

Rules of Full Time and Part Time Studies at the Gdańsk University of Technology

These Rules set the organisation and the course of full time and part time studies at the Gdańsk University of Technology. These Rules are binding on the students and staff.

I. General Rules

§ 1.

1. The rules of admission are determined by the University Senate.
2. The act of admission takes place the moment the student is immatriculated and takes a solemn oath. The content of the oath is defined by the University Senate.
3. The student is issued a student ID card and a book of courses to record information on the course of study and the student's current status.
4. The Rector is the ultimate authority for all students, whereas students of a particular faculty report to the Dean heading the faculty.
5. The bodies of the students' self-government organisation are the sole representatives of all University students.

II. Organisation of Studies

§ 2.

The studies follow the study plans and teaching programmes adopted for each individual field of study in the procedure set forth in the Higher Education Law of 27 July 2005 (J. L. No. 164, it. 1365) and the Statute of the Gdańsk University of Technology.

§ 3.

1. The academic year commences on 1 October and continues until 30 September. The year is split into two semesters (winter and summer), each comprising the classes, the examination sessions (regular and corrective), placements, and vacation.
2. The regular examination session lasts at least 10 consecutive days, except for Sundays and holidays; the corrective examination session lasts at least 6 consecutive days, except for Sundays and holidays. There should be at least a 3-day break in between the two sessions.
3. The organisation of the academic year is defined by the Rector upon consultation with the university students' self-government. The organisation is announced at least one month in advance of the beginning of the year.
4. The Rector or Dean can, if justified, suspend the classes on a specific day or in specific hours.

§ 4.

1. Before the semester commences, the Dean publishes the list of courses compulsory for each individual year of studies, and the detailed timetable of classes appended with the names of the respective teaching staff.
2. Within 10 days following the commencement of the classes, the teaching staff familiarise the students with the details of the course curricula, the rules of obtaining credits, and the

individual consultation hours agreed with the students. Reports on the fixed credit rules and consultation times are delivered to the Deans' offices.

3. The academic staff display the detailed course curricula, the rules of obtaining credits, and the lists of compulsory literature at a publicly accessible spot.
4. Attendance at the classes included in the plan of studies is compulsory. The staff running the practical classes, laboratory and design practice, seminars, workshop classes, language courses, and PE hours is monitored by the teaching staff.
5. The organisation and course of study provide for the option of the student's changing the field of study, as well as for recognition of the grades the student has obtained in another organisational unit of the Gdańsk University of Technology or any other school of higher education, also abroad, as regulated in §§ 14 and 30 hereof.

§ 5.

1. The student may follow an individualised plan of studies and course programme on the terms set by the Dean.
2. Any student following an individualised plan of studies or course programme must comply with the Rules of Studies, adjusted for the dates and deadlines set in the individualised programme or plan.

§ 6.

The basic unit of students' organisation is the student group. The student group is represented by the Group Starost elected in accordance with the principles laid down in the regulations of the students' self-government authorities. The year is represented by the Year Starost elected as above.

§ 7.

The principles of obtaining course and semester credits are defined in Chapter IV of these Rules.

III. Student's Rights and Duties

§ 8.

1. The full-time student is entitled to study free of charge for the term specified in the plan of studies. The above does not apply to any courses repeated due to unsatisfactory results, as referred to in § 13.6.
2. The part-time student pays the tuition and other fees over the term specified in the plan of studies. The tuition payment terms are set in the written agreement signed between the University and the student.
3. Both full-time and part-time students are entitled to:
 1. financial aid available to students over the period of study, in accordance with the eligibility terms set forth in the respective Regulations,
 2. form and join in student organisations and research groups, and participate in scientific and implementation research projects pursued at the University,
 3. win awards and distinctions.

§ 9.

It is the student's obligation to comply with the code of conduct consistent with the oath given, and the regulations valid at the University.

§ 10.

The student shall, for violating the regulations valid at the University and behaviour below the dignity of the student's status, incur disciplinary liability pursuant to the Higher Education Law of 27 July 2005, Section IV, Chapter 6 (J.L. No. 164, it. 1365).

§ 11.

1. On Dean's consent, the student may attend courses in another field of study offered by the same faculty. Taking up studies or attending classes at another faculty or school requires consent of both Deans. It is the precedent condition of continuing studies at another faculty or school to fulfil the obligations incurred at the original faculty.
2. On Dean's consent, the student may be granted the right to study abroad under the European or global education schemes. The student retains his/her full rights granted by the delegating school over the time of such studies.

IV. The Scoring and Grading System

§ 12.

1. All classes comprising any specific course named in the plan of studies for a specific semester, irrespective of their form, are awarded a single common grade. Alongside the grade, each course is allocated a point score reflecting the learning input it requires from the student. The scores are expressed in integer numbers. Course credits are awarded in accordance with the following grade scale:

Grade		
Descriptive	In figures	Equivalent in the European grading system
Excelling	5.5	
Very good	5.0	A
More than good	4.5	B
Good	4.0	C
Quite good	3.5	D
Satisfactory	3.0	E
Unsatisfactory	2.0	F

2. The unsatisfactory grade, 2.0, reflects negative assessment and marks an uncredited course.
3. The student gains points for obtaining a course credit, irrespective of the level of the positive grade awarded. No course for which the student has obtained the score indicated in the programme of studies requires repetition of the credit-winning procedure.

4. The nominal score allocated to a single semester ensues from the programme of studies. The same applies to those semesters where the study plans envisage optional courses. The score accumulated upon obtaining credits in all compulsory and optional courses can exceed the nominal score allocated to the semester in the programme of studies. The fact of winning a score in excess of the limit required in the plan of study is recorded in the supplement to the diploma.
5. The rules governing allocation of particular scores to specific courses are laid down in detail by the faculty programme commissions and recognise the requirements of the teaching standards set by the minister relevant for tertiary education.
6. The score for the diploma thesis is split and distributed over those semesters whose plans of study include it as a class unit. The promoter marks the class unit entitled 'Diploma Thesis' as credited in the book of courses without allocating any grade therefor.
7. The time and effort of preparing to the diploma examination, allocated 2 to 4 points, is recognised in the diploma semester and entered into the book of courses as 'Preparation to the Diploma Examination'. The item is credited by the diploma examination board upon passing the examination successfully.
8. Obtaining the overall score indicated in the programme of studies is the precedent condition of sitting for the diploma examination.
9. The final grade for the diploma thesis is awarded by the diploma examination board. The board takes into account the notes of assessment given by the promoter and reviewer. No score is allocated to the diploma thesis, or grade awarded for the diploma examination.
10. To calculate the average grade (both current and final) the following formula shall be used:

$$\text{średnia ocena} = \frac{\sum o_i p_i}{\sum p_i}$$

where:

o_i – is the grade obtained for i^{th} course, p_i – is the score allocated to i^{th} course.

11. Excluded from calculating the average grade are those items in the plan of studies, which:
 - 1) carry no allocated points, or are credited without assessment ,
 - 2) are allocated a score after a successful diploma examination.

§ 13.

1. The summary score of non-credited courses is called the debt.
2. The permissible cumulative debt cannot exceed 12 points.
3. Enrolment for k^{th} semester ($k = 2, \dots$) is conditional on keeping the cumulative debt below 12 points.
4. The score debt arising from the failure to obtain credits for courses of k^{th} semester shall be eliminated no later than by the end of semester ($k+2$), where $k+2 \leq N$, and N stands for the number of semesters envisaged in the programme of studies. Failure to meet the condition shall result in striking off the student list, or reverting the student to the uncredited semester. The binding deadline for obtaining the credit shall be recorded in the book of courses.
5. The courses repeated once the student has been reverted to the uncredited semester must be successfully passed within one year. Failure to meet the condition shall result in striking off the student list, or reverting the student to the uncredited semester. The binding deadline for obtaining the credit shall be recorded in the book of courses.
6. The University charges full-time students with tuition for repeating specific classes or courses uncredited for unsatisfactory level of command.
7. The size of the tuition referred to in item 6 above for the specific academic year is set by the Rector, and the detailed payment terms are set by the University Senate.

8. The size of the score debt is checked in each subsequent semester.

§ 14.

1. The student delegated to study at another university in Poland or abroad, who has done the Dean-approved programme of studies and obtained the score required for the particular semester, is registered for the subsequent, higher semester.
2. In the event the student fails to complete the programme, or obtains a score below the level set for the particular semester, the Dean shall identify the courses requiring taking up.

V. Course Credits

§ 15.

The credit grade is entered into the student's book of courses by the academic teacher in charge of the course classes. In justified cases, it can also be entered by the Head of the teaching unit or Dean, based on the protocol records.

§ 16.

1. The time schedule of the examination session is announced by the Dean upon consultation with the Group and Year Starosts, at least one week in advance of the session.
2. On top of the regular credit or examination date, the student has the right to be given one extra corrective-examination/credit date.
3. On consent from the Dean, the teacher in charge of the specific classes can offer the student one more corrective examination/credit date. The Dean enjoys the same right.
4. In well-grounded cases, when the student questions the examination or credit grade awarded (in the regular or corrective session), the Dean may consent to holding an examination (credit test) before an examination commission.
5. The examination (credit test) held before the commission may also be prescribed by the Dean, if any irregularities in the examination (credit) procedure are spotted, or in any other justified case.
6. The request for examination (credit test) before the commission should be considered, and the date set, if any, forthwith.
7. The examination (credit test) before the commission is held by the body composed of the Dean in the capacity of the chairperson, the examiner who held the contested examination (credit test), and a specialist in the field the examination concerns or a related area. The result of the examination (or credit test) taken before the commission is recorded in the student's book of courses by the chairperson heading the commission.
8. On the motion from the student, the composition of the examination commission referred to in item 7 can be expanded to include a member of the faculty staff of the student's choice.

§ 17.

1. The student is obliged to deliver the book of courses to the Dean's office by the deadline set by the Dean in order that a record defining his/her status in the subsequent semester can be entered in the book.
2. The student's status can be defined as:
 - 1) clean registration,
 - 2) registration with an existing score debt,
 - 3) leave of absence (§§ 18 and 20).

§ 18.

1. The student who fails to attain clean registration, or registration with a score debt for the subsequent semester can be:
 1. reverted to the semester indicated by the Dean as requiring repetition, or directed to repeat further semesters,
 2. struck off the student list.
2. In exceptional cases the moving back to the specific semester may be preceded with a semester's leave of absence granted by the Dean.
3. The Dean may expel a student in the midst of a semester, if the student absents the classes where attendance is monitored (practical classes, laboratory and design practice, seminars, workshop classes, language courses, and PE hours).

§ 19.

The terms of resuming studies are set by the Dean after consulting the opinion of the Faculty Council.

§ 20.

1. The student meeting the prerequisite of registration for the subsequent semester (clear registration, or score debt registration) can obtain a semester's or year's leave of absence before the semester commences. The last leave of absence can be obtained before the commencement of the final semester.
2. The student retains the student's rights over the leave of absence.
3. The leave of absence is granted by the Dean on request from the student.
4. The Dean may grant the student a medical leave of absence in consideration of a long-term illness diagnosed in a medical certificate.
5. The Vice-Rector for Education may, in justified cases, grant a leave of absence for a period in excess of one year.

VI. Scholarships, Awards, Distinctions

§ 21.

1. The students can apply for financial aid from the dedicated funds reserved in the state budget for the purpose. The detailed principles of granting financial aid are laid down by the Rector in consultation with the University's student self-governing authorities. The principles are compiled in the Regulations of Awarding Financial Aid to Students of the Gdańsk University of Technology.

2. Based on the Rector's order or Dean's decision, scholarships other than those identified in the Regulations referred to in it. 1, can be set up, however they cannot be financed from the funds earmarked for financial aid to the students.

§ 22.

1. On recommendation from the Dean, the Rector awards the Diploma with Honours (excelling grade) to the student who satisfies the following prerequisites:
 - 1) has attained the average weighted grade recorded in the book of courses above 4.5, and the diploma thesis is assessed at minimum of very good (5.0) grade, and the diploma examination is passed at the minimum of very good (5.0) grade,
 - 2) has no past record of disciplinary measures imposed by the disciplinary commission or peer tribunal,
 - 3) submitted the diploma thesis within the deadline specified in § 23.5.
2. The Rector distinguishes the graduate conferred the Diploma with Honours with the Golden Graduate Badge of the Gdańsk University of Technology.

VII. Diploma Thesis and Diploma Examination

§ 23.

1. The Master Degree thesis can be written under the supervision of a professor, doctor habilitated, or doctor, though on consent from the Faculty Council in the latter case. The Engineer Title or Bachelor Degree thesis can also be supervised by a senior lecturer.
2. The Dean, in consultation with the Faculty Council, may also consent to having the diploma thesis supervised by a specialist from outside the University staff.
3. The details of the diploma award procedure are defined in the faculty regulations.
4. The topics of the diploma theses should be published at least 12 months in advance of the end of the diploma semester. Any student who fails to select a topic at the commencement of the diploma semester shall be struck off the student list.
5. The student should submit the diploma thesis in the form specified in the faculty regulations, and no later than:
 - 1) on 31 January – in case of undergraduate studies ending in the winter semester,
 - 2) on 30 April – in case of graduate studies ending in the winter semester,
 - 3) on 30 September – in case of studies ending in the summer semester.
6. Any student registered for the diploma semester who fails to submit the diploma thesis within the deadline set in these Rules, shall be struck off the student list. On written request from the student and upon consultation with the promoter, the Dean may postpone the deadline in extraordinary cases.
7. The student must submit the declaration of compliance with copyright.
8. The diploma thesis can only be reviewed by holders of the positions listed in item 1 above. If the assessment is negative, the Dean shall appoint an additional thesis reviewer, or form the commission entrusted with the task of assessing the questioned thesis (collective assessment).
9. Public defence of the diploma theses is permissible.

§ 24.

The student struck off the student list because of the failure to submit the diploma thesis within the above defined deadline (§ 23.5) may resume studies on the terms set by the Faculty Council.

§ 25.

1. Admission to sit for the diploma examination is conditional on having all semesters credited consistent with § 12.7, including the obligatory placement, and the diploma thesis positively assessed.
2. The Dean determines the composition of the commission and the date of the diploma examination.
3. The diploma examination commission should be chaired by the Dean, Vice-Dean, Head of the Chair, or Dean-appointed academic teacher holding the degree of the habilitated doctor or title of the professor.
4. The diploma examination must be held within three months following the date the diploma thesis was submitted.

§ 26.

The diploma examination is oral, and its assessment is based on the grade scale defined in § 12.

§ 27.

1. In the event the student about to obtain the diploma fails to appear at the diploma examination for a good cause, or appears and obtains an unsatisfactory note of assessment, can take the diploma examination again within three months after the original date.
2. In the event the grade awarded for the repeated diploma examination remains unsatisfactory, resumption of studies shall be dependent on the Dean's consent.

§ 28.

1. The graduates are issued state diplomas of higher education, confirming their attainment of the relevant vocational title. The format of the diploma is defined in separate regulations.
2. The ultimate overall grade is calculated down to two decimals from the following formula:
$$w = 0.6 * a + 0.3 * b + 0.1 * c$$
where:
a – final grade for progress, calculated in accordance with the rule set forth in § 12,
b – positive grade awarded for the diploma thesis,
c – positive grade awarded for the diploma examination.

The grade recorded in the diploma is given in its descriptive form established in accordance with the following score scale:

Score scale	Descriptive grade	Grade expressed in accordance with the European scoring system
$w < 3.30$	Satisfactory	E
$3.30 \leq w < 3.70$	Quite good	D
$3.70 \leq w < 4.10$	Good	C
$4.10 \leq w < 4.50$	More than good	B
$w \geq 4.50$	Very good	A

3. The diploma examination commission may, in justified cases, raise or lower the grade calculated in accordance with item 2 by half a grade.
4. In the circumstances described in § 22 the excelling grade is entered into the diploma.

VIII. Principles of the Student's Changing the Faculty

§ 29.

1. The student can only apply for transfer to another faculty, if the Deans of both faculties involved consent.
2. The student applying for transfer to another faculty must, within the unsurpassable term of one month, complete all formalities connected with the change. Over the period of arranging for the formalities the student remains on the record books of the faculty of the original registration.
3. In the event the deadline for completing formal arrangements is not met, the Dean of the target faculty shall notify the Dean of the original faculty that the student has not been registered. Further decision as to the terms of the student's registration or striking off the student list rests in the hands of the Dean of the original faculty.
4. The Dean of the target faculty shall decide about the terms of the student's registration with the faculty, i.e. the field of studies, the number of the semesters credited, the number of courses missing, and the dates for obtaining their credits. Considering the programme discrepancies, the Dean may grant the student a semester's leave of absence.
5. The Dean of the target faculty, having made the decision to admit the student, applies to the Dean of the original faculty requesting remittance of the student's documents, and on their receipt completes the registration.
6. The principles laid down in item 1 also apply to students changing from full-time studies to part-time studies, and vice versa.

IX. Principles of the Student's Changing the School

§ 30.

1. The student can obtain transfer from any university to the Gdańsk University of Technology on consent of the Dean heading the target faculty, issued in the form of a decision. The student is admitted upon submitting a written request and filing a written clearance certificate discharging him/her from the duties referred to in Art. 171.3 of the Higher Education Law of 27 July 2005.
2. The Dean admitting the student shall, while giving the consent referred to in item 1, set the date and specify the semester at which the student will commence the studies. He/she shall further identify the programme discrepancies arising from the transfer, if any, and set the deadlines for making up for them.
3. Having resolved to admit the student, the Dean of the target faculty applies to the respective Dean of the original school, requesting remittance of the student's documents, and on their receipt completes the registration.
4. The student can be transferred from the Gdańsk University of Technology to any other university in Poland or abroad on consent from the Dean of the target faculty. The Dean shall give the consent to the transfer, if the student has met all duties arising from the regulations valid at the Gdańsk University of Technology.

X. Closing Provisions

§ 31.

1. Any matters not regulated in these Rules shall be governed by the regulations of the Higher Education Law of 27 July 2005 and the secondary legislation issued by the minister relevant for higher education, and the stipulations of the Statute of the Gdańsk University of Technology.
2. Appeals in any matters regulated in these Rules shall be lodged with the Rector.