



**POLITECHNIKA
GDAŃSKA**

**Uchwała Senatu PG
nr 12/2016/XXIV
z 19 października 2016 r.**

w sprawie: przyjęcia załącznika do Uchwały Senatu PG nr 351/2016/XXIII z 16 marca 2016 r. stanowiącego wersję anglojęzyczną Regulaminu stacjonarnych i niestacjonarnych studiów wyższych na Politechnice Gdańskiej.

Senat Politechniki Gdańskiej, na podstawie art. 161 ust. 1 - 4 ustawy z dnia 27 lipca 2005 r. Prawo o szkolnictwie wyższym (Dz.U. z 2012 r. poz. 572 z późn. zm.), uchwała, co następuje:

§1 W Uchwale Senatu Politechniki Gdańskiej nr 351/2016/XXIII z 16 marca 2016 r. w sprawie przyjęcia Regulaminu stacjonarnych i niestacjonarnych studiów wyższych 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

prof. dr hab. inż. Jacek Namieśnik
prof. zw. PG



**POLITECHNIKA
GDAŃSKA**

**Regulations
of full-time and part-time higher education studies
at Gdańsk University of Technology**

Gdańsk 2016



Contents

I.	GENERAL PROVISIONS.....	3
II.	ORGANISATION OF STUDIES.....	4
III.	STUDENT RIGHTS AND RESPONSIBILITIES.....	5
IV.	ANOTHER COURSE OF STUDY.....	7
V.	SUBJECT COMPLETION AND CREDIT POINT SYSTEM RULES.....	7
VI.	INDIVIDUAL STUDY PLAN AND CURRICULUM.....	10
VII.	SUBJECTS TAUGHT IN A FOREIGN LANGUAGE.....	10
VIII.	REGISTRATION RULES.....	11
IX.	INTERNSHIPS.....	11
X.	DIPLOMA THESES AND EXAMINATIONS.....	12
XI.	EXCLUSION FROM THE STUDENT REGISTER.....	15
XII.	RESUMPTION OF STUDIES.....	15
XIII.	STUDENT LEAVES.....	17
XIV.	RULES FOR CHANGING THE COURSE OR FORM OF STUDIES AT GDAŃSK UNIVERSITY OF TECHNOLOGY.....	17
XV.	RULES FOR STUDENTS CHANGING UNIVERSITIES.....	178
XVI.	STUDENT ACCEPTED FOR STUDIES UPON CONFIRMATION OF LEARNING OUTCOMES.....	18
XVII.	SCHOLARSHIPS, PRIZES AND AWARDS.....	189
XVIII.	CONDITIONS AND MODE OF STUDIES FOR EXCEPTIONALLY GIFTED STUDENTS.....	18
XIX.	FINAL AND TRANSITIONAL PROVISIONS.....	20



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 on Higher Education, of 27 July 2005 (Journal of Laws 2012, item 572 with subsequent amendments), hereinafter referred to as the Act, and the Constitution of Gdańsk University of Technology.

I. GENERAL PROVISIONS

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

educational outcomes – the amount of knowledge, competence and social skills acquired as a result of the educational process in the course of studies;

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

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

individual study plan – an individual timetable for realisation of subjects included in a curriculum, adapted to the student's current situation;

individual curriculum – a curriculum allowing for individual selection of subjects and the timetable for their realisation adapted to the student's particular scientific interests;

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, 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, exercises, laboratory work, etc.) as part of the subject;

thesis patron – thesis supervisor;

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

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 – a cohesive set of learning outcomes as defined by the University in accordance with the National Qualifications Framework for Higher Education, and the learning process leading to these outcomes, together with the ECTS credits ascribed to its particular modules;



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;

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 curriculum of a given semester;

year of study – two consecutive semesters of study; with an odd and even reference number respectively;

classes not included in the curriculum:

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 to a student.
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.

§2.

1. Rules for admission to higher education studies are determined by the Senate of Gdańsk University of Technology.
2. Each person admitted to higher education studies receives an album number, as well as an individual account in the 'eDziekanat' electronic system.
3. Persons admitted to higher education studies acquire student rights upon matriculation, after taking the oath defined in the Constitution of Gdańsk University of Technology.
4. Matriculation takes place during the celebration of the acceptance of new students for the first year of study or at the commencement of classes.
5. On acquiring student rights, each student receives a student ID card.
6. The rights and obligations of the student expire on the date of graduation or exclusion from the student register; the person who has completed undergraduate studies preserves the student rights till October 31, the year in which they graduated, excluding the right to financial assistance.
7. Students commencing studies are entitled to receive training with regard to student rights and responsibilities. The training is conducted by the Student Parliament of the Republic of Poland in consultation with the Student Government body of Gdańsk University of Technology.
8. First year students receive compulsory training in using the 'eDziekanat' electronic system, as well as an induction into distance learning methods and techniques. The trainings are conducted by the IT Centre.
9. The Rector is the superior of all University students, while the Dean is the superior of all students at the given faculty.

II. ORGANISATION OF STUDIES

§3.

1. Studies are conducted in accordance with the teaching outcomes, to which the study plans and curriculum are adapted.
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.



§4.

1. The academic year starts not later than on 1st October and ends no later than on 30th September. It comprises two semesters (winter and summer), and includes a series of classes which end with an examination and resist session, 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 two weeks before the first meeting.
4. For full-time undergraduate studies, winter diploma semester classes last ten weeks.
5. The basic examination session for full-time studies lasts at least ten consecutive days, excluding Sundays and holidays, 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.
6. In justified cases, the Rector or the Dean are entitled to suspend classes for a day or for several hours.
7. With regard to seven-semester undergraduate studies, the seventh semester is in the final year of the studies.
8. With regard to three-semester postgraduate studies, the first year of studies includes the first and second semester, whereas the second year ends after the completion of the third semester.

§5.

1. Curricula are announced on faculty websites at least two weeks prior to the commencement of classes.
2. At least three days prior to the commencement of each semester, the Dean announces on the faculty website a curriculum including lists of compulsory subjects for each year, as well as detailed timetables of classes, together with the names of academic teachers conducting the classes.
3. Within 14 days of the commencement of classes the academic teacher responsible for the subject fills in the subject card on the university portal and lists the consultation hours.

§6. 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.

III. STUDENT RIGHTS AND RESPONSIBILITIES

§7.

1. Students are obliged to:
 - 1) behave in accordance with the student's oath,
 - 2) attend organisational meetings and classes in accordance with the study Regulations,
 - 3) take examinations, gain work experience and fulfil other requirements stipulated in the study plan and curriculum,
 - 4) comply with the rules and regulations binding at Gdańsk University of Technology,
 - 5) comply with copyright laws, intellectual and industrial property rights, as well as with University commercialisation rules,



- 6) pay tuition fees pursuant to the written agreement which is concluded between Gdańsk University of Technology and each of the students,
 - 7) 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,
 - 8) familiarise themselves with directives and notifications posted on the website of Gdańsk University of Technology, as well as with the information sent directly to students' individual accounts in the 'eDziekanat' electronic system, within seven days of their receipt.
2. A copy of the agreement referred to in p. 1.6 above, as defined by the Senate Resolution, shall be posted on the website of Gdańsk University of Technology.
 3. Part-time students shall pay tuition fees in accordance with the conditions stipulated in the agreement referred to in p. 1.6 above.

§8.

1. Students have the right to:
 - 1) have their dignity respected by every member of the academic community,
 - 2) acquire knowledge in the given field of study,
 - 3) develop personal scientific interests,
 - 4) use the University library,
 - 5) 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,
 - 6) submit to the faculty authorities their postulates concerning curricula and study plans,
 - 7) assess the learning process in accordance with rules defined in the Act and in the Constitution of Gdańsk University of Technology,
 - 8) refer to the Dean in the matters relating to their studies,
 - 9) 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,
 - 10) participate in student organisations and scientific circles, as well as in research, development and implementation of projects at Gdańsk University of Technology,
 - 11) receive the prizes and awards referred to in §31 and §32 hereof,
 - 12) obtain information concerning themselves at the address of their individual student accounts in the 'eDziekanat' system, with at least seven days' notice.
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.

§9.

1. With the consent of the Dean, full-time students may attend classes within another course of study.
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, shall be registered for a subsequent semester.



§10.

1. 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.
2. Persons who were excluded from the student register following a final decision of the disciplinary committee may apply for readmission to studies at the University and for a place at an appropriate year of studies only if the penalty of exclusion has been annulled in compliance with the procedure and the principles set out in the Act.

IV. ANOTHER COURSE OF STUDY

§11.

1. State university students of full-time undergraduate studies, who have successfully completed the first year of studies, are entitled to undertake another course of study at Gdańsk University of Technology without the obligation to pay tuition fees.
2. Students applying to take another course of study should comply with the terms and conditions and procedures for recruiting candidates for full-time and part-time undergraduate and postgraduate studies at Gdańsk University of Technology.

V. SUBJECT COMPLETION AND CREDIT POINT SYSTEM RULES

§12.

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.
3. 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.
4. Official completion of classes in a given subject or fulfilment of other requirements set out in the subject card constitute a prerequisite for taking an examination in this subject.
5. Unauthorised absence at an examination shall result in forfeiture of the opportunity to take this examination on one of the established dates.
6. In cases where absence at an examination is justified due to health problems or the necessary attendance at a different examination, students are entitled to be provided with an additional examination date. The decision to arrange an additional examination date shall be made by the Dean.
7. In case of illness during an examination session, students are obliged to submit at the Dean's office a medical certificate within seven days of the first day of their absence.
8. Examination and course completion results are posted on the students' individual 'eDziekanat' electronic system accounts.
9. Students are entitled to review the results of class tests, subject tests, laboratory and project work assessments, assessment tests and examinations within 14 days of the announcement of their results.

§13.

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 examination and subject completion session, students are entitled to one additional resit session.



3. Lecturers have the right to announce an additional exam, called zero exam, which takes place before the primary exam. Rules of the way of conducting and admission for the exam are determined by the lecturer.
4. The results of the exam or subject completion must be given within 14 days, but no later than 5 days before the resit exam.
5. The Dean may decide to have an examination conducted before an examination committee the following cases:
 - 1) when irregularities occur in the conducting of the original examination or subject completion test on 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 a committee may be submitted by a student, student government body or an examiner at least five days before the examination or subject completion results are announced, together with a detailed justification of the necessity for reassessment.
7. Additional examination (course completion) commission 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. Students appearing before the examination (course completion) committee, referred to in p. 3 above, may request the presence of a student government representative.
9. A committee examination (subject completion) may be written or oral, depending on the decision made by the chairperson of the examination committee.
10. Exam result (course completion result) is determined by the Dean and the experts indicated by the Dean and the student. Exam score (course completion result) is entered in the protocol by the chairman of the committee.

§14.

1. Teachers responsible for individual subjects enter student grades into subject completion protocols. 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 Dean's consent.
3. Teachers responsible for individual subjects are obliged to retain marked semester works, projects, reports, examination papers, tests and appraisals until the end of the subsequent semester.

§15.

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:



Grade	
verbally	numerically
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. Faculty Boards assign the number of ECTS credits to individual subjects, taking into account the resolution on guidelines for Faculty Boards in adopting study plans and curriculums, passed by the Senate of 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:

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

where:

o_i – is the grade awarded for the subject,

p_i – is the number of credits assigned to the subject.

9. In determining the weighted average grade, subjects without assigned credits or grades are omitted.
10. If in previous years a student received 'excellent' evaluation from a subject, it will be calculated for the weighted average as 'very good'.
11. The weighted average of the grades for the semester is calculated after completion of the semester.



VI. INDIVIDUAL STUDY PLAN AND CURRICULUM

§16.

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) have achieved a high grade point average after the first or subsequent semesters; the conditions for individual curriculums at each of the faculties are stipulated in rules established by the faculty board in consultation with the student government body at the faculty,
 - 2) wish to take up individual interdisciplinary studies including at least two fields of study, and the curriculum of such studies has been defined in a way which allows for obtainment of a diploma in at least one field of study; students' documentation is kept at the faculty which is authorised to confer doctoral degrees in the students' chosen field of study, and where students will obtain their diplomas.
3. Subjects for an individual curriculum are selected in such a way as to retain the learning outcomes in a given field of study and, in the case of individual interdisciplinary studies, to retain the learning outcomes in at least two fields of study.
4. The Dean may appoint tutors for students pursuing individual curricula.
5. 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 in 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.
6. Study Regulations, including the deadlines specific to students' study plans, apply to students pursuing individual study plans or curriculums.
7. Students of postgraduate 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. SUBJECTS TAUGHT IN A FOREIGN LANGUAGE

§17.

1. A faculty (or faculties) may conduct classes in a foreign language for a given field, form and level of studies if the requirements stipulated in §8 of the Regulations on conditions for conducting studies in a given field and at a given level (with all the documents provided in a foreign language), issued by the Ministry of Science and Higher Education on 3rd October 2014 are fulfilled (Journal of Laws from



2014, pos. 1370); if the teaching staff have appropriate qualifications and the enrolment for studies in a foreign language has been announced.

2. In the case of the education programme referred to in p.1 above, course examinations, course completion, as well as diploma theses and diploma examinations shall be conducted in a foreign language.
3. Curricula for a given field, form and level of studies may include certain subjects taught in a foreign language. Examinations or completions in these subjects should be conducted in this foreign language.
4. In the case of studies conducted in Polish the Dean may authorise writing diploma theses in a foreign language.

VIII. REGISTRATION RULES

§18.

1. Registration for the first semester is performed following the decision to admit a student to higher education studies.
2. Student registration for subsequent semesters is performed based on the students' academic progress measured by the number of awarded credits.
3. The sum of ECTS credits which have not been awarded to a student on account of failed subjects in all the semesters is defined as a credit point deficit.
4. A credit point deficit which does not exceed 12 ECTS credits and does not include a credit point deficit from previously failed subjects constitutes a prerequisite for registration in the subsequent semesters.
5. 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.
6. Information regarding the deadlines for completing failed subjects is posted on students' individual eDziekanat accounts, and also appears on the university portal.
7. Detailed rules regarding registration for subsequent semesters are set out in the faculty guidelines approved by the faculty board after consultation with the student government body at the faculty.
8. Students attending classes in failed subjects pay tuition fees in accordance with the agreement referred to in §7, p.1.6, as well as with the resolution of Gdańsk University of Technology Senate, on rules for charging tuition fees including the conditions and mode of exempting undergraduate, postgraduate and doctoral students from payment of fees or with the directive of the Rector on the amount of fees for educational services relating to the education of foreigners taking up studies on fee-paying basis.

IX. 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 faculty board as part of the study plan and curriculum in accordance with the Senate resolution on guidelines concerning the adoption of study plans and 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. ECTS credits are awarded for Internships which comply with the curriculum.
5. Coordination of matters concerning internships is conducted by faculty 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 faculty Counsellor based on an interview with students and on the internship documentation (including internship work certificate and employer's appraisals).
8. Detailed rules concerning internships and students' responsibilities during internships are included in the University regulations on internships for students.

X. DIPLOMA THESES AND EXAMINATIONS

§20.

1. Master's diploma theses are written by students under the guidance of supervisors. A supervisor may be a professor, habilitated doctor or, with the authorisation of the faculty board, a doctor of science or philosophy. An Engineering (*inżynier*) or Bachelor's (*licencjant*) diploma may be supervised by a professor, a habilitated doctor, a doctor of science/arts or, with the authorisation of the faculty board, a senior lecturer or a lecturer.
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 is 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 undergraduate and postgraduate studies are announced at least ten months before the end of the diploma semester.
7. Students' diploma theses have to be submitted on paper and in the electronic form on a data carrier not later than:
 - 1) the end of the diploma semester – with regard to undergraduate studies,
 - 2) by 30th April – with regard to postgraduate studies ending in the winter semester,
 - 3) by 30th September – with regard to postgraduate studies ending in the summer semester.
8. Before assessment the written thesis is checked using anti-plagiarism software.
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'.
11. Students are obliged to submit a statement of compliance with copyright law, which is included in the student's file or diploma thesis.
12. The final grade for an Engineering diploma thesis, an Engineering diploma project or a Bachelor's diploma thesis is the mean of grades awarded by the supervisor and the reviewer, rounded to the grades of Gdańsk University of Technology defined in §15, p. 1, and presented in the table below:



c – arithmetic mean	$3.00 \leq c < 3.25$	$3.25 \leq c < 3.75$	$3.75 \leq c < 4.25$	$4.25 \leq c < 4.75$	$4.75 \leq c \leq 5.00$
in written form	satisfactory	satisfactory plus	good	good plus	very good

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

§21.

1. At the request of the diploma thesis supervisor or of the student, a postgraduate diploma examination may be an open examination.
2. Students may submit the request referred to in p.1 above at the Dean's office not later than on the day of submitting the diploma thesis.
3. 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 committee 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.
4. An open diploma examination comprises an open and closed part.
5. In the open part the student presents the diploma thesis and answers questions concerning this thesis.
6. In the closed part the student answers questions regarding his/her studies, with only the members of the examination committee present.

§22.

1. Completion of all the semesters in accordance with the curriculum, including obligatory internships and, in the case of postgraduate 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 'eDziekanat' 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, vice-Dean, Head of the Department or an academic teacher who is designated by the Dean, is a habilitated doctor or holds the title of a professor, or a doctor employed as an associate professor.
5. With regard to undergraduate studies, the chairperson of the examination committee may be an academic teacher holding the title of docent.
6. A postgraduate studies diploma examination takes place within three months of the date when the diploma thesis was submitted.
7. An undergraduate studies diploma examination takes place within three months of the date when the diploma semester ended.

§23.

1. The diploma examination is an oral examination which is assessed in accordance with the scale defined in §15, p. 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.

§24.

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 undergraduate studies are calculated with the accuracy to the nearest two decimal places after the decimal point, in accordance with the following formula:

$$w = 0,8a + 0,2 c$$

where:

a – is the final weighted grade average in accordance with the rules stipulated in §15,

c – is a positive grade for the diploma examination.

3. Final results of postgraduate 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 §15,

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 (pp.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 pp. 2 or 3 by half a point or lower it by half a grade.
5. Under the conditions defined in §32 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 of 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 three months of the initial examination date.

XI. EXCLUSION FROM THE STUDENT REGISTER

§25.

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) apparent lack of progress in studies,
 - 2) failure to complete a semester or a year within the specified time,
 - 3) failure to pay tuition fees,
 - 4) failure to sign the submitted contract of payment conditions for tuition or educational services.
3. The procedure for excluding a student from the student register begins with notifying the student, via his/her personal 'eDziękanał' 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 personally or by notice with acknowledgment of receipt).
5. An appeal may be submitted to the Rector against the decision referred to in p. 4. The Rector's decision in this matter is final.
6. Failure to commence studies concerns students who, four weeks after the beginning of a semester, fail (unauthorised absences) to attend any classes where students' presence is recorded (exercises, laboratory work, project work, seminars, foreign language classes and physical education lessons).
7. 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.
8. 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.
9. A person excluded from the student register has an obligation 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, together with the student identity card.

XII. RESUMPTION OF STUDIES

§26.

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 pp. 2-9 applies to students who have already studied at GUT and have accumulated at least 45 ECTS credits.
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 complete the first semester is performed in accordance with the same principles which apply to all candidates for undergraduate or postgraduate studies.
5. Persons applying for resumption of studies are required to submit an application at the Dean's office prior to the commencement of the semester in which the studies are to be resumed.
6. Resumption of studies takes place in a semester designated 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 one-cycle Master studies student registers may seek the Dean's approval to resume studies at the undergraduate level.
10. The conditions for resumption of studies by persons who were excluded from the student register five or more years previously are established by the Dean.

XIII. STUDENT LEAVES

§27.

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 p. 4. 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 students.
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 undergraduate, postgraduate and doctoral students at Gdańsk University of Technology.
4. The Dean may grant a student a prolonged sick leave on the basis of a medical certificate.
5. In justified cases, the Rector may grant a student a leave for a period longer than one year (extended leave).
6. The student returning from leave may be required by the Dean to compensate for differences in curriculum resulting from changes occurring in the study program during the leave.

XIV. RULES FOR CHANGING THE COURSE OR FORM OF STUDIES AT GDAŃSK UNIVERSITY OF TECHNOLOGY

§28.

1. Students may change their course of studies after completing a semester.
2. Students applying to change their course of study must submit a request a month 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 faculty with the Dean's consent.
4. Students who have been registered for at least the second semester at a given faculty may change their course of studies to a course at another faculty with the consent of the Deans of both faculties.



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.
6. The decision of the Dean of the host faculty admitting students changing their course of study is based on the number of semesters completed by such students, including subjects representing curriculum differences and their completion dates. On account of curriculum differences, the Dean may allow for individual study plans.
7. After accepting the decision referred to in p.6, students are obliged to sign a new agreement, referred to in §7, p.1.6 of the Regulations.
8. After students accept the decision referred to in p. 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 p. 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 also apply to students changing the profile and form of their studies.

XV. RULES FOR STUDENTS CHANGING UNIVERSITIES

§29.

1. Students may change universities after the completion of a semester.
2. Students applying to change universities shall submit a request to be transferred to another university a month prior to the beginning of the next semester.
3. Students may be transferred from another university (hereinafter referred to as the home university) to Gdańsk University of Technology with the approval of the Dean of the faculty which admits them.
4. The detailed rules for student transfers and recognition of learning outcomes in the situation of changing courses of study, faculties or universities are defined by the Dean.
5. The Dean of the host faculty determines the conditions on which transferred students will commence their studies, based on the number of completed semesters, including subjects representing curriculum differences and their completion dates. On account of curriculum differences, the Dean may agree to individual study plans.
6. After accepting the decision referred to in p. 5 above, students are obliged to:
 - 1) submit a written confirmation of fulfilling the requirements referred to in art. 171, p. 3 of the Act,
 - 2) take the oath defined in the Constitution of Gdańsk University of Technology,
 - 3) sign the agreement referred to in §7, p. 1.6 of the Regulations,
 - 4) receive training in the use of the 'eDziekanat' system, which is conducted by the IT Centre.
7. After admitting students on the basis of the decision referred to in p. 5, the Dean of the host faculty asks the home university to transfer the students' documents. Following their receipt and fulfilment of the requirements referred to in p. 6, the host faculty registers the students.
8. An accepted student receives: an album number, an individual 'eDziekanat' student account and a student ID card.
9. Students commencing studies after being transferred from another university have the right to receive training on student rights and responsibilities, which is conducted by the Students' Parliament of the Republic of Poland in consultation with the Student Government body of Gdańsk University of Technology.
10. Students may be transferred from Gdańsk University of Technology to another university with the approval of the relevant authorities of the host university presented as formal decision, if students



have fulfilled all the responsibilities in accordance with the rules and regulations of Gdańsk University of Technology.

11. 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.

XVI. STUDENT ACCEPTED FOR STUDIES UPON CONFIRMATION OF LEARNING OUTCOMES

§30.

1. A student admitted for studies by confirming the learning outcomes studies according to an individual plan of study on the terms specified by the Dean.
2. Dean can appoint a tutor for a student accepted for studies as a result of the confirmation of learning outcomes.
3. Student referred to in paragraph. 1 is subjected to the regulations of studies included in the deadlines specified in the study plan.

XVII. SCHOLARSHIPS, PRIZES AND AWARDS

§31.

1. Students may apply for financial assistance from funds allocated for this purpose in the state budget, excluding non-Polish nationals referred to in Art. 43 of the Act. The detailed rules for granting financial assistance are defined by the Rector in consultation with the student government body at the University, as set out in the regulations on granting financial aid to undergraduate, postgraduate and doctoral students at Gdańsk University of Technology.
2. Scholarships other than those defined in the regulation referred to in p. 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, although the means for their realisation may not come from the financial assistance fund.

§32.

1. The Dean may apply to the Rector to issue a diploma with distinction to students who fulfil the following criteria:
 - 1) have obtained a higher weighted average grade 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,
 - 2) have not been penalised by a disciplinary committee or a student disciplinary panel,
 - 3) have submitted, during undergraduate studies, their diploma thesis before the end of the diploma semester and, during postgraduate studies, submitted their diploma thesis within the time specified in §20, p. 7.
2. Graduates who are awarded a diploma with distinction receive the Graduate's Gold Medal of Gdańsk University of Technology.

XVIII. CONDITIONS AND MODE OF STUDIES FOR EXCEPTIONALLY GIFTED STUDENTS

§33.

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 no 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 p. 1 above may also be submitted by institutions taking care of exceptionally talented young people, in accordance with the procedure set out in p. 3.

§34.

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 and bodies.
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.

§35.

1. Each pupil shall receive a student's transcript of records.
2. Students complete classes according to the rules set out in these Regulations, and the results are recorded in the transcript of records. After completing classes, each student 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. Students 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.

XIX. FINAL AND TRANSITIONAL PROVISIONS

§36.

1. The following Regulations shall be applicable from the academic year 2016/2017.
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 Constitution of Gdańsk University of Technology.
3. The Rector of Gdańsk University of Technology shall act as the appeal body with reference to all the issues included in these Regulations.