, and the Faculty Council, and also those bodies mentioned in § 49 point 5 of the regulations relating to those prizes.