

Study Rules
at Gdańsk University of Technology

Gdańsk 2024

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

The legal basis for these rules are: the Act of 20 July 2018 – Law on Higher Education and Science (consolidated text, Journal of Laws of 2023, item 742, as amended), hereinafter referred to as the Act, and the Statute of Gdańsk University of Technology.

I. GENERAL PROVISIONS

§1

The terms used in these rules shall be understood as follows:

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

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

individual student account in “Moja PG” system – an account in the University electronic system ‘Moja PG’, containing, in particular, information on the student’s course of studies and current status;

individual organization of studies – a curriculum allowing for individual selection of subjects and the timetable, adapted to the student’s particular scientific interests or current situation;

individual research studies - individual studies for the most talented master’s degree students involving the implementation of scientific research as part of research projects;

individual inter-disciplinary studies - individual research studies, the program of which includes at least two fields and allows for obtaining a diploma in more than one field of study;

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

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

module – a subject or a group of subjects;

academic teacher responsible for the subject – an academic teacher, who is responsible for proper realization 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, practical classes, laboratory work, etc.) as part of the subject;

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

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

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

repeating classes in a failed subject – attending a class again and retaking a credit 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;

study program - learning outcomes and a description of the learning process leading to learning outcomes with ECTS credits assigned to individual modules of the process;

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

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

ECTS credits - points defined in the European Credit Transfer and Accumulation System as a measure of the average workload of the student, which is necessary to obtain particular 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: odd and even; in the bachelor's degree studies which last seven semesters, the last year of study covers semester 7, while in the master's degree studies which last 3 semesters, the first year of studies covers semesters 1 and 2, and the second year of studies ends after the 3rd semester;

II. UNDERTAKING STUDIES

§2

1. Studies at Gdańsk University of Technology can be undertaken as a result of the following procedures:
 - 1) recruitment,
 - 2) transfer from another national or foreign university,
 - 3) confirmation of learning outcomes.
2. International students may undertake and pursue studies under the provisions of Art. 323 of the Act.
3. The conditions, procedure and manner of conducting the recruitment procedure for higher education are determined by the Senate of Gdańsk University of Technology.
4. A student may transfer from another university (hereinafter referred to as a home university) to Gdańsk University of Technology upon the consent of a person authorized by the rector, in accordance with the following rules:
 - 1) A student can change the university after the end of the semester.
 - 2) A student who is applying for a change of university submits a transfer application not later than one month before the beginning of the subsequent semester.
 - 3) Following the transfer approval, a student is obliged to:
 - a) take an oath, pursuant to the Statute of Gdańsk University of Technology,
 - b) sign the contract referred to in §9(1)(4) of these rules,
 - c) undergo training courses referred to in §3(6).
 - 4) Refusal to transfer the student from another university is an administrative decision.
 - 5) The detailed rules for the transfer and recognition of learning outcomes when changing the field of study, faculty and university are provided for in university procedure No. 11.
5. Confirmation of learning outcomes is conducted pursuant to the following rules:
 - 1) Proceedings for admission by transfer from another university are conducted by a committee appointed by a person authorized by the rector.
 - 2) Learning outcomes are confirmed in the scope corresponding to the learning outcomes specified in the curriculum.
 - 3) As a result of confirming the learning outcomes, no more than 50% of ECTS credits assigned to the classes included in the study program may be credited.
 - 4) The order of admission is determined by the result of learning outcome confirmation.
 - 5) The dean may appoint a tutor for the student accepted for studies as a result of confirming the learning outcomes.
 - 6) Detailed rules regarding confirmation of learning outcomes at Gdańsk University of Technology are set out in separate regulations.

§3

1. Each person admitted to studies receives an album number, a university student account, as well as an individual account in the "MojaPG" electronic system.
2. Admitted students acquire student rights upon taking the oath defined in the Statute of Gdańsk University of Technology.
3. Formal confirmation of taking the oath takes place on the student's individual account in the Moja PG system.
4. The student has the right to obtain a student ID card.
5. The rights and obligations of the student expire on the day of graduation or deletion from the student register; the person who has completed bachelor's degree studies preserves the student rights until October 31 of the year in which they graduated, excluding the right to financial assistance.

6. During the first semester of studies at Gdańsk University of Technology, students undergo mandatory training, including: health and safety, library training, study rules, the use of the 'Moja PG' system and preparation for participation in classes conducted using distance learning methods and techniques.
7. The rector is the superior of all university students, while the dean is the superior of all students at a given faculty.
8. A student starting their studies has the right to receive training in the rights and obligations of a student. The training is conducted by the Student Government of Gdańsk University of Technology in cooperation with the Students' Parliament of the Republic of Poland.

III. ORGANIZATION OF STUDIES

§4

1. Studies are conducted in a specific field, level and profile based on the study program.
2. Studies may be conducted in full-time or part-time mode.
3. Teaching may be carried out in the form of lectures, classes, laboratory classes, workshops and projects, seminars and foreign language courses.
4. Classes may also be conducted using distance education methods and techniques. Detailed rules for conducting the classes are provided for in procedure No. 10.
5. Students of Gdańsk University of Technology may complete part of their study program at other universities, including foreign universities, and students from other universities may complete part of their study at Gdańsk University of Technology, pursuant to bilateral contracts between universities.

§5

1. The academic year starts on 1 October and ends on 30 September. It comprises two semesters (winter and summer), and includes a series of classes which end with basic examination and retake sessions, followed by internships and holidays.
2. The organization of the academic year is determined by the rector after consultation with the Student Government of Gdańsk Tech, 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 is determined by the dean of a given faculty and announced on the faculty website, no later than one month before the first meeting.
4. Classes in full-time, bachelor's degree studies in the winter diploma semester last ten weeks.
5. The basic examination session for full-time studies lasts at least ten consecutive days, whereas the retake examination session lasts at least six consecutive days. The consecutive days are counted excluding Sundays and public holidays.
6. In justified cases, the rector or the dean are entitled to suspend classes for a few days or hours.

§6

1. Study programs are made available in the Public Information Bulletin (Polish acronym: BIP) within 14 days of their adoption. Changes to the study programs introduced during the education course are made available through BIP at least one month before the commencement of the semester they concern.
2. Subject cards are completed in the 'Moja PG' portal by academic teachers responsible for the subject and published in the ECTS catalog by the ECTS catalog coordinator in the case of:
 - 1) subjects included in the curriculum and the plan of studies - at the latest within 14 days of the adoption of a given study program;
 - 2) optional subjects entered into modules for a given semester - no later than within 14 days before the students register in the "Moja PG" portal.
3. The subject cards can be updated during the learning cycle, subject to paragraph 2.
4. A detailed schedule of classes with the names of academic teachers is announced on the 'Moja PG' website or the Faculty website at least 7 days before the beginning of each semester.
5. Information on the hours of consultation is provided by the academic teacher who conducts the classes, not later than 14 days after starting the classes.

§7

1. The organizational unit of students is a student group. The representative of the student group is the president/starosta of the group, and the representative of the year is the starosta of the year. Starostas are elected on the principles set out in the regulations of the Gdańsk Tech Student Government. The rights and responsibilities of starostas are specified in the regulations of the Gdańsk Tech Student Government.
2. The Faculty Representative of the Gdańsk Tech Student Government is the Faculty Student Council. FSC serves as the main representative body of students at a given faculty and works to support their interests and initiate activities aimed at improving studying conditions.
3. The tasks of the Faculty Student Council include in particular:
 - 1) representing students before faculty bodies,
 - 2) providing opinions on decisions regarding student affairs specified in the Regulations of the Student Government of Gdańsk University of Technology,
 - 3) supporting initiatives aimed at improving the quality of education and the conditions of student life at a given faculty.

§8

1. In the case of studies conducted in a foreign language, the exams, credits, diploma thesis and diploma examination should be conducted in this foreign language.
2. Study programs for a given field, form and level of education may provide for conducting selected subjects in a foreign language. Exams or credits for these subjects should be conducted in this foreign language.
3. Selected classes from the study program planned in Polish may be conducted in a foreign language. This applies if the classes offered are conducted or co-conducted with academic teachers and specialists from abroad or if international students are attending the classes. In such a case, the language of credits is determined in consultation with the Group Representative.
4. In the master's degree studies, it is possible to change the language of classes in a chosen subject to a foreign language, with permission of the dean.
5. For studies conducted in Polish, the dean may agree for a student to write their diploma theses in a foreign language.

IV. STUDENT RIGHTS AND RESPONSIBILITIES

§9

1. Students are obliged to:
 - 1) behave in accordance with the student's oath and the regulations binding at Gdańsk University of Technology,
 - 2) attend classes in accordance with the Study Rules,
 - 3) take examinations, complete internships and fulfil other requirements stipulated in the study plan and curriculum,
 - 4) pay tuition fees for educational services in accordance with the regulations in force at the University and the agreement concluded between Gdańsk University of Technology and the student,
 - 5) immediately notify the University authorities of any changes in their surname, first name, address or other personal details, which may affect the entitlement to financial assistance,
 - 6) familiarize themselves with regulations and information posted on the website and in the "eNauczanie" portal of Gdańsk University of Technology, and with information sent to the student's university mail account and individual student account in the 'Moja PG' electronic system, within seven days of their receipt.
 - 7) in all matters related to the studies, use a student university mail account for electronic correspondence. For individual issues and proceedings, the Code of Administrative Procedure is in force.
2. A copy of the agreement referred to in paragraph 1(4) above, as provided for in the rector's regulation, shall be posted on the website of Gdańsk University of Technology.

§10

1. Students have the right to:
 - 1) have their dignity respected by every member of the academic community,
 - 2) acquire knowledge and skills and develop their own scientific interests,

- 3) transfer and recognition of ECTS credits referred to in §16,
 - 4) study according to the individual organization of studies, referred to in §17,
 - 5) justify absences from classes, leaves of absence from classes and leaves from classes with the possibility of verification of the learning outcomes obtained, as specified in the study program referred to in §13(4) and (9) and in §28,
 - 6) change the field of study referred to in §29,
 - 7) transfer to full-time or part-time studies, referred to in §29,
 - 8) take an exam before an examination board and an observer indicated by them, as referred to in §14(5)-(10),
 - 9) repeat classes due to unsatisfactory learning results,
 - 10) use the university library resources,
 - 11) participate, through their representatives, in decision-making activities of the collegial bodies at Gdańsk University of Technology, pursuant to the provisions of the Act and the University Statute,
 - 12) submit to the faculty authorities their postulates concerning curricula and study plans,
 - 13) assess the learning process in accordance with rules defined in the Act and in the Statute of Gdańsk University of Technology,
 - 14) refer to the dean in the matters relating to their studies,
 - 15) benefit, during their studies, from student financial assistance, in accordance with the rules defined in the Act and in the rules issued on the basis thereof,
 - 16) participate in student organizations and scientific circles,
 - 17) participate in research, development and implementation of projects at Gdańsk University of Technology,
 - 18) receive the prizes and awards referred to in §30 and §31 hereof,
 - 19) receive information about changes made in the study program during the education cycle to the individual student's account in the "Moja PG" system within 14 days of their introduction,
 - 20) obtain information concerning them through their individual student accounts in the 'Moja PG' system, with at least 7 days' notice,
 - 21) submit applications on electronic forms available in the Moja PG system and in the manner provided for by applicable law.
2. Within 30 days from the beginning of the semester or within 14 days from the occurrence of special conditions, a student with a disability has right to the following:
 - 1) apply to the dean for an individual mode of obtaining course credits and taking examinations,
 - 2) apply to the dean to appoint a tutor at the faculty, whose task will be to identify and present to the dean the special needs of the student concerning organization and implementation of the teaching process, including adaptation of the study conditions to the type of disability.
 3. A pregnant student and a student who is a parent have the right to the following:
 - 1) to continue full-time studies according to individual organization of studies until their completion,
 - 2) to take leaves, referred to in §10(1)(5).

§11

1. With the consent of the dean, full-time students may attend classes within another field of study. If the field of study concerns a different faculty, the consent of the dean of this faculty is also required.
2. With the consent of the dean, students may study abroad within the European or global education framework. During such studies students retain their full student rights at Gdańsk University of Technology.
3. Students delegated to study at another university, who completed the curriculum accepted by the dean and obtained the number of ECTS credits required, can be registered for a subsequent semester.

§12

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

V. SUBJECT COMPLETION AND CREDIT POINT SYSTEM RULES

§13

1. Participation in lectures and classes set out in the study plan is compulsory.
2. Academic teachers in charge of modules are obliged to register student attendance in classes, laboratory and project work, seminars, workshops, foreign language and physical education classes. Lecturers may also control students' attendance during lectures.

3. A student whose behavior threatens the life or health of other participants of the course or who makes it difficult to conduct classes or participate in them may be removed from these classes. In such a case, the student's absence is considered unjustified.
4. During the semester students have the right to be excused from a class by presenting to the academic teacher in charge of the class a medical certificate or other documents confirming a valid reason for their absence (short-term absence from classes). The absence justification should be submitted immediately after the reason of absence arises, but not later than within 7 days after they have recommenced the classes. In case of doubt or insufficient documentation, the dean decides about justifying the absence.
5. For each subject an online course in the "eNauczanie" platform should be created, where all materials and information are uploaded: detailed rules of passing the subjects, class materials and information updates, especially the results provided for in paragraph 7. This course should be related to the subject and made available to students no later than the first day of classes in a given subject. Teachers responsible for individual subjects are responsible for linking the subject with the online course in the 'Moja PG' system.
6. Credit deadlines (class tests, subject tests) conducted during a semester, shall be provided to the students not later than 7 days in advance.
7. The results of class tests, subject tests, laboratory reports, projects and other forms of learning outcomes verification should be communicated to students through the "eNauczanie" platform within 14 days of their submission for assessment.
8. In order to be admitted to take an exam or credit in a given subject, a student has to meet the conditions described in the detailed rules of passing the subject. Information about admission should be provided to students no later than 3 days before the planned exam or credit for a given subject.
9. Unjustified absence from the exam results in missing one examination date.
10. A student has the right to apply to the dean for an extension of the examination session in the case of excused absence from the exam or credit in a given subject, in particular, caused by the following:
 - 1) illness - immediately after the cause of absence has ceased, enclosing a relevant medical certificate,
 - 2) another exam carried out in accordance with the study plan at Gdańsk University of Technology or by representing the university as part of various events, including scientific or sport events - before the examination session begins.
11. The results of examinations and credits are uploaded on individual student accounts in the "Moja PG" system.
12. Students have the right to review the results of their graded work understood as: all physical and electronic forms of learning outcomes verification, in particular: class tests, subject tests, presentations, projects, mid-term papers and exams within 14 days of the announcement of their results.
13. A student has the right to apply to the dean for permission to recognize learning outcomes based on documented activity in scientific clubs, research projects or projects implemented for companies. Detailed conditions are regulated by the faculty rules.

§14

1. The examination session timetable is announced by the dean in consultation with the year presidents/starostas at least seven days prior to the commencement of the examination session.
2. Apart from the basic term of the examination or subject completion, the student is entitled to one retake exam taken by the end of the repeat session.
3. Teachers responsible for the subject have the right to announce an additional exam term, called zero exam term, which takes place before the primary exam. Rules of conducting and admission for the exam are determined by the teacher. The results of exams shall be provided not later than two days before the primary exam.
4. The results of the primary exam or course completion test must be announced within 14 days, but no later than 5 days before the retake exam.
5. The dean may decide to conduct an examination (course completion test) before an examination committee, in particular when the following conditions occur:
 - 1) during the original exam (course completion test), there were irregularities in its conduct or in the principles of its marking process,
 - 2) the scope of the examination (course completion test) carried out exceeds the scope specified in the subject card,
 - 3) the academic teacher did not comply with the deadlines specified in §13(6), (7) and (8) and in §14(4).

6. The request to conduct an examination (credit) before a committee may be submitted by a student, a representative of the Student Government indicated in the Gdańsk Tech Student Government regulations or by the examiner within 14 days of the announcement of the original exam (course completion test) results, presenting a detailed justification of the charges.
7. The examination (course completion) committee consists of:
 - 1) the dean as chairperson,
 - 2) the examiner who conducted the examination (course completion) in question,
 - 3) a specialist appointed by the dean in the subject matter of the exam or a related subject,
 - 4) a specialist indicated by the student in the subject matter of the examination or a related subject.
8. At the request of the student, the examination (course completion) committee, referred to in paragraph 5, can be joined by a representative of the Student Government.
9. A committee examination (subject completion) may be written or oral, depending on the decision made by the chairperson of the examination committee.
10. The exam result (course completion result) is determined by the dean and the experts indicated by the dean and the student. The exam score (course completion result) is entered in the report by the chairperson of the committee.

§15

1. Teachers responsible for individual subjects enter student grades into subject completion reports in the 'Moja PG' system. In justified cases, such grade entries may be made by the head of a 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 deadline specified by the dean. If a grade is changed after the report 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. Grades cannot be changed after 14 days from the commencement of a subsequent semester without a dean's consent.
3. Teachers responsible for individual subjects are obliged to keep marked semester papers, projects, reports, examination papers and class tests until the end of the subsequent semester.

§ 16

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

Grade	
in words	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 about the grade 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 the 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. In second-cycle studies, at the student's request and in accordance with the established individual study plan, the dean may extend the duration of studies (extended study mode), yet no longer than by

2 semesters in 3-semester studies and by 3 semesters in 4-semester studies from the planned date graduation.

7. Relevant committees assign the number of ECTS credits to individual subjects, taking into account the rector's regulation on the rules of adopting study plans and curriculums at Gdańsk University of Technology.
8. ECTS credits are not assigned to the diploma exam.
9. The following formula is used to calculate the weighted average of grades (for a given semester or several semesters and for the entire duration of studies:

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

where: o_i - is the grade for a given subject,

p_i - is the number of ECTS credits assigned to a given subject.

10. When determining the weighted average of grades, courses that were not assigned ECTS credits or were passed without a grade are omitted.
11. The weighted average of the grades for the semester is calculated taking into account the grades in all subjects. Missing grades in subjects result in no weighted average for a given semester.

VI. INDIVIDUAL STUDY PLAN AND CURRICULUM

§17

1. Students may take an individual study plan or curriculum based on the rules defined by the dean.
2. The dean may agree to individual study plans particularly for students who:
 - 1) obtained a high grade point average after the first semester (or subsequent ones) in the case of bachelor's degree studies or obtained a high grade point average in bachelor's degree studies in the case of master's degree studies, subject to paragraph 3;
 - 2) have documented scientific achievements or are involved in research and development work of R&D teams operating at the university;
 - 3) pursue part of their studies at another university;
 - 4) want to pursue individual research studies, including individual -interdisciplinary studies.
3. For students who are winners of the "Gdańsk University of Technology Talent Scholarship" competition, the dean may consent to studies with an individual study program from the first semester of studies.
4. Detailed conditions of studying according to an individual program of study at individual faculties are determined by the faculty rules approved by the faculty councils after obtaining a written opinion of the faculty bodies of the Student Government.
5. Detailed conditions for studying according to the individual research study plans are determined by the rector after obtaining a written opinion from the Student Government.
6. The selection of subjects in an individual study plan has to be consistent with the learning outcomes established for a given field and for individual interdepartmental studies consistent with the learning outcomes in at least two areas.
7. The dean may appoint tutors for students pursuing individual curricula.
8. At the request of a pregnant student, or student who is a parent, the dean agrees for them to complete full-time studies according to an individual study plan.
9. At the student's request submitted within 14 days of the beginning of the semester the dean may agree to individual study plans particularly for students who:
 - 1) pursue a part of their studies at another university,

- 2) pursue second-cycle studies in an extended mode
 - 3) pursue more than one field of study,
 - 4) have changed their field of study or faculty,
 - 5) have a specific level and type of disability,
 - 6) are repeating a semester and can take subjects from subsequent semesters,
 - 7) have returned from a gap year, resumed their studies or have been transferred from another university,
 - 8) are unable to attend classes in accordance with the study plan due to health conditions confirmed by medical certificates,
 - 9) practice a sport in which they have achievements at the national or higher level,
 - 10) are active in a student organization at the university or at a higher level.
10. Students pursuing individual study plans or curriculums are obliged to follow Study Rules, including the deadlines specific to their study plans.
 11. The program and plan of individual research studies, including individual interdisciplinary studies, are determined by the student and their academic supervisor, pursuant to paragraph 4, and approved by the dean.
 12. Students of master's degree studies can apply for an extension of their studies by one semester, in order to complete a long-term industrial research internship. 30 ECTS credits are awarded for industrial research internships. The terms and conditions for industrial research internships are set out in a separate regulation adopted by the rector. Permission to realize an internship is issued by the dean.

VII. REGISTRATION RULES

§18

1. Registration for the first semester is effected by an entry in the student register.
2. Student registration for subsequent semesters is based on the student's academic progress measured by the number of awarded ECTS credits and on the condition of passing the obligatory training courses referred to in §3(6).
3. The condition for registration for subsequent semesters is the credit point deficit not exceeding 12 ECTS credits counted to the semester for which the registration is conducted.
4. The condition for registration for subsequent semesters of second-cycle studies with an extended study mode is to achieve a minimum of 30% of ECTS points in a given semester, as provided for in the study plan.
5. The condition for registration for the last semester of the bachelor's degree studies is the completion of all subjects in even semesters for studies lasting an odd number of semesters, or the completion of all subjects in odd semesters, for studies lasting an even number of semesters.
6. In the case of credit points deficit exceeding 18 ECTS points, the student is removed from the student register.
7. A credit point deficit in a given semester should be made up for within one academic year. If a student does not fulfill this condition, the dean decides whether they should be re-registered for the uncompleted semester, take a break before repeating the semester, or be removed from the student register. The decision depends on the amount of the credit point deficit, the number of failed subjects or the number of times the subjects were repeated.
8. Information regarding the deadlines for completing failed subjects is posted on students' individual 'MojaPG' accounts in the 'MojaPG' portal, and also appears on the university portal.
9. Students attending classes in failed subjects pay tuition fees in accordance with the agreement referred to in §9(1)(4), as well as the rector's regulation on rules for charging tuition fees at Gdańsk University of Technology.

VIII. INTERSHIPS

§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 Gdańsk University of Technology Senate and set out in the study plans and curricula.

3. The aim of internships is to verify chosen learning outcomes in the scope of knowledge, skills and social competence, acquired during the course of studies or in the research conducted for the diploma thesis.
4. ECTS credits are awarded for internships, in accordance with the curriculum.
5. Coordination of matters concerning internships is performed by faculty internship representatives appointed by the dean (hereinafter referred to as the representatives).
6. Detailed rules concerning internships and their completion, and students' responsibilities during internships are set out in separate rules/regulations.
7. At the student's request, the representative may count the activities performed by the student particularly as part of employment, internship or volunteering as professional practice, if they enabled the achievement of learning outcomes specified in the program of study.

IX. DIPLOMA AWARDING PROCESS

§20

The condition for completing studies and obtaining the diploma of completion of studies is: obtaining the learning outcomes and the number of ECTS points specified in the curriculum, passing the diploma examination and positive evaluation of the diploma thesis in the case of master's degree and uniform master's studies, and in the case of bachelor's degree studies if this is required by the study program.

§ 21

1. Master's diploma theses are written by students under the guidance of supervisors. A supervisor may be a person with at least the title of a doctor. With the authorization of the faculty board, an engineering (*inżynier*) or bachelor's (*licencjant*) diploma may be supervised by a person with the title of a master of engineering (*magister inżynier*) or a master of science (*magister*).
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. At the student's request, approved by the diploma thesis supervisor, the dean may consent to submitting the diploma thesis in the form of an article published or accepted for publication in a peer-reviewed journal or post-conference materials (in accordance with the current ministerial list for a minimum of 100 points), related to learning outcomes achieved in a given field, level and profile of studies. Additionally, the students is required to submit a self-report. In the case of multi-authored publications, the diploma student should be the first author.
4. Only the persons who fulfill the requirements for a diploma thesis supervisor as defined in paragraph 1 and 2 may become reviewers of diploma theses (depending on the level of study). The reviewer of the work referred to in paragraph 3 cannot be a co-author of the article.
5. Collective diploma theses have to be issued jointly. Contributions of individual students to such theses need to be clearly distinguished. The supervisor and reviewer are obliged to write separate opinions and reviews for each individual author of a collective diploma thesis.
6. Details of the procedure for awarding diplomas are provided for in faculty guidelines, confirmed by the faculty board and consultation with the Student Government at the faculty.
7. Subjects of diploma theses for bachelor's degree studies and master's degree studies are announced in "Moja PG" at least ten months before the end of the diploma semester.
8. The diploma thesis is checked before being credited in terms of the original nature of the work, including the use of the Unified Anti-plagiarism System. The principles of verification and acceptance of diploma theses at Gdańsk University of Technology are specified in the university procedure nr 3.
9. A diploma thesis is considered to be successfully submitted when the following conditions are fulfilled jointly:
 - 1) the student submits a declaration of independent completion of the diploma thesis
 - 2) the diploma thesis is uploaded with attachments to the university repository of written diploma theses using the "MojaPG", university system,
 - 3) the thesis supervisor approves the thesis and sends it for review.
10. The date of effective submission of the diploma thesis is the date of approval of the thesis by the diploma thesis supervisor and sending it for review.
11. The student shall submit the diploma thesis approved by the thesis supervisor in electronic form not later than:
 - 1) by the first day of the basic examination session in the diploma semester – for bachelor's degree studies,
 - 2) by 30 April – for master's degree studies ending in the winter semester,

- 3) by 30 September – for master's degree studies ending in the summer semester.
12. A student who has been registered for a diploma semester of second-cycle studies but does not submit a diploma thesis on time shall be removed from the student register, within the deadline provided for in these rules. Upon a written application of the student, who has passed all subjects except the diploma thesis, after consulting the thesis supervisor, the dean may extend the deadline for submitting the diploma thesis in exceptional cases.
 13. Submission of a master's diploma thesis by a student who has been removed from the student's register and has subsequently been reinstated as a student shall be treated as a repetition of the course 'Master's diploma thesis' in the diploma semester.
 14. The supervisor and the reviewer prepare reviews in the "Moja PG" system within 14 days from the moment of submitting the paper for review.
 15. Depending on the adopted faculty diploma rules, pursuant to paragraph 6, the final grade of the master diploma thesis, engineering diploma project, engineering diploma thesis or bachelor diploma thesis is the average of the positive grades given by:
 - 1) the supervisor and the reviewer,
 - 2) issued by the commission,
 rounded up pursuant to §16(1), based on the table below:

c – arithmetic mean	$3,00 \leq c < 3,25$	$3,25 \leq c < 3,75$	$3,75 \leq c < 4,25$	$4,25 \leq c < 4,75$	$4,75 \leq c$
in written form	satisfactory	satisfactory plus	good	good plus	very good

16. If the assessment is negative, the dean will appoint an additional reviewer or a commission (grading commission) to assess the thesis in question. The negative reassessment is final.

§22

1. The diploma examination at master's degree studies may be open at the student's request submitted to the dean, not later than on the day of submission of the diploma thesis, or in accordance with the conditions specified in the faculty diploma rules.
2. Information regarding an open diploma examination shall be posted on the faculty internet site not later than seven days before the diploma examination is due to take place, and shall include the names of the examination 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.
3. An open diploma examination comprises an open and closed part. During the open part the student presents the diploma thesis and answers questions concerning this thesis. During the closed part the student answers questions regarding their studies, in front of the members of the examination committee only.

§ 23

1. In order to be admitted to the diploma examination it is a prerequisite to complete all the semesters in accordance with the curriculum, including obligatory training courses and internships, obtaining ECTS credits as provided for in the study program of a given course, as well as in the case of master's degree studies obtaining a positive evaluation of the diploma thesis.
2. The dean or a person authorized by the dean decides on the date and time of the diploma examination and appoints the examination committee members.
3. Students are informed of the date and time of the diploma examination through their individual "Moja PG" account, at least seven days before the examination is due to take place.
4. The chairperson of the diploma examination committee should be the dean or an academic teacher who holds the title of a professor, or a university professor.
5. The chairperson of the examination committee in the case of the bachelor's degree studies may also be an academic teacher holding the title of docent.
6. The diploma examination takes place within two months from the date of fulfillment of the conditions referred to in paragraph 1.

§24

1. The diploma examination is an oral examination which is assessed in accordance with the scale

defined in §16(1), and then rounded to binding 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 Gdańsk Tech Student Government at the faculty.
3. Negative evaluation of any of the answers to the examination questions requires repetition of the diploma examination.
4. The diploma examination may only be repeated once.

§ 25

1. University graduates receive diplomas that confirm completion of higher education and certify obtaining a particular professional title.
2. The final results of bachelor's degree studies are calculated with accuracy to the nearest two decimal places after the decimal point, in accordance with the following formula:

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

where:

a – is the final weighted grade average in accordance with the rules stipulated in §16,
 c – is a positive grade for the diploma examination.

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

$$w = 0,6a + 0,3b + 0,1c$$

where:

a – is the final weighted grade average in accordance with the rules stipulated in §16,
 b – is a positive grade for the diploma thesis,
 c – is a positive grade for the diploma examination.

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

Credit scale	Final grade for studies
$w \geq 4,50$	very good
$4,10 \leq w < 4,50$	good plus
$3,70 \leq w < 4,10$	good
$3,30 \leq w < 3,70$	satisfactory plus
$3,00 \leq w < 3,30$	satisfactory

4. In justified cases, the diploma examination committee may raise the final grade calculated in accordance with paragraphs 2 or 3 by half a grade.
5. Under the conditions defined in §31 a graduation diploma with distinction can be issued.
6. Before receiving their diplomas, graduates should discharge all their obligations to Gdańsk University of Technology.
7. Diploma candidates who fail to appear at the diploma examination for justified reasons or receive an unsatisfactory grade may take the same diploma examination within two months of the initial examination date.
8. A diploma candidate who received an unsatisfactory grade on the second diploma exam, is removed from the student register, pursuant to §26(1)(3).

X. REMOVAL FROM THE STUDENT REGISTER

§26

1. A person authorized by the rector removes the student from the student register in the following circumstances:
 - 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. A person authorized by the rector may remove the student from the student register in the following circumstances:
 - 1) lack of participation in obligatory classes,
 - 2) apparent lack of progress in studies,
 - 3) failure to complete a semester or a year within the specified time,
 - 4) failure to pay tuition fees.
 3. The procedure for removing a student from the student register begins with notifying the student of starting the proceedings for their possible removal from the student register, via their personal account in "Moja PG" system, and setting a deadline for the student to clarify the situation.
 4. In the absence of grounds for withdrawal from the intention to remove the student from the student register, the person authorized by the rector makes the decision to remove the student from the register and delivers it to the student, pursuant to the applicable regulations.
 5. The student may appeal from the decisions referred to in paragraph 4, to the rector. The rector's decision is final.
 6. Failure to commence studies is stated if the vow is not taken within 14 days of the commencement of the academic year in which the person is admitted to study.
 7. Removal from the student register due to absence from compulsory classes occurs in the event of unjustified absence from 4 classes as part of the same form of classes in the selected subject covered by the study plan.
 8. Removal from the student register due to resignation takes place in the following circumstances:
 - 1) if the student submits a declaration of resignation from studies in the Moja PG system,
 - 2) in the case of failing to submit a registration application, as provided for in §28(9).
 9. Students who have been registered and fail to complete the same semester three times may be excluded from the student register on account of lack of progress in their studies.
 10. A person excluded from the student register is obliged to discharge all obligations with the University, in particular, to pay overdue fees.

XI. REINSTATEMENT OF STUDENT RIGHTS

§27

1. The decision to allow a student to resume studies is made by the dean.
2. The right to apply for reinstatement of student rights, pursuant to the conditions referred to in paragraph 2-9, applies to students who have already studied at Gdańsk University of Technology and have accumulated at least 45 ECTS credits at a given faculty.
3. Persons applying to have their student rights reinstated three years after their removal from the student register are obliged to take a reactivation examination pursuant to the rules established by the dean.
4. Resumption of studies by persons who did not meet the requirements set out in paragraphs 2 and 3 is performed in accordance with the same principles which apply to all candidates for bachelor's degree or master's degree studies.
5. Persons applying for reinstatement of student rights are required to submit an application at the dean's office at least 30 days prior to the commencement of the semester in which the studies are to be resumed.
6. Reinstatement of student rights takes place in a semester designated by the dean, after the person applying to resume the studies fulfills the conditions set by the dean.
7. Persons resuming their studies are obliged to make up for differences in the curriculum within a scope and time limit set by the dean. In the case of reinstatement of student rights of a person excluded for failure to submit a master's thesis, which takes place within one year from the date of expulsion, no program differences are established.
8. Persons who resume studies in the semester for which they were registered at the time of their removal from the student register, or in the prior semester, are required to pay fees for repeated classes or subjects in accordance with the rector's regulation for the given academic year.
9. Persons who were removed from the student register on courses that are no longer conducted at Gdańsk University of Technology may obtain the dean's consent to resume studies in a related field.
10. A person who resumed studies twice and was then removed from the student register in the same field of study and cycle of studies may not apply for reinstatement.

11. Reinstatement of student rights is not possible after 5 years from being removed from the student register.

XII. STUDENT LEAVES

§28

1. Students who meet the registration requirements for a subsequent semester may be allowed to take one semester or one year off, except for paragraphs 2 and 3. A student can also obtain a leave with the possibility of joining the verification of the obtained learning outcomes specified in the study program.
2. The first leave may be granted to students who fulfill registration requirements for the second semester. The provision does not apply to: sick leave, a pregnant student and a student who is a parent; in the above cases the student may apply for a leave also during the first semester.
3. During the semester, a student may only be granted a sick leave, leave for a pregnant student or a leave for a student who is a parent.
4. Leaves are granted by the dean at the request made by the student in the "Moja PG" system.
5. During the leave, students retain their student rights. The right to receive financial assistance is defined by the benefit rules for the students at Gdańsk University of Technology.
6. The dean may grant the student the leave referred to in §10(3)(2) applied for within one year from the birth, on the basis of a medical certificate or birth certificate of the child.
7. The dean may grant a student a sick leave due to a long-term sickness, on the basis of a medical certificate.
8. In justified cases, the rector may grant a student a leave for a period longer than one year (long-term leave).
9. After the end of the dean's leave, the student is obliged to submit an application for registration in the "Moja PG" system no later than 14 days before the beginning of the semester they are going to attend. Failure to submit the application within the above deadline is considered as resignation from studies and results in initiation of proceedings for removal from the student register.
10. A student returning after a sick leave should enclose in the Moja PG system a valid medical certificate confirming that their health condition allows them to study, together with the application for registration.
11. The student who returns from a leave may be requested by the dean to compensate for differences in curriculum resulting from changes that occurred in the study program during the leave.

XIII. RULES FOR CHANGING THE FIELD OR FORM OF STUDY, OR UNIVERSITY

§29

1. Students may change their field of study after completing a semester.
2. Students who apply to change their field of study must submit a request at least 30 days before the commencement of the following semester.
3. Students who have been registered for at least the second semester may change their field of study at the same faculty with the dean's consent or apply for a change of the field of study conducted by another faculty with the consent of the deans of both faculties.
4. A student who wants to transfer courses completed at another faculty or field of study at Gdańsk Tech, receives a number of ECTS credits assigned to the learning outcomes from relevant courses and internships in the receiving department and faculty.
5. The detailed rules for the transfer and recognition of learning outcomes when changing the field of study, faculty and university are provided for in university procedure No. 11.
6. A student may transfer from Gdańsk University of Technology to another university in the country with the consent of the relevant university authorities accepting the student, expressed in a decision if the student fulfilled all obligations arising from the regulations in force at Gdańsk University of Technology.
7. Following the transfer of all student documents requested by the receiving university, the students are removed from the student register of Gdańsk University of Technology.

XIV. SCHOLARSHIPS, PRIZES AND AWARDS

§30

1. Students may apply for financial assistance from funds allocated for this purpose in the state budget. The detailed rules for granting financial assistance are defined in the benefit rules for students at Gdańsk University of Technology.
2. Scholarships other than those defined in the rules referred to in paragraph 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 granted pursuant to the rector's regulation, dean's decision or other detailed regulation, although the means for their realization may not come from the internship fund.

§31

1. The dean may apply to the rector to issue a diploma with distinction to students who meet all of the following criteria:
 - 1) obtained a weighted average grade not lower than 4.5 through the entire period of studies or demonstrated outstanding scientific achievements related to the field of study, which they documented no later than the date of the diploma examination,
 - 2) obtained a 'very good' (5.0) grade for the diploma thesis (if provided for in the study program),
 - 3) obtained a 'very good' (5.0) grade for the diploma examination
 - 4) have not been penalized by a disciplinary committee or a student disciplinary panel,
 - 5) submitted their diploma thesis within the time specified in §21(11), including the extension granted previously, if provided for in the study program.
2. Graduates who are awarded a diploma with distinction receive the Golden Badge of a Graduate of Gdańsk University of Technology.

XV. CONDITIONS AND MODE OF STUDY FOR EXCEPTIONALLY GIFTED STUDENTS

§32

1. Exceptionally talented secondary school students, hereinafter referred to as secondary school students, may attend, at their own request, university classes in the fields of study consistent with their aptitude.
2. Applications to attend university classes should be submitted no later than seven days before the commencement of classes.
3. The decision to grant permission to secondary school students who wish to participate in university classes is made by the dean of the relevant faculty after receiving the consent of the student's parents or legal guardians, as well as the consent of the principal of the student's school.
4. The application referred to in paragraph 1 above may also be submitted by institutions taking care of exceptionally talented young people, in accordance with the procedure set out in paragraph 3.

§33

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

§34

1. Each secondary school student shall receive a student's transcript of records.
2. Students complete classes according to the rules set out in these rules and their results are recorded in the transcript of records. After completing classes, each secondary school student receives a certificate confirming attendance in classes and subjects they have completed.
3. Persons who attended classes and completed them with a positive result at Gdańsk University of Technology and apply 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.

XVI. FINAL AND TRANSITIONAL PROVISIONS

§ 35

1. These rules are applicable from the academic year 2024/2025.
2. Any issues regulated by these rules are subject to the rules of the Act together with the legislation of the minister responsible for higher education, and the provisions of the Statute of Gdańsk University of Technology.
3. Contracts with students concluded before the academic year 2019/2020 remain valid. The provisions of Art. 160a of the Act of 27 July 2005, the Law on Higher Education (consolidated text, Journal of Laws of 2017, item 2183, as amended) are applicable for those contracts.
4. The Rector of Gdańsk University of Technology shall act as the appeal body with reference to all the issues included in these rules.