

STUDY REGULATIONS

(Resolution of the Senate No 4/07 of 22 February 2007, with later amendments, consolidated text)

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Pursuant to art. 62 sec. 1 item 2 and art. 161 sec. 1 and 2 of the Act of 27 July 2005 law on higher education (Journal of Laws of 2005 No 164, item 1365 with later amendments), the Senate the University of Gdańsk adopts Study Regulations, which specify the rights and duties of a Student related to organization and schedule of degree programmes at the University of Gdańsk.

I. General provisions

§ 1

1. Study Regulations apply to all forms, types and fields of study provided at the University of Gdańsk, except doctoral and postgraduate programmes.
2. In the sense of Study Regulations the term "Faculty" denotes a faculty or an inter-faculty and non-faculty unit providing a degree programme in a field of study.
3. If field of study is not provided by the Faculty, then the competences of the Dean specified in the Study Regulations are taken over by Director of inter-faculty or non-faculty providing the programme, and the role of Faculty Board is taken over by the relevant Board.
4. The Senate of the University of Gdańsk shall specify organizational unit providing a given degree programme for inter-faculty, inter-institutional, interdisciplinary and macro-fields of

study.

5. The Rector shall specify the amount of the fees for providing educational services and the Senate of the University of Gdańsk shall specify the rules of collecting them. The amounts and rules shall apply to all the contracts and agreements concluded with Students.

§ 2

1. The Senate, to the motion of Faculty Board, shall specify conditions and procedures for each field of study admission conditions and procedures for each field of study.

2. Students are enrolled on a degree programme at the time of matriculating and taking the oath, the text of which shall be given in the Statutes of the University of Gdańsk.

3. Student is given a student identity card and a student record book, in which records of study are kept.

4. Student shall act in accordance with the oath, Study Regulations and other regulations in force at the University and obey orders of the University authorities and bodies. A student whose behaviour makes it difficult to deliver classes or to participate in them may be expelled from those classes. In such a case the student's absence will be considered to be unexcused.

5. Student shall inform the Dean without delay about change of surname, marital status, address and other personal data collected in the Student's documentation. Student shall inform the Dean about a significant change of his financial standing if it can affect award or amount of financial assistance.

6. Student has a right to acquire knowledge, to develop his research interests and to prepare himself to pursue professions with respect for truth, conscientious work and in the atmosphere of mutual kindness and friendliness.

7. Student has a right for consultation meetings with academic teachers.

8. The Dean is authorized to apply Study Regulations, without violating their principles, in such a way as to enable a disabled student to carry out the student's duties, depending on the student's maintained psycho-physical abilities.

§ 3

1. Faculty Board shall adopt study plans and curricula, after consultation with the Faculty Student Self-Government legislative body.

2. Study plan specifies in particular programme completion periods, which can be a semester or an academic year.

3. Study plans and curricula should be established before the beginning of the academic year and made known to the Students and should specify forms of successful completion of all the subjects.

4. If a given field of study has more than one specialization, the Student chooses only one of them within the deadline specified by the Dean. Choice of another specialization depends on the decision of the Dean. The rules of choosing specialization are specified by the Dean (Director of the institute, head of a chair or section).

§ 4

1. All the courses delivered are recorded in relevant documents, and the following grading system applies to recording and grading criteria (with the exception specified in item 3):

Grades	Figure value	Percentage of knowledge
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		required for the grade*
very good	5.0	91 and more
good plus	4.5	81-90
good	4.0	71-80
satisfactory plus	3.5	61-70
satisfactory	3.0	51-60
unsatisfactory	2.0	50 and less

* percentage values are rounded to integer numbers, according to the generally accepted rounding rules.

2. Each subject is assigned ECTS credits, subject to item 3.
3. The subject "Physical Education" is recorded in the following way: zal– zaliczone [successfully completed], nzal – niezaliczone [not successfully completed]. This subject does not earn ECTS credits, unless Faculty Board decides otherwise. Furthermore, with the consent of Faculty Board, other subjects can be considered to be successfully completed without giving grade. It refers to the subjects whose completion does not require an examination. In such a case, only the following recording system is applied: zal – zaliczony [successfully completed], nzal – niezaliczony [not successfully completed].
4. The average grade showing performance of a Student during entire degree programme is an arithmetic mean of positive and negative exam grades in all exam taken.
5. Faculty Board can extend the set of grades used to calculate average grade by selected, final classes/courses grades and grades from subjects whose completion does not require an examination.

§ 4a

1. The courses provided for by organization and schedule of degree programmes can be participated by school students very gifted in the given field of study.
2. Admitting the persons mentioned in item 1 is conditioned by an agreement concluded between the Rector University of Gdańsk and the headmaster of the school, in consultation with competent regional educational authority and competent Dean. Such an agreement shall specify, *inter alia*, the types of courses that can be attended by the school students mentioned in item 1, and the way of documenting their performance as well as procedures and conditions for using the achievements.
3. § 2 item 4-8, § 4 item 1, § 5, § 6, § 9, § 10 items 4-7, § 11 items 2-10, § 12 item 4 and § 13 of these Study Regulations apply to the persons mentioned in item 1.

II. Academic year organization

§ 5

1. Academic year begins on 1st of October and lasts till 30th of September of the following calendar year.

2. The structure of academic year is specified by the Rector not later than 3 months before the beginning of academic year and made known to the Students.
3. Detailed organization of academic year for all forms and fields of study in a faculty are specified by the Dean, after consultation with the Faculty Student Self-Government legislative body, observing the rules specified by the Rector.
4. Detailed schedule of courses provided by the Faculty are specified by the Dean and made known to the Students not later than one week before the beginning of the semester. Changes in the schedule can be made exclusively with the consent of the Dean.
5. The Rector can proclaim rector's days or hours, and the Dean – dean's hours with no classes or lectures. Decisions on possible making up for the classes or lectures are made by the Dean.

§ 6

1. Student shall participate in the classes and lectures that the Faculty Board specified as obligatory in the study plan.
2. The rules for providing excuses of absences at obligatory classes and lectures are specified by the Dean.
3. Absences at classes and lectures are accepted by the subject teacher. If there are doubts or if the documentation is insufficient, the decision on excusing the absence is made by the Dean.
4. Student shall acquire the knowledge he would have acquired if he had not missed the class or lecture, and the form of checking it shall be specified by the subject teacher.

§ 7

1. The Dean can appoint tutors: of specializations, course years and groups of Students.
2. The Rector shall appoint practical placement tutor and manager to the motion of the Dean.
3. Faculty Board shall specify the rules of carrying out and the procedures for successful completion of vocational practical placement resulting from study plans.
4. The Dean, in consultation with Faculty Board, shall specify the scope and forms of work of tutors and shall supervise and evaluate their work.

§ 8

1. University lectures are open. Other classes can have an open formula with the consent of the Dean and the subject teacher. Classes can be delivered in the form of distant learning, according to the rules specified by the Rector in an instruction.
2. Academic teacher with the title or degree of *doktor habilitowany* are entitled to deliver lectures.
3. To provide for proper organization of teaching process, Faculty Board can authorize an academic teacher with the academic degree of *doktor* to deliver lectures and diploma seminars, with maintaining the rule that most of those classes are delivered by the persons with academic title of *profesor* or degree of *doktor habilitowany*.
4. In justified cases, the lecturer (subject teacher) can, in consultation with the Dean and the head of the chair (section) accept successful completion of subject classes delivered by another teacher.
5. In particularly justified cases, during the academic year, the Dean can authorize another academic teacher or a distinguished practitioner to deliver lectures (maintaining the rules

specified in item 2 and 3) for a specified period of time, not longer, however, than till the end of the academic year.

6. Classes and lectures at the University of Gdańsk and tests of knowledge or skills can be carried out in a foreign language and on the conditions specified by Faculty Board.

§ 9

1. Subject teacher can excuse a Student from participation in some of the subject classes and lectures of his subject.

2. Students can enrol for facultative classes and lectures and the ones of Student's choice not later than one month before the beginning of a semester (academic year). Students shall be enrolled based on subject curricula developed by individual academic teachers and made known to the Students at least three months before the beginning of the semester (academic year), except semester I.

3. The Dean shall specify the deadlines and procedures of enrolment.

III. Successful completion of semester and year of study

§ 10

1. Depending on relevant resolution of Faculty Board, semester or academic year is a completion period.

2. The Dean shall specify detailed conditions of enrolment for each academic year (semester) and rules for its successful completion, based on study plans and curricula before the beginning of academic year (semester).

3. A Student who met the requirements provided for in study plan for the given completion period (year or semester of study), successfully competes that period, which is recorded by the Dean in record book and student periodical performance chart. Participation in the following year (semester) is based on successful completion, documented by a relevant record, of the given year (semester).

4. The Dean shall specify the dates of classes and lectures completion and of exams are, in consultation with subject teachers, taking into consideration the provisions of § 5.

5. Student can see his evaluated written work within 14 days from announcing the results.

6. The number of obligatory subject exams cannot exceed eight during one academic year, and five in one examination session. There can be only one examination or final course successful completion acceptance in any given day, unless Student Self-Government submits a motion with other proposals.

7. The Dean can postpone some of the exams to the end of the academic year to a motion of the Faculty Student Self-Government legislative body or to his own initiative.

§ 11

1. To receive acceptance of a successful completion of a course and passing an exam, Student shall submit his student record book and periodical performance chart. Authorized persons shall enter the grade into the documents in a figure form and in the case of an exam also in say form (according to the grading system specified in § 4 item 1), the date and shall confirm the entry with their hand written signature.

2. If successful completion of a subject course does not require an exam, the Student who received an unsatisfactory grade or the one who was refused acceptance of successful completion of the subject course has a right, within three working days from the entry date of

refusal or acceptance of successful completion of the subject course to appeal from the decision of the subject teacher to the Head of the Chair (Section), Director of Department.

3. If the Head of the Chair (Section, Director of Department considers the appeal to be justified, he makes a decision on acceptance of successful completion of the subject course. The decision should be taken before lapse of three days following the appeal submission date.

4. If successful completion of a subject course requires an exam, the Student is allowed to sit an exam on prior acceptance of successful completion of obligatory classes from the given subject if the study plan provides for such classes. Items 2 and 3 apply to acceptance of successful completion, respectively.

5. Student can once resit an exam from each subject if he was given an unsatisfactory grade on the first exam date or if he missed the exam on the first exam date.

6. Exam is missed if the Student does not meet the conditions for exam admission or if he does not take the exam on date set and his absence is not properly excused.

7. Student who did not take the exam on date set shall submit to the examiner an excuse of his absence not later than within three working days from the date the circumstance that caused the absence subsided. If the examiner considers the excuse to be satisfactory, he shall set another exam date.

8. Student may appeal to the Dean from the examiner's decision on considering the exam absence excuse not to be satisfactory.

9. Student who did not submit to the examiner an excuse of his absence or whose excuse was considered not to be satisfactory, loses his right to take an exam on the date he missed.

10. With the consent of the Dean and the examiner, the Student who meets the conditions of exam admission may take the exam on another date (treated as first exam date) - also before the beginning of examination session, however not later than before its end.

§ 12

1. No record in student record book or student periodical performance chart is treated as non acceptance of successful completion of the given class unless the lack of record was due to the reasons beyond the Student's control.

2. After each year of study (by 30th of September) the Student shall settle his accounts with the Central Library of the University of Gdańsk, which is confirmed by a stamp in student record book.

3. Acceptance or non acceptance of successful completion of academic year should take place not later than on 30th of September, regardless on the number of exam dates used, with exclusion of practical placement.

4. In particularly justified cases and to the motion of the Student, the Dean can allow the Student to take an exam after examination session, however not later than within one month after the end of the examination session. Taking an exam according to such a procedure does not excuse the Student from participation in classes and lecture of the following semester.

5. The Student who did not submit his periodical performance chart and student record book by the deadline specified by the Dean with no justified reason shall be struck from the register of Students.

§ 13

1. In particularly justified cases, to his own initiative or to the Student's motion submitted after a failed exam, the Dean may order a resit before an examination board for such a Student. A Student who objects to his exam grade may submit a motion on that within three working days 3 from the exam result announcement.

2. A resit before an examination board should be taken within 7 days from receiving the consent to taking it.
3. The Dean shall appoint members of examination board and shall set the exam date.
4. The composition of the examination board is as follows: chairman, the examiner so far and another specialist in the same or similar field or with academic degree of at least *doktor*. The Dean (Pro-Dean) or a person authorized by him with the title of *profesor* or academic degree of *doktor habilitowany* shall be the chairman of the examination board. The person that conducted the questioned exam may not chair the examination board.
5. The year tutor and a representative of Student Self-Government, with advisory powers, may participate in a resit before an examination board to a motion of the Dean or the Student.
6. The resit grade replaces the questioned grade and decides about completion or non completion of the subject in the given examination session.
7. If the Student fails the resit before an examination board, the rules specified in § 14 apply, with exclusion of conditional enrolment.

§ 14

1. If the Student did not successfully complete a year (semester) of study, the Dean shall:
 - a) let the Student repeat the subject under conditional enrolment for the following year (semester), in accordance with the procedures specified in § 15, or
 - b)) let the Student repeat the year (semester), in accordance with the rules/procedures specified in § 16, of
 - c) strike the Students form the list of Students.
2. The Deal shall specify the deadline for motions submission and the procedures of processing them.
3. Student may not repeat the first study completion period.

§ 15

1. Repeating the subject under conditional enrolment consists in letting the student continue study in a higher year (semester), despite the fact that he did successfully complete the previous year (semester) due to lack of acceptance of successful completion of the subject or failing an exam, with the Student's commitment to meet the conditions of successful completion of the subject specified by the Dean.
2. Repeating the subject under conditional enrolment refers to Students from II completion period. Faculty Board may adopt a resolution on applying the principle of a subject under conditional enrolment to the Students of first completion period, specifying its rules and procedures, taking into consideration items 3 - 5.
3. Repeating the subject under conditional enrolment may not refer to more than three subjects during one academic year, and not more than two subjects during one semester.
4. Repeating the subject under conditional enrolment may not be awarded to a Student who repeats a completion period (year or semester). Student may take an exam (seminar completion) of a subject under conditional enrolment twice.
5. The Dean shall specify the dates of conditional completion.
6. Repeating the subject under conditional enrolment is paid regardless of application of the provision of § 9 item 1 of these Study Regulations.
7. If the Student does not fulfil the commitments resulting from conditional enrolment, the rules of § 14 item 1 apply, with exclusion of the provisions specified in point a).

§ 16

1. The Dean may let a Student repeat the same year (semester) only once, unless another non completion of the year (semester) was due to persistent illness or another force majeure.
2. The Student who repeats a year or a semester of study for the first time does not have to participate in the classes and receive acceptance of successful completion of the subjects from which he previously received a positive exam grade or subject completion positive grade.
3. In other cases, not later than within one month from the beginning of the given semester, the subject teacher may release the Student from the duty of participating in classes and lectures or receiving acceptance of successful completion of the classes and lectures comprising the given subject from which the Student received a positive grade in previous years (semesters). The teacher delivering the given class shall transfer the Student's performance records.
4. Transfer the Student's performance records from the given subject must include all the grades received during its successful completion.
5. Transferred grades are not taken into consideration in calculating average grade in accordance with § 4.
6. If changes in the curricula and study plans make it impossible for a Student to receive acceptance of successful completion of given subjects, the Dean shall indicate a subject or subjects whose successful completion enables enrolment for the next semester (year).
7. Fee is charged for repeating a year (semester).
8. Permission to repeat a year (semester) due to unsatisfactory performance is withdrawn if the Student does not pay the fee on time. In such a case the Dean shall strike such a student from the list of Students.

§ 17

1. Student may study a subject in the next semester (year) (advance study) with the consent of the Dean, in consultation of the subject teacher.
2. To the motion of the Student, the Dean may consent to the Student's advance studying not more than two obligatory subjects during one semester, unless the Faculty Board decides otherwise. The limitation does not refer to facultative subjects.
3. The subjects studied according to advanced procedure become a part of successful completion obligation in the semester (year) in which they are studied.

IV. Diploma theses and exams

§ 18

1. In the fields of study in which study plans and curricula provide for that, Students prepare diploma theses (Master's or Bachelor's) and, having submitted them, take diploma exams (Master's or Bachelor's). Diploma thesis and diploma exam are treated as a part of the plan of the last year (semester) of degree programmes. Diploma theses can be prepared in a foreign language. Diploma exams can also be held in a foreign language in the scope and on the conditions specified by Faculty Board. Faculty Board may also specify other forms of completing first-cycle programmes.
2. If the diploma exam is taken after the last day of ordinary examination session ending the degree programme in a given field of study, the Student maintains student's rights till the day of the diploma exam, except the right to financial assistance, specified in separate regulations.
3. Student prepares Master thesis under supervision of an academic teacher with the academic title of *profesor* or academic degree of *doktor habilitowany*, and Bachelor thesis under supervision of a person having at least academic degree of *doktor*. The Dean shall approve of

the supervisors of the Students preparing diploma theses.

4. Faculty Board may appoint as a supervisor of the Student preparing Master thesis a person with academic degree of *doktor*.

5. The Dean may change the supervisor of the Student preparing diploma thesis.

6. With the consent of the Dean, the Student may prepare diploma thesis also under supervision of *profesor*, *doktor habilitowany* or *doktor* from another Faculty or from outside the University, taking into consideration item 4.

7. Research interest of the Student and research plan of the chair (section) must be taken into consideration in choosing the subject of diploma thesis.

8. In his diploma thesis the Student should show his ability to apply the methods of his specialization, knowledge of sources and literature of the subject as it relates to the subject researched, ability to structure the thesis properly, logical argumentation and drawing conclusions properly as well as strict formulation of opinions.

9. The subject of Master thesis should be agreed upon at least two semesters before the planned completion of the degree programme, and in the case of first-cycle programme – at least one semester before the planned completion of the degree programme.

10. The subject of the diploma thesis may be changed in justified cases.

11. A paper created as a part of student research movement may be considered to be a diploma thesis.

12. With the consent of the Dean, diploma thesis may also be a result of work of a team of Students, if it is possible to specify individual contribution of the Student in preparing the paper.

13. In the event of diploma thesis supervisor's long lasting absence that could affect timely submission of the thesis by the Student, the Dean, in consultation with the Student, shall appoint a person that will take over the supervision duties.

§ 19

1. Student shall submit his diploma thesis in hard and electronic version in the Dean's Office on the last day of ordinary examination session culminating the degree programme in the given field of study at the latest. The supervisor of the thesis shall submit a written evaluation of the thesis in the Dean's Office by the same deadline.

2. Diploma thesis is evaluated by the supervisor as in item 1 and by at least one reviewer, who is appointed by the Dean from among the persons with at least the academic degree of *doktor*. If the Student's supervisor is a person with the academic degree of *doktor*, the reviewer must be a person with the academic title of or academic degree of *doktor habilitowany*.

3. To the motion of diploma thesis supervisor or to the motion of the Student, the Dean may postpone the date of diploma thesis submission if:

a) the Student has been persistently ill, which is confirmed by a medical doctor's certificate,

b) it is not possible to prepare the diploma thesis within the specified deadline due to the reason's beyond the Student's control,

c) if there occurred other particularly justified circumstances, but not longer than by three months.

4. If the reviewer negatively evaluates the diploma thesis, the Dean shall appoint another reviewer, whose evaluation is decisive in admitting the Student to diploma exam.

5. If the diploma thesis is not submitted within the deadlines specified in items 1 and 2 or if the diploma thesis is negatively evaluated (item 1 and 3), the Dean shall:

a) let the Student repeat the last year (semester) of the degree programme, according to the rules specified in § 16, with the duty of participating in and successfully completing the

diploma seminar, or
b) strike the Student from the list of Students.

§ 20

1. Diploma exam is held before a board appointed by the Dean and composed of: Chairman (Dean, Pro-Dean or a person appointed by the Dean) and at least two members.
2. At least one of the members of Master's diploma exam board must have academic title of *profesor* or academic degree of *doktor habilitowany*.
3. The exam should be held within three months from diploma thesis submission date.

§ 21

1. The diploma thesis supervisor and reviewer shall evaluate the thesis according to the binding grading system (§ 4, item 1.).
2. Student is admitted to the diploma exam if:
 - a) he has carried out all the duties provided for in study plan and curriculum,
 - b) receives a diploma thesis positive grade, if preparing a diploma thesis is provided for in study plan and curriculum,
 - c) submits all the required documents.

§ 22

1. Master's diploma exam is an oral exam, but in the case of diploma exam completing first-cycle programme the Faculty Board can decide otherwise.
2. During his diploma exam the Student should present his knowledge of:
 - a) diploma thesis subject matter,
 - b) subjects related to his field of study.
3. On completion of the diploma exam the board agrees on the diploma exam grade according to the binding grading system (§ 4, item 1.).
4. If the Student receives an unsatisfactory grade from his diploma exam or if his absence at the exam is not excused, the Dean shall set another, final date of the exam.
5. Another diploma exam may be held not earlier than on the lapse of one month and not later than three months from the date of the first exam.
6. If the Student fails his second diploma exam or if his absence at the other exam is not excused, the Dean shall strike the Student from the list of Students.

§ 23

1. A degree programme is completed after the Student has passed his diploma exam with at least satisfactory grade. The graduate is awarded the degree relevant to his field of study and specialization, receives degree programme completion diploma and has a right to keep his student record book. Duration of first-cycle programme, which according to the binding standards includes a practical placement, may be prolonged by the practical placement period.
2. Calculation of the Student's final result of his degree programme is based on:
 - a) average of the grades provided for in study plan, received during completed semesters and specified in § 4 items 3 and 4,
 - b) diploma thesis grade,

c) diploma exam grade or arithmetic mean in the case of taking diploma exam twice. The final result is the sum of: 1/2 of the grade mentioned in point (a) and 1/4 of the grades mentioned in points (b) and (c). The result is calculated with the accuracy of two decimal points.

3. For the fields of study for which study plan and curriculum do not provide for a diploma thesis, calculation of the Students final result of his degree programme is based on:

a) average of the grades provided for in study plan, received during completed semesters and specified in § 4 items 3 and 4

and

b) diploma exam grade or arithmetic mean in the case of taking diploma exam twice.

The final result is the sum of: 1/2 of the grade mentioned in point (a) and 1/2 of the grade mentioned in point (b). The result is calculated with the accuracy of two decimal points.

4. Diploma exam is documented in protocol, including in particular: the questions asked, evaluation of the answers provided, final diploma exam grade, thesis evaluation and the Student's final result.

5. Degree programme completion diploma includes the final grade in accordance with the following grading system:

Final result	Diploma grade
4.50 - 5.00	very good
4.21 - 4.49	good plus
3.71 - 4.20	good
3.21 - 3.70	satisfactory plus
do 3.20	satisfactory

V. Individualized study plan

§ 24

1. Individualized organization and schedule of degree programmes consists in extending the scope of knowledge under the undertaken field of study or specialization or in change of educational profile, combining two or more specializations within one or more fields of study, as well as in the Student's participation in research work.

2. Student may apply to the Dean for his consent to the Student's continuing the degree programme according to individualized plan under supervision of a research tutor of his choice.

3. Studying according to individualized organization and schedule of degree programmes may take place on completion, in particular, with extraordinarily good results, of:

a) in the case of consolidated Master's programme – the first two years of study, and in exceptional cases already the first year of study,

b) in the case of first-cycle degree programme – the first year of study,

c) in the case of second-cycle degree programme – the first semester.

Such an organization and schedule of study may lead to shortening the duration of degree programme completion.

4. *Profesor* or *doktor habilitowany* should be a research tutor. Faculty Board may authorize an academic teacher with the academic degree of *doktor* to be a research tutor. Research tutor

must express his consent to playing that role in writing.

5. An application for an individualized study plan must include a written consent of the selected research tutor and an individualized programme of study accepted by the tutor. In particular, the programme may also include a list of subjects the Student requests to be exempt from. In such a case the list should also include a list of subjects that the Student proposes to successfully complete instead of the subjects the Student is going to successfully complete at other faculties or in other higher education institutions, and the consent to complete the specified subjects.

6. By 30th of September of each, the research tutor shall provide information on and evaluation of performance of the Student studying according to individualized study plan. If the Student does not have satisfactory educational results, the Dean, in consultation with the research tutor, shall withdraw his consent to individualized study plan.

VI. Individualized organization of study

§ 25

1. With the consent of the Dean, the Student may participate in classes and lectures envisaged for higher years of study.

2. In the cases justified by a special, life situation of the Student, the Dean may, in consultation with subject teachers, consent to part-time completion of the classes and lectures.

3. After earlier completion of a semester (year) by the Student, the Dean may, to the motion of the Student, transfer the Student to a higher semester (year) of study.

4. In the cases justified by a special, life situation of the Student, the study may be conducted according to individualized study plans and curricula agreed upon by the Student and the research tutor and approved by the Dean.

§ 26

1. Dean may consent to individualized organization of study in relation to the Students who:

- a) bring up children on their own,
- b) are disabled,
- c) study in two or more fields of study,
- d) study selected subjects in other fields of study or specializations,
- e) participate in research work,
- f) complete part of their study in foreign higher education institutions,
- g) in other particularly justified cases.

In the cases mentioned in c), d) and g) the Dean may base his consent on the Student's performance.

2. In the case of individualized organization and schedule of study, the Dean shall let the Student complete classes and lectures and take exams on the dates individually specified during the academic year, and in exceptional cases he may consent to postponing the dates to the next academic year or release the Student from the duty of participating in classes and lectures.

3. The Dean shall specify the rules and procedures for individualized organization and schedule of study for the period not longer than one academic year.

4. In the cases justified by a special, life situation of the Student he may study according to individualized plans and curricula agreed upon by the Student and the research tutor and approved by the Dean.

5. In the case of violating by the Student the specified rules of individualized organization and schedule of study or lack of performance progress, the Dean may withdraw his consent to such an organization and schedule of study.

VII. Studying in another field of study, another faculty or higher education institution

§ 27

1. University of Gdańsk Student who carries out his duties related to his basic field of study may, with the consent of competent Deans, study in other fields of study, in other higher education institution but not sooner than he has successfully completed the first year of study.
2. University of Gdańsk Student may, with the consent of competent Deans, complete classes and lectures in other fields of study and specializations.
3. A Student of other higher education institution may, with the consent of competent Deans, complete classes and lectures taking place at the University of Gdańsk.

§ 28

1. Student can change his field of study or specialization at University of Gdańsk after he has successfully completed at least the first year if the programme differences enable his acceptance to at least second year of the selected field of study or specialization. Such a change can be made only with the consent of competent Deans.
2. Conditions of change of the organization and schedule of study in a given field of study from full time to part-time one and vice versa are specified by Faculty Board.

§ 29

1. Student may transfer to another higher education institution after the Dean of the basic field of study has approved of the Student's having carried out all his duties at the University of Gdańsk.
2. It is up to the Dean to consent to the transfer.

§ 30

1. Admitting a Student of another higher education institution to the University of Gdańsk may take place with the consent of the Dean of the Faculty of the Student's higher education institution, but the admission may take place when the curriculum differences enable beginning of study in at least second.
2. Faculty Board shall specify the admission rules.
3. The consent to studying at the University of Gdańsk is expressed by the Dean, who establishes the year and semester of study resulting from the identified curriculum differences.
4. The Dean shall specify the deadline for making up for curriculum differences.

VIII. Student's leave

§ 31

1. Student can be granted a leave in the case of the following circumstances that make his participation in classes and lectures impossible:
 - a) persistent illness,

- b) giving birth to a child,
 - c) delegating the Student by the University to an internship outside the University or for another similar purpose,
 - d) repeating a semester,
 - e) other particularly important circumstances.
2. Student should apply for a leave right after occurrence of the circumstances mentioned in item 1.
 3. The leave is granted for the period of one semester or one academic year.
 4. Semester (year) leave should start at the beginning of a semester (academic year) and should be preceded by a successful completion of the previous semester (year).
 5. The Dean decides about granting the leave. Granting the leave is confirmed by a relevant record in student record book.
 6. It is impossible to grant a Student a leave for the previous period after the examination session has started, with the exception of the circumstances specified in item 1 letters a), b), e).
 7. During consolidated Master's degree programme Student may be granted a yearly leave not more than twice, and in the case of first- and second-cycle degree programme not more than once, with the exception of the leave on health grounds. The total time period of the leaves granted during consolidated Master's degree programme cannot be longer than 24 months, and during first- and second-cycle degree programme - not longer than 12 months. The above limitation does not refer to the leave on health grounds.
 8. On coming back from the leave granted on health grounds, the Student shall present a medical doctor' certificate confirming the ability to continue study.
 9. If it is required by the curriculum, on coming back from the leave, the Student should submit an individualized study plan (make up for curriculum differences).
 10. Granting a leave postpones the deadline for study completion.

§ 32

1. During the leave the Student maintains all Student's rights unless other regulations provide otherwise.
2. During the leave the Student may, with the consent of the Dean and on the conditions specified by the Dean, participate in some of the classes and lectures and take some of final tests and exams.

IX. Striking from list of Students and re-admission

§ 33

1. Striking from list of Students, taking into consideration the provisions of § 19 item 5 and § 22 item 6, can be done in the case of:
 - a) not undertaking the study,
 - b) written resignation of the Student from the study or unsuccessful completion of a semester (year),
 - c) long lasting, unexcused absence of the Student at classes and lectures, non submission within the deadline specified by the Dean an individualized classes and lectures plan, if such a plan is required,
 - e) lack of timely payment of the fees the Student is obliged to make in other regulations,

f) non submission of diploma thesis or not passing diploma exam within the specified deadlines

g) disciplinary penalty of being expelled from the University.

2. The Dean shall strike Students from the Student's list.

3. A written decision on string a Student from the list of Student, signed by the Dean, should include: the date the decision was made, legal grounds for the decision, rationale behind it and an instruction on the right to appeal from the decision to the Rector. To the motion of the Student and after submission of student record book and student periodical performance chart within 14 days from receiving the striking notification, the Dean cancels the decision on striking due to the reason mentioned in item 1 point d, on the condition that the fee whose payment is specified by the Senate of the University of Gdańsk, and its amount by the Rector of the University of Gdańsk in an instruction is paid.

§ 34

1. Re-admission of a person that was struck from the list of Students in the first semester (year) of study may take place in accordance with the general rules of the University admission.

2. A person struck from the list of Students of second or higher semester (year) may re-start study at the semester (year) not higher than the one at which striking from the list of Students took place and not sooner than from the next completion period.

3. Re-admission depends on making up for curricula differences caused by the change of study plans and curricula. To re-admission connected with repeating subjects § 16 applies respectively.

4. If more than three years passed from striking date, the Dean may order re-admission in the year (semester) lower that it would have followed form item 2, if he is of an opinion that there have been changes in curricula and study plans or the progress in the knowledge in the given field acquired by the applicant has outdated the knowledge that the applicant previously acquired. In such a case, the Dean shall specify the subjects that he considers to be successfully completed.

5. The Dean may consent to re-admission to the motion of the person interested.

6. If more than 5 years passed from the date of striking from the list of Students, the Student it refers to can be admitted according to the general admission rules to the first year of study.

7. Re-admission can take place not more than twice.

8. A person struck from the list of Students in connection with disciplinary penalty of being expelled from the University may request re-admission not earlier than after erasing of the penalty.

X. Awards and scholarships, distinctions and disciplinary liability

§ 35

Students with above-average performance who carry out their duties perfectly may be granted awards and distinctions:

1. Awards and scholarships:

a) scholarship of minister competent for higher education,

b) award and distinction of the Rector of University of Gdańsk,

c) awards endowed by state institutions, scientific societies, social organizations, foundations.

2. Distinctions:

- a) medal of the University of Gdańsk awarded by the Senate to the motion of Faculty Board,
 - b) commendation of the Dean recorded in student record book.
3. Other awards and distinctions granted by the Dean.

§ 36

1. The rules and procedure for endowing awards are specified, respectively, by: minister competent for higher education, Rector and institutions and organizations in rules and regulations relevant for those awards.
2. The Senate of the University of Gdańsk, the Rector, Faculty Boards and Deans, respectively, shall specify rules for granting awards to Students.

§ 37

Disciplinary liability of Students is specified in other regulations.

XI. Transitional and final provisions

§ 38

1. The Dean shall decide on the issues connected with rules and procedures of study not covered by Study Regulations.
2. Student has a right to appeal to the Rector from the decision of the Dean on the matters concerning the Student's rights and duties.

§ 39

1. The resolution of the Senate of the University of Gdańsk No 12/04 of 25 March 2004 on introduction of Study Regulations is repealed.
2. The provisions of the so far binding Study Regulations shall apply to the matters not resolved in decisions by 1st of October 2007.

§ 40

These Study Regulations become effective as of 1st of October 2007.