



**GDYNIA MARITIME UNIVERSITY
ACADEMIC RULES AND REGULATIONS**

Adopted under Resolution no 123/XVII of the Senate of Gdynia Maritime University of 28th April 2022.

These Rules and Regulations were drawn up based on the Higher Education and Science Act of 20th July 2018 (Act) (consolidated text: Journal of Laws of 2022, item 574, amended) and the Articles of Association of Gdynia Maritime University (Articles).



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1. General provisions

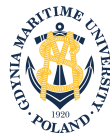
Article 1

- 1) The following Rules and Regulations provide details on the organisation and implementation of undergraduate and postgraduate degree courses at Gdynia Maritime University and the associated rights and responsibilities of the University's students.
- 2) The Rules and Regulations apply to students of 1st-cycle (bachelor's) and 2nd-cycle (master's) degrees, studying on both a full-time and part-time (extramural) basis.

Article 2

Explanation of terms:

1. teaching period – (academic year or semester), including all timetabled lectures and classes, the exam period, and exam resit period;
2. education period – the planned duration of the chosen degree course;
3. points deficit – the total number of ECTS points from subjects yet to be passed;
4. Dean – the head of a Faculty; the Dean is responsible for running the Faculty with the help of a deputy Dean, heads of department, and heads of sections;
5. Dean's Office – a University unit within each Faculty which provides comprehensive student services;
6. learning outcomes – knowledge, skills, and social competencies gained by students;
7. ECTS (*European Credit Transfer and Accumulation System*) – credits defined as the average volume of workload of a learner necessary to obtain assumed learning outcomes;
8. IOS – individual organisation of studies;
9. STCW Convention (*Standards of Training, Certification and Watchkeeping*) - International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, drawn up in London on 7th July 1978. (Journal of Laws of 1984, no 39, amended);
10. "Maritime" degree courses – programmes of study which are certified as complying with the STCW Convention;
11. syllabus – a document outlining the content of a programme of study, including descriptions of the assumed learning outcomes and the learning process leading to these outcomes, and the number of ECTS credits assigned to the subject;
12. registration – the signing up of a student for the next semester on the basis of the examination results from the previous semester and obtainment of the required number of ECTS credits provided for in the syllabus. Registration may be unconditional or conditional;
13. deadline for registration for the next semester – last day of the semester;
14. deadline for obtaining credit for a semester or year – the last day of the exam period;



15. faculty – the University's basic research and teaching unit, whose task is to create the conditions for the conduct and development of research and teaching, and the training of scientific personnel.

Article 3

- 1) Acceptance of candidates on to a degree course at Gdynia Maritime University, (the University) is on the basis of rules determined by the Senate of Gdynia Maritime University, (the Senate).
- 2) Students are officially admitted to the University and obtain student status after swearing the oath at the ceremony for the inauguration of the academic year. The oath is also confirmed in writing. The content of the oath is included in the University's Articles of Association.
- 3) Upon admission to the University, students are issued with a student card and an index. The index may be kept in electronic form.
- 4) A student card is proof of student status. The validity of students' student cards shall be confirmed every semester at the Dean's Office.
- 5) A student who has lost the right to hold a student card is obliged to return it to the University.
- 6) The supervisor and guardian of all students is the Rector, and the direct supervisor of students in each Faculty is the Dean.
- 7) University admissions and the education process are overseen by the Rector. The deputy rector for student affairs and the deputy rector for education may act on behalf of the Rector in this scope.
- 8) The student body is represented by the Student Council, which is entitled to put forward its opinion in all matters concerning students
- 9) Rulings on individual matters, including decisions, resolutions or declarations, dealt with in the Administrative Procedure Code Act of 14th June 1960 (consolidated text: Journal of Laws of 2021, item 735, amended) are made by the Rector:
 - a. whereby the Rector may authorise the Deputy Rector for Education, the Deputy Rector for Student Affairs, or the Dean of a Faculty to rule or issue such declarations on his behalf. On request of a Dean, the Rector may authorise the competent Deputy Rector;
 - b. administrative decisions issued by the Rector may be appealed. Appeals must be made in writing within 14 days of the date of delivery of the administrative decision;
 - c. if the administrative decision was issued by an authorised representative, as outlined in par. 9 (a) above, a request for reconsideration must be made in writing through the Faculty Dean, deputy rector for education, or the deputy rector for student affairs, who issued the decision on behalf of the Rector;
 - d. The provisions of the Administrative Procedure Code Act of 14th June 1960 (consolidated text: Journal of Laws of 2021, item 735, as amended) shall apply to administrative decisions and requests for reconsideration referred to in these Rules and Regulations.



10) Individual student matters that are not resolved by administrative decisions shall be decided by the dean on behalf of the Rector on the basis of a power of attorney, unless the provisions of these Regulations state otherwise, whereby:

- a. the decisions of the Dean may be appealed to the Deputy Rector for Education acting on behalf of the Rector, unless these Rules and Regulations provide otherwise;
- b. Faculty Deans may authorise the Deputy Deans to make decisions outlined in the Rules and Regulations that fall within his/her scope of responsibility, provided that the Dean's authorisation includes the power to grant further authorisation;
- c. the appeal shall be filed in writing within 14 days of the date of delivery or publication of the decision, by the Dean of the Faculty who issued the decision, unless these Rules of Procedure provide otherwise;
- d. there is no further appeal against the decisions of the Deputy Rector for Education acting on behalf of the Rector;
- e. the provisions of the Code of Administrative Procedure do not apply to the decisions and appeals referred to in this paragraph.

Article 4

- 1) The University may charge students for the provision of educational services. The subject and amount of the fees shall be determined by the Rector by means of a regulation prior to the commencement of enrolment. The Senate shall determine payment rules and the conditions and procedures for exemptions.
- 2) The services for which a public university may charge fees are listed in arts. 79 and 163, par. 2 of the Act.

2. Organisation of studies

Article 5

- 1) The completion of degree courses (within a specific subject area, at a specific academic level, and of a specific study profile) shall be conducted based on a curriculum which is available in the Dean's Office and on the University's website at least two weeks before the course start date in the relevant academic year.
- 2) The organisation and accreditation of degree courses is on the basis of the ECTS learner-centred system for credit accumulation and transfer.
- 3) The process of education (including seamanship apprenticeships) of students in "maritime" subjects must comply with the requirements of the STCW Convention, as set out in the Regulation of the Minister responsible for the Maritime Economy.



- 4) Students of "maritime" subject to the STCW Convention are obliged to attend all classes in conventional subjects, regardless of the year of study.
- 5) Lectures may be conducted using appropriate remote learning methods and techniques.
- 6) In exceptional circumstances, attainment of the learning outcomes outlined in the curriculum for a degree course may be verified, in particular through internal tests and exams at the completion of certain modules/classes and external exams using information technology to monitor the exam proceedings and registration process.
- 7) The Rector may designate times and days free from classes.

Article 6

- 1) With the permission of the Dean, students may complete out part of their programme of study outside their faculty of registration, that is at another Faculty within Gdynia Maritime University or at another Polish or foreign university, in particular on the basis of interdepartmental and interuniversity agreements, subject to arts. 5.3 and 5.4.
- 2) All subjects classified in the way referred to in par. 1 above shall be deemed to comply with part of the programme requirements, provided that the subjects passed outside the faculty of registration are considered equivalent to the mandatory or optional subjects as outlined by the Faculty Dean and of the same total number of ECTS credits.
- 3) Where subjects classified at another institution do not have the assigned number of credits referred to in par. 2 above, the appropriate number of credits shall be assigned by the Dean based on the system used at the University.

Article 7

- 1) In consideration of the particular interests and talents of GMU students, the University allows for some flexibility in the choice of learning content, methods and forms of teaching. This way of studying is known as an individual study path (ISP) and organised with the agreement of the Dean of the Faculty.
- 2) Subject to arts. 5.3 and 5.4, an ISP may entail:
 1. an individual study plan, including the modification of the weekly timetable, where possible, by selecting a study group and/or classes in such a way as to enable the programme of study to be implemented in accordance with the student's time;
 2. arrangement of an individual mode of study for students with disabilities or the chronically ill;



3. modification of the procedure and dates of exams and credits in agreement with the class tutor, and in accordance with the detailed organisation of the academic year.
- 3) An ISP may be granted to students who have completed at least the first year of a 1st-degree (bachelors) degree course or the first semester 2nd-cycle degree (masters) level and fulfil at least one of the following criteria:
 - a. shows evidence of exceptional academic performance;
 - b. is chronically ill or is registered disabled;
 - c. participates in competitive sport at a national or international level;
 - d. aims to complete part of their course at another institution;
 - e. is registered on more than one degree course;
 - f. has been elected to a collegiate body;
 - g. for which the learning outcomes have been confirmed;
 - h. is cases of difficult personal circumstances.
- 4) Detailed conditions on applying to study on the basis of an ISP and the associated rules are determined by the Dean, on the condition that the ISP must not lead to a change in the learning outcomes, the degree programme's compulsory subjects, the level and type of the course, or the extension of its completion date.
- 5) The conditions and principles referred to in par. 4 above should determine in particular the application procedure, the scope of individualisation, the role of student scientific and teaching guardian, and the way in which the semester timetables are approved.
- 6) Paid employment may not be the sole basis for applying for an ISP.
- 7) Pregnant students and students who are parents may not be refused permission to study a chosen full-time degree course based on an ISP, subject to arts. 5.3 and 5.4.
- 8) Students intending to study under an ISP should submit a documented request to the dean no later than within two weeks of the start of the academic year or the situation coming to light. The request should be supplemented with:
 - a. a letter from an academic teacher, professor, Doctor or Doctor of Science [habilitated doctor] agreeing to academic supervision over the ISP;
 - b. a study plan established with the student's tutor.
- 9) The method and the date of assessment of the subject shall be agreed by the student individually with the persons responsible for the subject and with the teaching staff. The agreed arrangements shall be submitted to the Dean for approval within two weeks of the decision on the ISP.
- 10) Monitoring of progress under the ISP shall be carried out by the Deans in an equivalent manner to the monitoring of the academic progress of students not following an ISP.
- 11) A joint request of the student and their tutor may for changes to the ISP may be submitted to the Dean. The decision to amend the ISP shall be made by the Dean.



- 12) Should a student not implement the ISP as agreed the Faculty Dean may request that the student continue his studies on the basis of the general applicable rules and arrangements, starting from the new semester.
- 13) The student may choose to submit a request to the dean to cancel the ISP.

Article 8

- 1) Students have the right to retake up their studies, change their place of study, faculty, degree course, and method of study. When transferring from another institution students, the Dean of the Faculty may take in account learning outcomes obtained in a different field, specialisation, faculty or university, in accordance with the applicable law.
- 2) Students may transfer their studies to Gdynia Maritime University from another higher education institution, including those abroad, with the agreement of the Dean of the relevant University Faculty, expressed by a decision, on the condition that they have fulfilled all obligations under the regulations of the previous institution. The method and deadline for levelling out the differences between the two degree courses is determined by the Dean of the relevant University Faculty.
- 3) With the permission of the Dean, students may transfer from full-time to part-time studies and vice-versa. The dean determines the timing of the student's transfer and the method and deadline for levelling out the curriculum differences.
- 4) Student may opt to change their degree course only after passing the first year of their current course. A change of degree course is subject to the agreement of the Dean of the receiving Faculty and to levelling out curriculum differences, as well as payment of all outstanding fees to the student's Faculty of origin, subject to arts. 5.3 and 5.4.
- 5) With the dean's permission, students may transfer to a course within the same Faculty at the end of the first semester.

Article 9

- 1) Before the beginning of the 1st year, the Dean shall appoint for the full duration of study a tutor from among the academic teachers employed at the faculty. In justified cases, the Dean may change the appointed tutor during the course of the student's studies.
- 2) The role of the tutor is to:
 - a. assist students in resolving day-to-day issues;



- b. cooperate with the tutors of student scientific circles;
 - c. cooperate with the heads of the faculty;
 - d. cooperate with the year prefect and group.
- 3) The year tutor is entitled to:
- a. request awards or punishments for students, in accordance with art. 15 and 24;
 - b. organise meetings with students;
 - c. where warranted, provide justifications for the absence of a student in classes not exceeding two days in the semester;
 - d. take part in tests or a committee exam.

Article 10

- 1) The University supports the education of persons with disabilities. In the event of a high degree of disability that hampers normal participation in a degree programme, the Dean may arrange appropriate conditions for the student to be able to attend, whilst observing the requirements of the STCW Convention in maritime specialisations. In particular, the student may request permission from the Dean to study according to an ISP.
- 2) With the permission of the Dean, sign language translators may accompany those hearing disabilities at lectures, as well as assistants supporting persons with physical or visual disabilities.

Article 11

- 1) Each individual degree course includes maritime or land-based apprenticeships which as an integral part of the course and must also be passed.
- 2) Seamanship apprenticeships must comply with the requirements of the STCW Convention, as set out in the Regulation of the Minister responsible for Maritime Economy Affairs.
- 3) apprenticeships shall be assessed by the Dean, the committee or a person appointed by the Dean in accordance with the rules set out in the subject card.
- 4) ECTS points shall be allocated to students undergoing apprenticeships in accordance with the programme of study.
- 5) In the event of an unsatisfactory performance students may be required to repeat an apprenticeship or the semester or be removed from their course. Repetition of an apprenticeship may incur fees.



Article 12

- 1) Students admitted to a degree course following confirmation of learning outcomes shall study under the conditions set out in these Rules and Regulations.
- 2) Students referred to in par. 1 above may apply to the Dean for permission to study according to an ISP.
- 3) The Dean will allocate the student a personal tutor, as referred to in Article 2.

3. Organisation of the academic year

Article 13

- 1) The academic year begins on 1st October and ends on 30th September of the next calendar year.
- 2) The academic year timetable shall be determined by the Rector and published on the University website at least 4 months before the start of the academic year. At the request of the Dean, the Rector may in exceptional circumstances (arrangement of seamanship apprenticeships or emergencies, including epidemiological emergencies) make changes to the academic year timetable for the group or year of students from a given faculty.
- 3) The academic year comprises:
 - a. two semesters (winter and summer), including teaching sessions and examination sessions and examination resit sessions;
 - b. maritime and land-based experience and field exercises, where provided for in the course curriculum;
 - c. a total of no less than 6 weeks, including no less than 4 weeks of continuous summer holidays.
- 4) The academic year timetable shall be determined by the Rector and published on the University website at least 4 months before the start of the academic year.
 - d. every semester shall include 15 weeks of teaching;
 - e. before the start of the academic year, the Dean may decide to reduce the time allocated for teaching during the final semester of the course subject to the completion of the total number of teaching hours included in the course curriculum;
 - f. examination sessions (initial assessments and resits) shall last not less than two weeks.
- 5) The organisation of the academic year for each faculty shall be determined by its Dean who shall announce the teaching timetable no later than two weeks before the beginning of the academic year.
- 6) Heads of department/section shall appoint persons responsible for the subjects taught within their department/section. The person responsible for the subject



shall coordinate and determine the taught subject matter and the rules for the verification of learning outcomes consistent within the scope of the subject for all students of the given course, and shall develop and update the documentation of the subject.

- 7) The head of the department, in agreement with the person responsible for the subject, shall designate persons to carry out the various teaching activities (lectures, exercises, laboratories, etc.).
- 8) The academic teacher shall inform students of the expected learning outcomes to be achieved for the subject, the reading list, the method by which the learning outcomes are verified, and their consultation hours.
- 9) Persons responsible for a subject taught during a given semester shall be required to submit a completed record of exam results to the Dean's office by the deadline set by the Dean. In the event of a change in the grade awarded to a student, the staff member responsible for the subject shall update the record within 3 working days.
- 10) For full-time courses, the weekly study timetable, approved by the Dean, shall be announced at least 7 days before the beginning of the course.
- 11) The examination timetable shall be drawn up by the Dean and released no later than two weeks in advance. It should include two assessment dates for each subject that is assessed by examination.

4. Student rights and responsibilities

Article 14

- 1) Students shall have the right to vote actively and passively in accordance with the rules as laid down in the Articles of Association.
- 2) Student shall have the right to:
 - a. acquire knowledge and skills and develop interests by making use of all the University has to offer, including the teaching and assistance offered by the academic teachers;
 - b. consult with academic teachers during their declared consultation hours for both full-time and extra-mural students;
 - c. use of the University libraries and their facilities;
 - d. membership in student organisations, participation in student academic circles and research work carried out at the University;
 - e. complete a degree course according to an ISP in accordance with the rules laid down by the Dean;
 - f. complete part of a programme of study at another university or national or foreign institution, and transfer and recognition of ECTS credits;
 - g. seek advice from the student council on student rights and responsibilities;
 - h. develop cultural, sporting and tourist interests using the facilities provided by the University;



- i. participate in the decision-making of the collegial bodies of the University through their representatives;
- j. provide comments and requests on the organisation and implementation of the teaching cycle through the Student Parliament or student surveys;
- k. receive student benefits during their studies in accordance with the provisions of the Act and the Student Benefit Regulations;
- l. receive awards and distinctions;
- m. justification for not attending classes in the event of participation in the meetings of the University's collegial body as a member;
- n. justification for not attending teaching sessions on the basis of a medical note or other documents confirming the reason for absence (short-term absence, i.e., up to a week);
- o. resignation from the University after having submitted a written resignation to the Dean and settled all outstanding tuition fees;
- p. notify the University's authorities of cases of harassment, discrimination, or instances of conflict escalation affecting them personally or other students of the University.

3) Students have the following responsibilities:

- a. acquire knowledge, skills and competences in accordance with the learning outcomes of the University;
- b. conduct themselves in accordance with the oath and regulations in force at the University;
- c. preserve the good name of the University and its property;
- d. cultivate the tradition of maritime education;
- e. attend classes, assessments and exams in accordance with the curriculum and the study schedule;
- f. conduct professional traineeships and meet the other requirements provided for in the course curriculum;
- g. immediately notify the faculty of any change of name, address, contact details and data affecting the receipt of scholarships and other financial benefits;
- h. adhere to the Dean's announcements on the teaching schedule;
- i. immediately report to the Dean of the faculty a return to study following an absence from the course;
- j. complete surveys on the teaching schedule and improvement of the quality of education;
- k. settlement with the University (including the completion of the matriculation card) in the event of the loss of student status.

4) Students under the influence of alcohol, drugs or similar substances must not take part in classes or apprenticeships, or face disciplinary action.

5) Students whose conduct endangers the life or safety of the other course participants, or whose conduct interferes with the conduct or participation in classes, may be removed from the class, and their absence shall be deemed to be unjustified.



5. Student disciplinary liability

Article 15

- 1) Any dishonest conduct, conduct offensive to student dignity, or which contradicts the oath of matriculation or does not adhere to the University's rules and regulations, including all types of plagiarism, in whole or in full of another author's work, shall be subject to disciplinary action by the Disciplinary Board for Students or the Rector.
- 2) The transfer of the case to the disciplinary officer shall be at the discretion of the Rector.
- 3) Disciplinary action includes:
 - a. admonition;
 - b. warning;
 - c. reprimand and 2nd warning;
 - d. suspension from certain students privileges for a period of up to one year;
 - e. expulsion from the University.
- 4) Disciplinary proceedings are governed by the relevant provisions of the Act (arts. 307 - 321).
- 5) For minor offences, the Rector may, independently of the disciplinary board, choose to fine the student, following a prior hearing of the person responsible or his/her advocate.

6. ECTS Credit System

Article 16

- 1) In addition to assessments, studies are subject to a point system equivalent to the ECTS standard.
- 2) Assessed subjects, as provided for in the study plan, shall be assigned ECTS points corresponding to the student workload involved.
- 3) The University shall use the following assessment scale for tests and examinations:



Assessment in words	Grade	ECTS Grade
excellent	5.0	A
very good	4.5	B
good	4.0	C
above satisfactory	3.5	D
satisfactory	3.0	E
unsatisfactory	2.0	F

An 'unsatisfactory' assessment is equivalent to a fail grade. For part-time (extramural) degree courses with a nominal duration that is longer than the equivalent full-time course, the number of ECTS credits per semester or year of study may be lower, respectively, although the total number of credits for the degree remains the same.

- 4) ECTS points are assigned to subjects and not individual classes. At the end of the semester students will be given a single overall grade for each subject, regardless of the number of classes scheduled for the semester (lectures, exercises, project sessions, laboratory exercises) and, subject to arts. 17.3 and 18.11, obtain the number of ECTS credits allocated for passing each subject, regardless of the pass grade received for each part of the course.
- 5) For the submission of a dissertation (if provided for in the course curriculum) accepted by the dissertation supervisor, the appropriate number of ECTS credits are awarded. The dissertation supervisor shall mark the dissertation as "passed" without including a grade, and add the word "zal" [pass] to the examination record.
- 6) The weighted average of semester/year assessments shall be determined using the following formula:

$$\text{weighted average grade} = \frac{\sum_i \left[p_i \cdot \sum_k \frac{o_{i,k_i}}{\text{number of assessments/exams}} \right]}{\sum_i p_i}$$

where:

p_i = number of ECTS credits awarded for a given subject,

k_i = the number of exams/assessments for the given subject,

o_{i,k_i} = the grades awarded for each assessment/exam as part of a given subject.



- 7) The average referred to in par. 6 above shall not include items that have not been assigned ECTS points or assessed only as pass or fail.
- 8) The average given in par. 6 above is given with accuracy to two decimal places.
- 9) The total number of ECTS points from subjects yet to be passed is shown as a points deficit. The deadline for the removal of the credit deficit shall be determined by the Dean, subject to pars 10 – 16 below.
- 10) In the event of failure to pass a subject during the semester, the student must repeat the subject within the time limit set by the Dean, but no later than a year (two consecutive semesters). A request to repeat the subject should be submitted to the Dean.
- 11) Students retaking subjects they have failed to pass in accordance with the course curriculum, thereby achieving an unsatisfactory result in the process of verifying the learning outcomes defined for the repeated subject, subject to par. 12, are required to attend the classes for a second time.
- 12) When retaking classes, students may apply for permission to not attend certain classes as part of the subject. The decision to grant the student an exemption from such classes will be made by the Dean in consultation with the subject tutor, and in which case the student will be given partial grades for the classes attended if there are no changes in learning outcomes associated with the subject.
- 13) In the case of subjects which are to continue into the next semester, the Dean may arrange for the subject to be repeated within an additional group. Detailed rules for the organisation of the classes are laid down by the Dean.
- 14) In order to repeat a subject, students must pay a fee in accordance with the Rector's decree.
- 15) There should be no credit deficit remaining after the last semester. Failure to meet this condition shall result in removal from the course, or at the student's request, repetition of at least the last semester, under conditions determined by the Dean.
- 16) Credit deficit shall be checked during the settlement process at the end of each semester.
- 17) In order to take the final exam, students shall be required to obtain the number of ECTS credits specified in the course curriculum, which shall be a minimum of:
 1. 180 ECTS points - in the case of a first-cycle (bachelor's degree);
 2. 90 ECTS points - in the case of a second-cycle (master's degree).



7. End of semester assessments

Article 17

- 1) Subjects that are assessed on the basis of an assignment are listed in the study schedule.
- 2) A pass grade in the assignment shall verify achievement of the expected learning outcomes as determined by the course curriculum.
- 3) An assignment may not take the form of an exam and should be organised prior to the examination session. An "unsatisfactory" grade is equivalent to failing the assignment. A pass in each of the classes that make up the subject shall be awarded on the basis of the student's achievement of the learning outcomes and shall be required to pass the subject.
- 4) Final assignments are assessed by the subject tutor. In the case of subjects consisting of several classes (lectures, exercises, laboratories, etc.), the person responsible for the subject or a designated person that taught the subject shall carry out the assessment. The final grade shall be determined on the basis of evaluations from the individual class types in accordance with the Subject Card. Students may be awarded an overall pass grade for a subject only after achieving a pass grade from all classes that make up the subject.
- 5) In exceptional cases, the Dean may authorise another academic teacher that teaches the same subject or a related subject to evaluate the assignment. Authorisation should be provided in written form.
- 6) Students who do not attain a pass grade during the semester shall be entitled to retake/resubmit the assessment for each class that makes up the subject during the regular examination period.
- 7) Students who do not pass before the established deadline and fail to provide a reasonable justification shall receive be graded as "unsatisfactory". In the event of the justified absence of a student during the assessment, the Dean shall adjust the established deadline.
- 8) The pass date of the subjects taken during the semester shall be the final day of the examination session.
- 9) In duly justified cases, the Dean may set additional time limits or extend the deadline for completion of assignments.
- 10) Students shall be informed of the results during their assessment by the assessor in a manner that does not affect the provisions of the Personal Data Protection Act and is suitable for the assessor and students.
- 11) Subjects in which students have already attained a pass grade do not require retaking unless there has been a change in the course curriculum.
- 12) The teacher responsible for the subject shall record students' grades in the subject in the record of exam results as well the student's periodical record of



achievement (this may be in the University's *e-dziękanat* online information system).

- 13) The assessor shall be obliged to allow the student to retake the examination, no later than before the second date of the exam, if the situation described in art. 18.5 does not occur.
- 14) Three unwarranted absences during auditions, laboratory exercises, project classes, seminars, and lectures may result in students' performance being graded as 'unsatisfactory' in the class in question. For first-year students, all classes are compulsory.
- 15) Students shall have the right to review the assessors marking of their exam paper, including the justification for the assessment. Students shall have access to the assessed exam paper for 7 days from the date on which they are informed of their grade.
- 16) During examinations, students are required to have their student ID card with them at all times.

8. Examinations

Article 18

- 1) Subjects that are assessed on the basis of an examination are listed in the study schedule.
- 2) A pass grade in the examination shall verify achievement of the expected learning outcomes as determined by the course curriculum.
- 3) The exam shall be overseen by the subject lecturer. In justified cases, the subject lecturer may be replaced by another academic teacher authorised by the Dean.
- 4) In order to be admitted for the examination, students are required to first pass the other classes that are part of the subject.
- 5) In particularly justified cases, the Dean may decide otherwise, in agreement with the person responsible for the subject.
- 6) Students who do not pass on the first attempt are entitled to retake the examination. In justified cases, the Dean may allow for more resit examinations to be scheduled.
- 7) If, during the course of an examination, the assessor determines that the student is using unauthorised means, materials, or devices, the assessment shall be graded as unsatisfactory.
- 8) Students who do not pass before the established deadline and fail to provide a reasonable justification shall be graded as "unsatisfactory". In the event of



the justified absence of a student during the assessment, the Dean shall adjust the established deadline.

- 9) Students shall be informed of the results during their assessment by the assessor in a manner that does not affect the provisions of the Personal Data Protection Act and is suitable for the assessor and students.
- 10) Lecturers may determine an earlier, so-called "zero" exam, and determine the conditions to be met in order to sit the exam, in accordance with par. 4 above.
- 11) Students shall not be required to retake examinations once passed unless they change their degree course.
- 12) Exam results make up part of the final assessed grade for a subject, in accordance with the subject card. In the case of subjects consisting of several classes (lectures, exercises, laboratories, etc.), the class tutor or another person designated by the Dean shall provide a final grade for the subject. For a positive final assessment grade to be awarded students are required to pass all classes that make up the subject.
- 13) The final grade and resit grade (if any) for the subject are included in the assessment record and the students' periodic record (this may be in the University's *e-dziekanat* online information system). In justified cases, assessment results may be recorded by the head of the department, or the Dean or the head of a teaching unit, which is not part of a faculty.
- 14) During examinations, students are required to have their student ID card with them at all times.
- 15) The student shall have the right to review the assessors marking of their exam paper, including the justification for the assessment. Students shall have access to the assessed exam paper for 7 days from the date on which their grade is released.

9. Commission exam (commission assessment)

Article 19

- 1) A student who raises concerns as to the fairness of an exam or assessment shall have the right to submit a complaint to the Dean, stating the reasons for the need to conduct a commission examination within 3 working days of the announcement of the exam or assessment results.
- 2) The Dean shall, in duly justified cases, and after consultation with the class tutor, decide for the examination (assessment) to go ahead.
- 3) The Dean shall appoint an examination commission to conduct a commission examination or assessment.
- 4) The examination commission shall be composed of:
 1. the Dean or deputy Dean as the chair;



2. two specialists in the area of the subject matter concerned or a related subject.
- 5) Academic teachers whose assessment of a student's work has been verified by the commission shall not take part in the examination commission.
- 6) The final composition of the examination commission shall be determined by the Dean.
- 7) The timing of the commission exam or assessment and its form shall be determined by the Dean. The commission examination shall take place no earlier than 4 days and no later than 14 days from the date of submission of the complaint. The Dean shall immediately inform the committee and the student of the date and form of the examination (assessment).
- 8) The commission examination may take the form of a review of the achievements of the student as part of the subject.
- 9) Grades attained in the commission examination shall be included in its records and attached to the students' personal records, along with the examination paper. The decision of the examination committee shall be final.
- 10) Academic teachers whose evaluation is verified by the committee shall be informed of the commission examination (assessment) and its result.
- 11) Students that fail to pass a commission exam shall be removed from the course or, following a written request, may repeat the semester in which the subject was taught, taking into account the programme differences and art. 20.7 of these Rules and Regulations.

10. Passing a semester and removal from the course

Article 20

- 1) Each semester of study is subject to passing the assessments in the previous semester. Students may be granted unconditional or conditional registration for the next semester. The date of registration is the last working day of the semester.
- 2) In order to be granted full registration for subsequent semesters, students are required to pass all subjects from the previous semester and gain the required number of ECTS credits provided for in the course curriculum, as well as settle all outstanding fees.
- 3) Students may also be registered conditionally for the next semester with an outstanding credit deficit. A credit deficit limit shall be determined by the Dean before the beginning of the academic year and must be between 8 and 14 ECTS points.
- 4) If the credit deficit is no greater than the limit, subject to art. 16.10, the Dean may grant:



- a. registration for the next semester on the condition that the student settles the credit deficit in full or in part by the date set by the Dean;
 - b. conditional permission to study for the next semester with the obligation to repeat all subjects in which the student did not obtain a pass grade, in accordance with art. 16.10.
- 5) Should the repetition of the subject(s) not result in the settlement of the credit deficit, the Dean shall request that the student repeats the semester in which the subject was taught.
- 6) In regards to students who have not been granted registration for the next semester, the Dean may decide to:
- a. allow for the paid repetition of the semester;
 - b. remove individuals from the course.
- 7) Repetition of the semester may be preceded by granting a student Dean's leave (semester).
- 8) In anticipation of the repetition of the semester, students may, with the permission of the Dean, attend lectures "in advance" during a subsequent semester for which they may be attributed a maximum of 50% of the planned ECTS points for the semester. The subjects determined by the Dean shall be entered only in a separate student record of achievement. Students are required to repeat and repay the appropriate fee for subjects assessed "in advance" and in which they do not achieve a pass grade.
- 9) The study plan for a repeated subject shall be determined by the Dean in consultation with the head of the department/section in which the subject is taught.

Article 21

- 1) The removal of a student from their degree course shall be carried out by way of an administrative decision. Administrative decisions are issued by the Deputy Rector or Dean and authorised by the Rector.
- 2) The Dean shall remove a student from the course in cases of:
 - a. failure to attend;
 - b. resignation;
 - c. failure to submit a dissertation or sit an examination by the deadline;
 - d. expulsion from the University following a disciplinary procedure.
- 3) The Dean may decide to remove the student from the course in cases of:
 - a. a lack of progress in the course, demonstrated by a failure to pass a repeated subject on more than one occasion;
 - b. non-attendance of compulsory classes (e.g., "conventional" subjects);
 - c. failure to pass a semester or a year of study within a certain period of time;
 - d. non-payment of fees due in connection with the course of study;
 - e. failure to formally take-up the course of study, if four weeks after the beginning of the semester the student has not confirmed the taking of the oath in writing or does not take part (unjustifiable absences) in classes (lectures, practicals, laboratory and project sessions).



- 4) Non-attendance of the compulsory classes referred to in par. 3.2 shall be recorded by the class tutor, subject to arts. 5.4 and 17.13 of these Rules and Regulations.
- 5) Before the decision is made to remove a student from the course, the student shall be informed in writing of the initiation of the relevant administrative procedure. The student may review the file of the case in the Dean's Office, provide explanations on the matter to the Deputy Dean, submit a request for evidence and request the suspension of the procedure.
Within 7 days of notification of the end of the evidence proceedings, the Student may comment on the material collected.
- 6) The administrative decision to remove a student from a course of study shall be sent to the student by registered post. The decision may also be collected by the student in person from the Dean's office, whilst acknowledging its receipt in writing.
- 7) Within 14 days of receipt of the administrative decision, the student may submit a written request to the Rector for review of the case. The request shall be submitted through the Dean of the Faculty, who issued the decision on behalf of the Rector.
- 8) The Rector shall issue an administrative decision within 1 month of receipt of the request for review of the matter which shall:
 - a. maintain the contested decision in force;
 - b. repeal the contested decision in whole or in part, and in so far as it materially rejects the decision, or discontinues first instance proceedings in whole or in part;
 - c. terminate the appeal proceedings.
- 9) The decision of the Rector, together with the justification, shall be delivered in writing to the student, who will sign to confirm its receipt.
- 10) Removal of students from the course by the Dean due to resignation shall take place at the request of the student. The date of resignation shall be the date of submission or date on which the application is passed to the Dean.

11. Readmittance to a course of study

Article 22

- 1) The Dean may, at the justified request of a student removed from a course, readmit the student to the course subject to the student's assessment results, the length of absence, and any changes to the curriculum during this time.
- 2) The student shall be readmitted to the same course of study from which he/she was previously removed, and all assessment results gained to date shall be maintained.



- 3) Students who have been expelled from the University following disciplinary proceedings shall not be eligible for readmission to a course of study.
- 4) Students readmitted to a course of study shall be required to have already passed the first semester. Readmission to a course of study is at the beginning of the semester. The condition does not however apply to students readmitted following removal due to failure to submit a dissertation before the deadline or pass a final exam.
- 5) If, during the academic year in which a student is readmitted to a course of study the curriculum differs from that used at the time of the student's removal, the student is obliged to level out the differences in the curriculum as determined by the Dean.
- 6) The Dean may refuse readmission to a course of study.
- 7) A student who has been removed from a course of study for failing to submit a dissertation before the deadline or pass a final exam, may apply to be readmitted to the same course of study in order to sit the final examination up to one year after being removed from the course.
- 8) One year after the date of removal from a course of study for failing to submit a dissertation before the deadline or pass a final exam, students may apply to be readmitted to a course of study with the obligation to repeat at least the final semester of the degree course and level out the curriculum differences. The decision to readmit a student to a course of study shall be made by the Dean.
- 9) Resuming a course of study shall not be possible if the discipline in question is no longer taught at the University.

12. Leave of absence

Article 23

- 1) Students may be granted a leave of absence from classes: long-term (annual, semester) or short-term - for a period of less than 1 semester. In addition to the cases described in par. 6 below, students may be granted a leave of absence after passing the first semester of the course of study.
- 2) A leave of absence for a period of a year or a semester may be granted in the case of:
 - a. permission to repeat a year or semester;
 - b. long-term illness;
 - c. other significant circumstances.
- 3) The decision to grant a leave of absence shall be taken by the Dean at the request of the student.



- 4) A pregnant student or a student who is a parent may not be refused a leave of absence. A leave of absence shall be granted in accordance with the rules laid down in the Act, subject to arts. 5.3 and 5.4 of these Rules and Regulations.
- 5) The granting of a long-term leave of absence shall extend the planned completion date of the course of study.
- 6) The Dean may grant a student the period of leave referred to in par. 1 above only on the basis of a medical certificate.
- 7) During a leave of absence, students shall retain all student rights, with the exception of the right to receive student benefits.
- 8) During a leave of absence, the Dean may consent to the participation of a student in chosen classes, or for the student to be assessed or sit exams.
- 9) At the request of a student, the Dean may extend a leave of absence and determine conditions for the student's return to the course.

13. Awards and distinctions

Article 24

- 1) Students and graduates who excel through their outstanding achievements in science, as well as work for the benefit of the academic community, may be awarded awards and distinctions by:
 - a. the Rector.
 - b. the Dean;
 - c. scientific associations, social organisations, institutions, etc.
- 2) The Rector's awards shall be awarded in accordance with the rules laid down in separate regulations.
- 3) The Dean may award a graduate of his/her faculty.
- 4) Graduates of the University may be distinguished by the Rector with a Gdynia Maritime University medal and an entry in the Golden Book of Graduates.
- 5) The Rector may award distinctions to graduates who:
 - a. Graduated with a 'very good' or 'excellent' grade;
 - b. During the course of study, made exemplary contributions to the benefit of the academic community, or has scientific (at least one scientific publication on the list of the Minister responsible for Science and Higher Education), artistic or sports achievements (on a national or international scale).
- 6) Graduates shall be distinguished by the Rector at the request of the examination board, confirmed by a favourable opinion provided by the Dean.
- 7) The application for the award of distinction to a graduate should be included in the final exam report. The request shall be addressed to the Dean by the Chair of the Examination Board.



- 8) Each of the distinctions or awards shall be documented in writing and added to the student's file.
- 9) Students' awards and distinctions shall be included in the diploma supplement.
- 10) The Gdynia Maritime University Graduate's Medal shall be presented by the Rector on University Celebration Day (December 8th).

14. Graduation

Article 25

- 1) The condition for graduation from a course of study and receipt of a degree diploma shall be:
 - a. achieve learning outcomes specified in the course curriculum, obtain the number of ECTS credits outlined in the course curriculum, and fulfil the remaining requirements of the curriculum;
 - b. submit a dissertation;
 - c. a positive assessment of the dissertation - in the case of 2nd-cycle degrees education, and in the case of first-cycle degrees, provided the course curriculum provides for a dissertation.
- 2) The date of completion of the course shall be the date of the final examination.
- 3) Within 30 days of the completion of the course, the graduating student shall receive a degree diploma confirming the completion of higher education and attainment of a degree in a given discipline and of a particular profile, including a diploma supplement, as well as two certified copies thereof, including a copy in English (if requested by the student).
- 4) Following the completion of all semesters of a 1st-cycle degree course and the passing of a final exam and, (where appropriate), the submission of a dissertation) the student shall be awarded a bachelor's [*licencjat*] or bachelor of engineering degree [*inżynier*]. The diploma for 1st-cycle degrees confirms the award of qualifications at level 6 of the Polish Qualifications Framework.
- 5) The diploma for 2nd-cycle degrees confirms the award of master's and master of engineering degrees at level 7 of the Polish Qualifications Framework.
- 6) A person who has completed a 1st-cycle degree course shall retain student rights until 31st October of the year in which he/she graduates.



15. Final dissertation

Article 26

- 1) A dissertation is the independent written treatment of scientific, artistic or practical matters, or technical or artistic achievements, that present students' knowledge and skills associated with their course of study, and their ability to analyse and infer independently.
- 2) The planning and writing of dissertations shall be overseen by a dissertation supervisor. Dissertations shall be submitted in both print and electronic format, together with any attachments and associated devices developed. Dissertations must include a summary of the work in Polish, as well as the title and a summary of the work in English. Detailed guidelines on the accepted format for dissertations shall be determined by the Dean.
- 3) Dissertations written as part of a 2nd-cycle degree may be supervised by an academic teacher qualified at the postgraduate level or an associate professor, and in the case of 1st-cycle degrees an academic teacher qualified at the postgraduate level, an associate professor, or an academic teacher qualified at the doctoral level in a related discipline.
- 4) In duly justified situations, the Dean may authorise a person with a doctoral degree to supervise a dissertation written in connection with a 2nd-cycle degree.
- 5) The topic of the dissertation should be determined (and agreed by the student) no later than one year before the date of the planned completion.
- 6) The topic of the dissertation should be determined (and agreed by the student) no later than one year before the planned date of completion.
- 7) At the request of a student, the Dean may consent to a change of dissertation supervisor. Such requests shall be supported by positive opinions of both supervisors (current and proposed). This change shall not affect the deadline for submission of the dissertation.
- 8) At the request of a student, the Dean may agree to a change of the subject of the dissertation. Such a request should be supported by a positive opinion of the supervisor. This change shall not affect the deadline for submission of the dissertation.
- 9) At the request of a student and with the permission of the Dean, the dissertation may be written in a foreign language.
- 10) Dissertations may be written as a team, provided that the participation of each student determined in detail and accepted by the dissertation supervisor.



Article 27

- 1) Students shall submit dissertations to the Dean's office (if provided for in the curriculum) in print and electronic format on a USB flash drive or pen drive, together with a declaration of compliance with copyright and permission for the work to be made available.
- 2) Students are obliged to submit a dissertation within 3 (three) months of the end of the course of study.
- 3) Prior to the final exam, the dissertation supervisor shall check the work using the Single Anti-Plagiarism System [*Jednolity System Antyplagiatowy*], which operates in conjunction with the National Register of Degree Works [*ogólnopolskie repozytorium pisemnych prac dyplomowych*] The supervisor shall record the acceptance of the dissertation and its admission for defence in a report added to the register.
- 4) In exceptional situations where a student, for reasons beyond his/her control, is unable to submit a dissertation by the deadline in art. 15.2 (b) the Dean may, at the request of the student, authorise an extension of the deadline for submission of the dissertation. The proposal should include the opinion of the supervisor.

Article 28

- 1) Evaluation of the work shall be carried out by the dissertation supervisor - in case of a positive assessment, the work shall be directed to the reviewer appointed by the Dean. The final assessment of the dissertation is the average of the dissertation supervisor's assessment and the reviewer's assessment, rounded up to the applicable University assessment grades, as set out in art. 16.2
- 2) In the event of a negative assessment of the reviewer, the student may be requested by the Dean to make improvements to his dissertation before submitting it to be reviewed again or appoint an additional reviewer.
- 3) In the event of a second negative review, the student (in agreement with the Dean) may choose another topic for dissertation to be written under a different supervisor, and shall be required to repeat the academic year (fees applicable), in accordance with art. 26.6.
- 4) The reviewer shall be required to deliver a dissertation to the Dean's office a minimum of 7 days before the planned defence of the dissertation.
- 5) Where the supervisor of a 2nd-cycle degree dissertation is qualified at the doctoral level, the supervisor must be qualified at postdoctoral level or an academic teacher employed at the University as a professor.



Article 29

- 1) In the event of the long-term absence of the supervisor, which adversely affects the progress of the work, the Dean shall appoint another academic teacher who shall assume the responsibility to oversee the work.
- 2) Student who have not submitted a dissertation by the deadline shall be removed from the course.
- 3) The submission of a dissertation by a student that was previously removed from the course and then resumed his studies for the purpose of taking the final exam, shall be treated as paid repetition of the "dissertation" module.

16. Final examination

Article 30

- 1) The conditions for admission to the examination are:
 - a. attainment of the learning outcomes set out in the course curriculum and the associated number of ECTS credits;
 - b. attainment of at least a 'satisfactory' assessment grade for the dissertation (if provided for in the course curriculum).
 - c. settle all obligations to the University, including financial obligations.
- 2) The final exam shall take place in the presence of an examination commission appointed by the Dean, and include as a minimum:
 - a. the Dean or Deputy Dean as the chair;
 - b. dissertation supervisor, reviewer, or reviewers; or two examiners, where a 1st-cycle degree course curriculum does not provide for the submission of a dissertation.
- 3) In duly justified cases, the Dean may determine a different composition of the examination commission.
- 4) In order to monitor the quality of the education process, the Dean may appoint additional dissertation reviewers.
- 5) The examination commission overseeing final examinations of "maritime" disciplines, which are recognised in accordance with the STCW Convention, shall be composed of a representative of the Central Maritime Examination Committee.
- 6) The examination should take place within a period of not more than one month from the date of the submission of the dissertation to the Dean. In exceptional circumstances, the Dean may extend the deadline.



Article 31

- 1) The Dean shall consent to conduct an open examination at the request of a dissertation supervisor or student, submitted no later than 2 weeks before the statutory deadline for the submission of work.
- 2) The Dean shall inform the faculty of the open examination, including the date and place of the exam, by placing it on the faculty notice board.
- 3) Third parties may attend the exam under the rights afforded to observers.
- 4) The results of the exam shall be determined by the committee without the participation of the student and examiners.

Article 32

- 1) The examination shall consist of at least three general examination questions. Examination questions for disciplines that contain training recognised in accordance with the STCW Convention should be related to the topics of such training.
- 2) Final examinations shall be attended by all members of the examination commission.
- 3) At the end of the examination, the commission shall determine:
 - a. the final mark for the dissertation (if provided for in the course curriculum) on the basis of the assessments carried out by the supervisor and reviewer (reviewers),
 - b. the mark for the final examination, based on assessments of the student's answers to the oral questions.
- 4) The student shall be deemed to have failed the examination if at least one of the assessments referred to in art. 32.3 (b) is insufficient.
- 5) Where a student fails the final examination or does not attend on the agreed date, the Dean shall determine the date for a second and final attempt at the final examination. The second attempt at the examination shall take place no earlier than one month and no later than three months from the date of the first attempt.
- 6) In case of authorised absence from the final examination, the Dean shall re-establish the date of the first examination attempt.
- 7) If the student does not pass the exam on the 2nd attempt, the Dean shall remove the student from the course of study.



17. Classes and lectures delivered in a foreign language

Article 33

- 1) The University may conduct education in a foreign language on a specific degree course, where there is a course curriculum in the foreign language, teaching staff with appropriate qualifications (C1 language certificate or appropriate teaching experience) and when the University has held admissions to the course of study in question.
- 2) In the case of the education referred to in par. 1 above, the exams, assessments, dissertation (if provided for in the course curriculum), and the final examination should be carried out in the foreign language.
- 3) Course curriculums for a given degree course may provide for certain subjects to be taught in a foreign language. Exams or assessments in these subjects should be conducted in the foreign language.
- 4) The Dean may decide to conduct part of a course of study in a foreign language. Such a decision must be taken prior to the beginning of the semester during which the course of study is scheduled to take place. The Dean may allow experts from the University, national institutions or international institutions to carry out a selection of course-related activities in a foreign language.

18. Final grade

Article 34

- 1) The final grade awarded for a course of study shall be calculated on the basis of:
 - a. the arithmetic mean (Grade Point Average) of all final evaluations of subjects defined in the course curriculum, which do not end with the description "pass";
 - b. the grade awarded for the course dissertation (if provided for in the curriculum);
 - c. the student's grade in the final examination.
- 2) The final grade for 1st-cycle degrees, where the course curriculum provides for completion of a dissertation, and all 2nd-cycle degree, is the sum of three components:
 - a. the assessment referred to in 1.1 above with a weight of 50%;
 - b. the assessment referred to in 1.2 above with a weight of 25%;
 - c. the assessment referred to in 1.3 above with a weight of 25%.and is calculated to two decimal places.
- 3) The final assessment of a 1st-cycle degree, where the programme does not provide for a dissertation, is the sum of two components:
 - a. the assessment referred to in 1.1 above with a weight of 70%;
 - b. the assessment referred to in 1.3 above with a weight of 30%;



and is calculated to two decimal places.

- 4) The final grade shall be included in the final examination report.
- 5) The final grade awarded shall be determined according to the total of the grade's attained in all assessments, as follows:
 - a. 4.70 or more – exceptional (5.5);
 - b. 4.50 to 4.69 – excellent (5.0);
 - c. 4.20 to 4.49 – very good (4.5);
 - d. 3.80 to 4.19 – good (4.0);
 - e. 3.0 to 3.79 – above satisfactory (3.5);
 - f. up to 3.39 – satisfactory (3.0).
- 6) The Chair of the examination panel shall announce the result of the examination immediately following the completion of the examination as well as the grade for the degree.

19. Final Provisions

Article 35

- 1) The appeal instance for all matters covered by these Rules and Regulations shall be the Rector.
- 2) In matters not covered by these Rules and Regulations concerning the implementation of the education process, decisions shall be made by the Rector.
- 3) These Student Rules and Regulations are adopted by the GMU Senate shall enter into force on 1st October 2022.