

# **STUDENT REGULATIONS THE MARITIME UNIVERSITY OF SZCZECIN**



Szczecin 2025

# **STUDENT REGULATIONS**

## **I. Introduction**

- § 1. Legal basis
- § 2. Definitions

## **II. General provisions**

- § 3. Students
- § 4. Degree programmes
- § 5. University Authorities

## **III. Student rights and duties**

- § 6. Student rights
- § 7. Assistant teacher training
- § 8. Student duties
- § 9. Disciplinary liability of the student
- § 10. Awards and distinctions

## **IV. Organisation of studies**

- § 11. Academic year
- § 12. Credit periods
- § 13. Study programmes
- § 14. Conditions and mode of delivering courses
- § 15. Specific needs of students with disabilities.
- § 16. Conditions for highly able pupils attending degree course units and the principles of obtaining credits.
- § 17. Delivering classes, assessment of knowledge or skills, degree examination and thesis preparation in a foreign language.
- § 18. Practical placement and training courses.
- § 19. Credit for activities in the context of employment, internship or voluntary work

## **V. Individualised study programme**

- § 20. Conditions for students following an individualised study programme.

## **VI. Admission based on recognition of learning outcomes**

- § 21. Conditions for studying by candidates admitted upon recognition of learning outcomes

## **VII. Studying more than one field of study or specialisation.**

- § 22. Parallel studies at the University
- § 23. Attending additional course units not included in the study plan
- § 24. Parallel studies outside the University

## **VIII. Change of the higher education institution, study field, specialisation or mode of studies.**

- § 25. Transfer to another higher education institution
- § 26. Transfer from another higher education institution
- § 27. Change of specialisation or the field of study
- § 28. Change of the mode of study

## **IX. Course unit passes and examinations**

- § 29. Passing a semester or year
- § 30. Passing a course unit
- § 31. Retake assessment test
- § 32. Retake assessment test before a board
- § 33. Examination
- § 34. Retake examination
- § 35. Retake examination before a board
- § 36. Composition of the reassessment or examination board.
- § 37. Grading scale
- § 38. Failure to pass a semester or year
- § 39. The right to repeat a credit period or course unit

## **X. Recognition of credits for studies completed outside the university**

- § 40. Part of the study completed under student exchange programme

## **XI. Transfer and recognition of credits**

- § 41. Transfer and recognition of credits obtained by a student

## **XII. Interruption of studies, leave of absence**

- § 42. General
- § 43. Interruption of studies
- § 44. Leave of absence
- § 45. Compassionate leave
- § 46. Placement or sabbatical leave

## **XIII. Removal from the register and resuming study**

- § 47. Removal from the register
- § 48. Conditions of resuming study

## **XIV. Degree thesis**

- § 49. Degree thesis
- § 50. Supervisor, topic and assessment of a degree thesis
- § 51. Form and deadline of degree thesis submission
- § 52. Failing grade for the degree thesis

## **XV. Degree examination**

- § 53. Requirements for admitting the student to the degree examination
- § 54. Taking the degree examination
- § 55. Retaking the degree examination
- § 56. Open degree examination

## **XVI. Graduation**

- § 57. Graduation date
- § 58. Conditions of graduation
- § 59. The student's final result

## **XVII. Tuition fees**

- § 60. Tuition fees

## **XVIII. Final provisions**

- § 61. The procedure for adopting the Regulations

## I. INTRODUCTION

### § 1. Legal basis

These regulations are provided pursuant to the Act of 20 July 2018 – Law on Higher Education and Science (Polish Official Journal of Laws of 2018: item 1668 as amended), hereinafter referred to as the Act, the decree of the Minister of Science and Higher Education of 27 September 2018 on higher education studies (Journal of Laws item 1861 as amended).

### § 2. Definitions

The terms used in the Regulations mean:

- 1) **University** - the Maritime University of Szczecin
- 2) **Statute** – Statute of the Maritime University of Szczecin.
- 3) **Regulations** – regulations to be followed by students at the Maritime University of Szczecin, hereinafter referred to as the Regulations.
- 4) **Senate** – The Senate of the Maritime University of Szczecin.
- 5) **Rector** – Rector of the Maritime University of Szczecin.
- 6) **Dean** – Dean of the faculty running a given field of study.
- 7) **Academic educational units** – faculty and inter-faculty organisational units including an education centre, institute, department, an inter-faculty unit, etc.
- 8) **STCW Convention** – International Convention on Standards of Training, Certification and Watchkeeping for Seafarers. (Journal of Laws of 1984, No 39, item 201, with amendments), done in London on 7 July 1978, ratified by Poland on 27 April 1983 (Journal of Laws of 1984, No 39, item 202), that entered into force on 28 April 1984.
- 9) **STCW-F Convention** – International Convention on Standards of Training, Certification and Watchkeeping for Fishing Vessel Personnel (Journal of Laws of 2015, item 1654), done in London on 7 July 1995, ratified by Poland on 23 June 2015 (Journal of Laws of 2015, item 1655), that entered into force on 28 October 2015.
- 10) **genAI tools** - generative artificial intelligence tools, i.e., all applications, platforms and services that use generative artificial intelligence to create content or data.
- 11) **Level of studies** – shall mean a first cycle and second cycle degree programme.
- 12) **Profile of studies** – shall mean a vocational profile and an academic profile.
- 13) **Study programme** – document adopted by the Senate for a given study field, cycle or profile, defining:
  - a) learning outcomes, as referred to in the Act of 22 Dec 2015 on the Integrated Qualifications System, accounting for universal characteristics of first cycle studies set forth in the Act and characteristics of second cycle set forth in regulations issued under Art. 7 par. 3 of the Act;
  - b) description of the process leading to acquisition of learning outcomes;
  - c) number of ECTS points assigned to a course unit;
- 14) **ECTS credits** (European Credit Transfer and Accumulation System) – determines the student's work load required for achieving learning outcomes.
- 15) **Course unit** – a set of classes under a common name, provided in the same semester of the overall study plan, assessed by an overall grade and assigned a specific number of ECTS credit points.
- 16) **Schedule** – timetable of taught course units in a given semester of an academic year, approved by the Dean.
- 17) **Credit period** - shall mean a period of educational classes and lectures, examination session and retake examination session (academic year, semester).

- 18) **Curricular disparity** – differences between programs of study.
- 19) **IOS system** - an information system for study-related services; integrated IT software for handling administrative and teaching processes at the University; a central tool for serving students and academic staff.

## **II. GENERAL PROVISIONS**

### **§ 3. Students**

1. The Regulations shall apply to students of full time and part time, first and second cycle programmes.
2. It is not possible to be a student of the same course and level of study and profile of education in two forms (modes) of study at the same time.
3. The provisions of the Regulations apply to the students of other higher education institutions completing part of programme of study at the University, in so far as appropriate.
4. A person admitted to a study programme shall acquire student rights upon taking an oath, the text of which is defined by the Statute. The student shall confirm taking the oath in writing.
5. After taking the oath, the student shall receive for a fee a student ID card. The amount of fees shall be provided in separate regulations. The student shall also receive other documents related to the progress of study in the respective field of study or specialisation, e.g. On Board Training Record Book.
6. All students of the University shall establish a Student Self-government. The Student Self-government shall act upon its own rules and regulations.

### **§ 4. Degree programmes**

1. The University provides degree level education in compliance with the National Qualifications Framework for Higher Education and Science.
2. Students pursue the education within a given faculty, field of study, degree level and profile. The Senate may define specialisations (majors) offered in a given field of study and profile.
3. Studies at the University are provided as full-time or part-time degree programmes.
4. ECTS credit points are awarded for:
  - 1) obtaining credits for course units, including practical placement/training, stipulated in the study programme for a given credit period, whereby the number of ECTS points does not depend on the received grade but is dependent on fulfilling the requirements for achieving expected learning outcomes,
  - 2) preparation and submitting a degree thesis and / or preparation for the final degree examination in compliance with the study programme.
5. The course of studies is documented in the student's progress cards and the University's IT system supporting Dean's office work. The degree thesis is included in the student's files.
6. Upon completion of studies, graduates obtain diplomas of graduation.

### **§ 5. University Authorities**

1. The Rector is the superior of all students.
2. The powers of the Rector laid down in the Regulations are also vested to the competent Vice Rector for Student Affairs or Vice Rector for Education, within the scope of their duties.
3. The Dean is the superior of the students of a given faculty.

4. The Dean shall make all decisions in all matters concerning the course of studies at the Faculty, except for the matters reserved exclusively for Rector's competence, excluding administrative decisions.
5. Dean's decisions, referred to in subparagraph 4, may be appealed against to the Rector. An appeal shall be made within 14 days from the receipt of Dean's decision.
6. The powers of the Dean laid down in the Regulations are also vested to the relevant Vice Deans for Education within the scope of their competence.
7. Administrative decisions on individual student matters are made by the Rector or a person authorized by the Rector.

### **III. STUDENT RIGHTS AND DUTIES**

#### **§ 6. Student rights**

1. A valid student ID is a document confirming the rights the student is entitled to.
2. The student, apart from the rights resulting from applicable laws and the Statute of the Maritime University of Szczecin, is eligible to:
  - 1) acquire knowledge and skills and develop her/his scientific interests;
  - 2) receive academic teachers' assistance and assistance from the class tutor or University bodies;
  - 3) use teaching rooms, the library and other facilities, apparatuses and appliances intended for study and educational purposes;
  - 4) evaluate classes through student feedback questionnaires conducted in accordance with the regulations in force at the University;
  - 5) exercise the right to vote and stand for elections to University collective bodies, in the manner and following the principles set forth in the regulations of the student self-government;
  - 6) join student organisations, in particular, research clubs, artistic groups and sport clubs, according to the rules laid down in the Act, as well as other organisations or associations in accordance with the rights stemming from the Law on Associations;
  - 7) follow an individualized study programme according to the principles determined by the competent Dean;
  - 8) participate in research and development and implementation work carried out at the University or outside;
  - 9) pursue own cultural, sport and tourist interests using academic facilities, equipment and resources of the University and academic staff assistance and assistance from the University bodies.
  - 10) voice opinions on matters relevant to students and the University, directly or through student representatives in the collective bodies of the University;
  - 11) being granted a Dean's leave, consent to suspend studies, awards or distinctions pursuant to the principles laid down in the Regulations and other regulations;
  - 12) participate in international exchange under programs of international mobility implemented by the University and under agreements with other institutions;
  - 13) make complaints concerning the course of study;
  - 14) participate in protest actions pursuant to the principles stipulated by the Act and the University Statute.
3. In matters that do not require an administrative decision, the student has the right to submit applications via student e-mail in the domain pm.szczecin.pl according to the rules set by the Dean.

#### **§ 7. Assistant teacher training**

1. The student in the final year of second cycle studies may prepare, as an assistant trainee, to take up duties of an academic teacher.

2. The principles of assistant teacher training, including vocational health and safety regulations, are determined by the Faculty Dean.
3. An assistant trainee shall file documents recording the process of training, particularly noting down activities performed under the training program.
4. The training is assessed and accepted by the Dean based on the documentation submitted by the assistant trainee. The assessment includes Dean's opinion about the assistant teacher trainee.

### **§ 8. Student duties**

1. It is student's responsibility to use to the fullest the educational opportunities provided by the University.
2. The student is obliged to follow the principles set forth in the oath taken and in the Regulations, in particular to:
  - 1) actively participate in teaching and organisational activities in accordance with the Regulations and instructions concerning the conduct and appropriate appearance, and the uniform wear and clothing of the University students;
  - 2) obtain credits and take examinations, undergo practical training within the set deadlines, and meet other requirements as provided for in the study program;
  - 3) be honest in achieving assessed learning results;
  - 4) observe regulations applicable at the University;
  - 5) protect and take care of the University's property;
  - 6) observe the law and rules of social conduct;
  - 7) care for the University's good reputation and student's dignity;
  - 8) proudly represent own country and the University while staying abroad;
  - 9) pay tuition fees and meet other commitments by specified deadlines, in accordance with the principles provided for in the Statute, the Regulations and other student-related regulations;
  - 10) observe occupational and safety regulations during the classes;
  - 11) strictly adhere to the prohibition of bringing in, consuming and distributing alcohol and substances acting similarly to alcohol, including drugs, at the premises of the University, including halls of residence;
  - 12) observe the prohibition of being under the influence of alcohol or substances acting similarly to alcohol, including drugs, during classes and scientific research at the University;
  - 13) notify the Dean in writing or in electronic form pursuant to regulation of the Act of 17 Feb 2005 on the Computerization of Activities of Entities Performing Public Tasks (Journal of Laws of 2017, item 570 and of 2018 items 1000, 1544 and 1669), delivered by means of electronic communication, about interrupting or withdrawal from studies;
  - 14) notify the Dean of the change of first name, surname or address of temporary or permanent residence, and change of identity document, in a manner defined in point 13.
3. The student of a given faculty shall make herself familiar with regulations, instructions, information made public by the Dean's office (including a Dean's office notice board), on University's website, and information promulgated by means of student e-mail service sent in the computer system for student services, and shall respond to such information accordingly.
4. If there are reasons to suspect that the prohibitions referred to in paragraph 2 items 11 and 12 have been violated, the results of tests for the presence of alcohol or substances acting similarly to alcohol, including drugs, in the student's body, or evidence other than test results may provide sufficient grounds for the initiation and conduct of explanatory action toward the student under the terms of the Act.

### **§ 9. Disciplinary liability of the student**

1. Students shall be liable to disciplinary measures for any breach of the regulations in force at the University and any acts demeaning the dignity of the student.
2. Disciplinary penalties are as follows:
  - 1) caution;
  - 2) reprimand;
  - 3) reprimand with a warning;
  - 4) suspension of certain student rights for a period of up to one year,
  - 5) expulsion from the university.
3. General rules and disciplinary procedures are laid down in the Act.
4. Detailed procedures and rules for explanatory and disciplinary actions as well as the manner of exercising disciplinary penalties and their obliteration are laid down in a regulation of the minister responsible for higher education.

### **§ 10. Awards and distinctions**

1. Students and current or previous year graduates, distinguished for their academic performance, exemplary fulfilment of their duties, discipline, sense of citizenship, active community life and social awareness, activities for the benefit of the University as well as for outstanding sporting, artistic, organizational and social achievements, apart from a scholarship for learning or sporting achievements may be awarded:
  - 1) Rector's awards and distinctions;
  - 2) Dean's awards and distinctions;
  - 3) awards funded by institutions, scientific societies, public organisations or foundations (pursuant to the regulations applicable to such awards).
2. The Rector or Dean grant a distinction to students and graduates meeting the requirements specified in subparagraph 1 expressed in a letter of congratulations or an award.

## **IV. ORGANISATION OF STUDIES**

### **§ 11. Academic year**

1. The Rector shall establish the academic calendar for each academic year not later than till 30 June of the year in which the academic year begins. The organisation of the academic year is set before the beginning of the academic year and promulgated on the University website.
2. Winter and spring breaks and summer holidays provided for in the organisation of the academic year shall be in total not shorter than five weeks.
3. The Rector may establish class-free days or hours on a specific day during the academic year. Relevant information is communicated to students via student email.

### **§ 12. Credit periods**

1. The full study academic year lasts from 1 October to 30 September and is divided into two semesters: winter and summer.
2. Different rules may apply for the organisation of the academic year for the part time degree programmes (on-campus sessions)
3. Credit periods are consistent with the organisation of the academic year (a semester or year).

4. Each credit period ends with an examination session and a retake examination session. The examination session, except for retake examinations, should last at least two weeks.

### **§ 13. Study programmes**

1. Students attend classes and lectures according to the program binding in the academic year of entry, subject to subparagraph 2.
2. In justified cases the University may change in a given semester or year the study plan contained in the curriculum /program/ provided that all expected learning outcomes in a given field of study are achieved during the studies.
3. Study programmes shall be available in the deans' offices, Public Information Bulletin (PIB) on the University's website and on another website of the University not later than 14 days after their adoption. Changes in study programmes introduced during the educational cycle are published in PIB on the relevant University website not later than one month before the start of the semester affected by such changes.
4. The student retaking a semester or a year of study, continuing the study after a Dean's leave, resuming studies or being transferred from another higher education institution must supplement curricular disparities within the scope and in a manner determined by the Dean.
5. The Dean shall take decisions indicating a subject (course unit) as a curriculum disparity after comparing learning outcomes.

### **§ 14. Conditions and mode of delivering course units**

1. Programme-specific classes are delivered during semesters.
2. Classes in the part-time programme, depending on the field of study, are delivered as on-campus cyclic sessions or one-off session lasting 7 to 12 weeks held during the given academic year.
3. The dates when classes shall start and end are scheduled in the organisation of the academic year.
4. The teacher is obliged to introduce at the first class or informational meeting:
  - 1) course unit (subject) description, with learning outcomes and a list of recommended reading;
  - 2) description of the classes, required form of participation, criteria for learning outcomes assessment, current methods of learning effects assessment, method and dates for obtaining a semester credit, including the way of announcing assessment results relating to reports, tests, projects and other forms of assessment, presenting absence excuses, form of examination, rules of final grading and other rules;
  - 3) weekly times and days of teacher's office hours.
5. The weekly timetable is announced in notices to students on the notice board and the website.
6. The Dean shall assign students to a given group and publish the list on the notice board.
7. The student may be transferred to another group upon the consent of the Dean.
8. First year students of the first cycle degree programme are required to attend all the classes provided for in the study plan, subject to subparagraphs 11- 13.
9. Second and higher year students of the first cycle degree programme shall be required to attend all classes provided for in the study plan except for the lectures in subjects to which provisions of the STCW Convention, STCW-F Convention and related secondary legislation do not apply, subject to subparagraphs 11 to 13.
10. Students of all years of the second cycle degree programme shall be required to attend all classes provided for in the study plan, except for the lectures, subject to subparagraphs 11-13.
11. In the case of absence from mandatory classes, the student is obliged to justify his/her absence with the course tutor no later than 14 days after the cause of absence ceases to exist. In disputable cases the Dean shall make a decision on excusing the absence.

12. Students absent due to participation in meetings of the Senate, University Council and the College of Electors are excused automatically and need not formally make up for the absence.
13. A student whose behaviour obstructs teaching or participation in a class may be removed from the class after the teacher has admonished the student, and their absence shall then be considered unexcused.
14. The student shall be responsible for catching up with the knowledge taught during the classes missed.
15. Assistants of persons with disabilities may participate in classes upon prior permission from the Dean.
16. The student is required to attend all currently delivered classes listed as mandatory in the study plan for semesters lower than the one the student is presently registered for if he or she has not yet obtained credit for them, unless the rules adopted at a given faculty provide otherwise.
17. The right to attend classes may be limited by the Dean in result of logical sequence of courses.
18. Classes can be conducted using methods and techniques of distance learning.
19. Classes using methods and techniques of distance learning are governed by other regulations.
20. The use of genAI tools is allowed in teaching classes, except that the rules for the use of genAI tools during classes shall be determined by the instructor on the basis of separate instructions and recommendations.
21. When writing coursework tests and reports:
  - 1) the use of genAI tools requires the consent of the class instructor, and in the event of such consent - the student is obliged to indicate which parts of the work were generated by genAI tools, including a precise description of the degree of their use,
  - 2) in the absence of a clear indication of consent, it should be assumed that the use of genAI is prohibited,
  - 3) proving unauthorised use of genAI tools will result in consequences such as:
    - a) recognition of the work as failed,
    - b) the need to redo the assignment,
    - c) the possibility of other sanctions prescribed by law.

### **§ 15. Specific needs of students with disabilities**

1. A student with a disability confirmed by a certificate from a competent authority may be granted individualised study programme.
2. Individualised study programme is arranged by the Dean who shall specify, after consulting the teachers conducting relevant classes, how the student completes and obtains credits as required by the study plan in a given academic year.
3. Individualised study programme shall not mean that the student may be exempt from obtaining course credits and taking examinations or from achieving the same learning outcomes; however, the student may be allowed to obtain all semester credits at the end of the academic year.
4. An application for starting an individualised study programme in the winter semester should be filed by 15 October, while for the summer semester by 15 March.
5. Students with a certificate confirming a serious disability may be granted the approval for the whole period of studies.
6. Students with a disability confirmed by a certificate from a competent authority are entitled to alternative arrangements for examinations or other forms of assessment to obtain credits. The permission to undertake an alternative form of assessment or examination is granted by the Dean.
7. Each student, depending on the type of disability, may request a modification of examination or end-of-course assessment procedure. The following adjustments may be made to change the examination form:
  - 1) additional time allowance in written examinations or semester assessment tests (up to 50%, in case of a very slow pace of writing information),

- 2) replacing an oral examination with a written examination or vice versa,
  - 3) adjustment of examinations, semester tests or other forms of assessment to the level of student's perceptive abilities e.g. examination papers or other examination materials in enlarged print,
  - 4) the presence at examinations or credit tests of personal assistants to a person with disabilities - upon prior permission from the dean.
8. Assistants of persons with disabilities may participate in diploma examinations. Persons assisting students with disabilities must have the dean's permission to participate in diploma examinations.

#### **§ 16. Conditions for highly able pupils attending degree course units and principles of obtaining credits.**

1. Highly able pupils may, on request, attend courses provided for in the programme of a study field matching their abilities.
2. The Dean shall permit attendance after the pupil has submitted the parents' consent.
3. The pupil shall be required to observe the administrative regulations in force at the University, to take part in the required training and sign together with their parents a declaration of abiding by the rules.
4. Pupils may participate in the activities of student scientific clubs.
5. The pupils obtain credits pursuant to the rules laid down in the regulations. The faculty council may establish an individualised procedure for the pupils to obtain credits.
6. The credit awarded to the pupil shall be recorded in the pupil progress card.
7. Upon the completion of the courses the Dean shall issue a certificate of attendance and credits awarded.
8. The pupils admitted to studies may be exempted from obtaining course credits they had been awarded before.
9. The pupils admitted to studies in another field of study may be exempted from crediting for the courses they had already obtained credit for in their prior learning if the courses are provided for in the programme of the study field. The decision shall be taken by the Dean.

#### **§ 17. Delivering classes, assessment of knowledge or skills, degree examination and thesis preparation in a foreign language.**

1. When a degree programme studies are conducted in a foreign language, classes and examinations assessing knowledge or skills as well as degree examinations are held in that foreign language.
2. Classes not covered by the provisions of subparagraph 1, at the request of an academic teacher and upon the consent of the Dean and a student group concerned may be conducted in a foreign language within the scope of approved curricula.
3. Examinations or tests assessing knowledge or skills and degree theses and examinations not covered by the provisions of subparagraph 1 may be conducted in a foreign language upon the consent of the Dean and the student group or a student concerned.

#### **§ 18. Practical placement and training courses**

1. Students shall be required to undertake practical training and attend specialized courses defined in the study programme within the time limit fixed for a respective student group. Practical placement can be undertaken under European projects and scholarship programmes supporting practical training, following the principles applicable in this programmes.
2. In exceptional and justified cases, upon request of the student, the Dean may change the date of practical placement.

3. Rescheduled practical placement shall not shall interfere with the commencement of studies in the following semester or year.
4. At the student's request, the Dean may give her/his consent to individual practical placement arrangements.
5. The Dean or a designated person shall credit practical placement training.
6. Part-time students shall obtain credit for practical placement provided in the curriculum not later than taking their degree examination.
7. The manner and form of undertaking practical placement included in the study programme and crediting procedure are specified in faculty approved rules of crediting practical placement training.
8. The graduate completing the field of study in accordance with the requirements of the STCW Convention, who by the date of the degree examination has successfully finished part of the onboard training at sea as required by the regulation of the minister responsible for maritime economy concerning seafarers' training and qualifications for the operational level in a respective department in international shipping, may continue practical training under the supervision of the University to reach the required length of training set forth in the regulation.
9. The rules of the supervision referred to in subparagraph 8 are described in the procedures of the Quality Management System. This supervision is completed by issuing by the University of a certificate of approval of the Onboard Training Record Book as laid down in the annex to the current certificate of recognition for compliance with the requirements of the STCW Convention, which defines the scope of training services provided by the University.

#### **§ 19. Credit for activities in the context of employment, internship or voluntary work**

1. The dean may, at the written request of a student, accept as period of professional training the activities performed by the student as part of employment, internship or voluntary work under the following rules:
  - 1) Credit is granted for activities that made it possible to achieve the learning outcomes specified in the relevant study programme for practical training,
  - 2) credit shall be granted within the limits of the actual duration (number of hours) of the activities,
  - 3) credit can be granted only for the period of time in which the activity was carried out over the last 4 years before the application was submitted.
2. The student shall attach to the application referred to in subparagraph 1 at least:
  - 1) in the case of employment:
    - a) a copy of the certificate of employment (with the original document for inspection) or another document issued by the employer confirming the period of employment, working hours/day, type of work or position,
    - b) the scope of activities that make it possible to achieve the learning outcomes,
  - 2) in the case of an internship:
    - a) a copy of the traineeship/internship contract (with the original document for inspection) or a certificate of the traineeship and its duration issued by the entity receiving the trainee,
    - b) a document, certified by the entity accepting the internship, specifying the activities performed as part of the internship and the duration or number of hours of the internship (e.g. the internship programme),
  - 3) in the case of voluntary work:
    - a) a copy of the volunteering agreement (with the original document for inspection) or a certificate of the volunteering and the period of volunteering, issued by the entity that has received the volunteering,
    - b) a document, confirmed by the entity which has received the volunteer work, specifying the activities performed as part of the volunteer work and the duration or number of hours of the volunteer work (e.g. a certificate).

3. The dean decides on the credit (approval) of activities for practical training after reviewing the opinion of the persons/person appointed to supervise practical training within the faculty,

## **V. INDIVIDUALISED STUDY PROGRAMME**

### **§ 20. Conditions for students following an individualised study programme.**

1. On Dean's consent, the student may pursue an individualised study programme.
2. Granting the consent referred to in subparagraph 1, the Dean shall establish the individualised study programme for a given student.
3. The following principles apply to individual study programmes:
  - 1) an individualised study programme may be granted to a student of first-cycle degree programme who has completed the first year of study, obtaining particularly good results, or to a second cycle student who has completed the first-cycle degree programme with particularly good results;
  - 2) The consent is granted:
    - a) upon a written request of the student;
    - b) provided that the student attaches a consent of his/her academic tutor who will supervise student's course of individualized programme;
    - c) provided that the student attaches to the request a proposal of individualized study programme jointly developed with the academic tutor; The respective Dean's office shall keep ISP record.
  - 3) The tutor shall be an academic teacher holding a scientific title or degree.
  - 4) The student is obliged to complete the full study programme and achieve all required learning outcomes, expressed in ECTS points.
  - 5) Individualized study program cannot extend the nominal study period.
4. A pregnant or parent student cannot be refused to follow an individualized study programme in a field of study or cycle till its completion in the case of full-time studies.

## **VI. ADMISSION BASED ON RECOGNITION OF LEARNING OUTCOMES**

### **§ 21. Conditions for studying by candidates admitted upon recognition of learning outcomes**

1. Students admitted on the basis of their previous learning outcomes recognized by the University follow an individualized study programme.
2. Individual study programme comprises curriculum contents and course units whose learning outcomes were not recognized upon admission to the University.
3. Individual study programme may shorten the nominal period of studies.
4. The Dean establishes individualized study programme and appoints a scientific tutor for the student.
5. In student's files, the term 'recognized' is entered next to the course units whose learning outcomes were recognized.
6. The calculated average grade of the student assessment does not include course units/modules whose learning outcomes achieved previously were recognized.

## **VII. STUDYING MORE THAN ONE FIELD OF STUDY OR SPECIALISATION**

### **§ 22. Parallel studies at the University**

1. Undertaking parallel studies at the University is only possible through the usual admission procedure. The student shall inform the Dean immediately about undertaking parallel studies.
2. Permission to take up an additional degree programme in parallel at the University shall be given if the student fulfils her/his duties, in particular, timely follows the study plan in his/her primary field of study.

### **§ 23. Attending additional course units not included in the study plan**

The student may attend classes in subjects that are not included in the study plan of her/his primary field upon the consent of the Dean of the Faculty concerned.

### **§ 24. Parallel studies outside the University**

1. The student of the University may take up parallel studies at another higher education institution.
2. The student shall retain his/her student rights while studying in parallel outside the University.

## **VIII. CHANGE OF THE HIGHER EDUCATION INSTITUTION, STUDY FIELD, SPECIALISATION OR MODE OF STUDIES.**

### **§ 25. Transfer to another higher education institution**

1. The student may transfer to another higher education institution upon the consent of the receiving institution, provided s/he has fulfilled all obligations relating to the University, including due payments.
2. The fulfilment of the obligations referred to in subparagraph 1 shall be confirmed by the Dean.

### **§ 26. Transfer from another higher education institution**

1. The student may transfer from another higher education institution upon the Dean's consent, provided that s/he has fulfilled all obligations at the institution that s/he leaving.
2. The Dean shall determine the requirements for student's transfer.
3. Student's admission to the University is approved by his/her entry into the register, while a student from another country is admitted upon Rector's administrative decision.

### **§ 27. Change of specialisation or the field of study**

1. The Dean shall give a student the consent to transfer within the same field of study.
2. A change of a field of study is possible under routine procedure of admission or upon the consent of the competent Deans.
3. If the admission to a given field of study is based on the fulfilment of admission criteria, the student may be admitted to that field if s/he meets the criteria applicable in the academic year in which s/he filed the application for changing the field of study.
4. The Dean may refuse to give permission for the change of the field of study or specialisation in particular considering the admission limit.

### **§ 28. Change of the mode of study**

1. The student, upon Dean's consent, in substantiated circumstances may change, within the same or related field of study, from full-time to part-time study programme on condition that all due fees are settled and relevant curricular disparities are made up in compliance with requirements set forth by the Dean.
2. The student, upon Dean's consent, in substantiated circumstances may change, within the same or related field of study, from a part-time to full-time programme on condition that all fees are settled and the curricular disparities are made up in compliance with the requirements set forth by the Dean.

## **IX. COURSE UNIT PASSES AND EXAMINATIONS**

### **§ 29. Passing a semester or year**

1. To be awarded a semester credit or a year credit the student needs to fulfil all requirements (to get credits for course units, pass examinations, get credit for / approval of practical placement and training courses) comprised in the study program for a given period of study, subject to § 18 subparagraphs 2 and 3.
2. The student shall obtain course credits and take examinations provided for in the study programme during the periods set in the document "Organisation of the academic year".
3. The provisions of §18 of the Regulations define the requirements and rules of obtaining credit for practical placement.
4. The Dean shall grant a year or a semester credit on the basis of the student progress card. Obtaining a year or a semester credit entitles the student to be registered for the next year or semester.
5. The student who has not passed a semester or year and received Dean's consent for a conditional registration to the next semester or year is obliged to meet all the conditions defined by the Dean.

### **§ 30. Passing a course unit**

1. The examination and other forms of earning credits constitute an integral part of the classes.
2. Credit awarding (pass) is based on the verification the learning outcomes, student's attendance and active participation in the class during the semester or year.
3. Passing a course unit component, class, lecture, lab class, under one course unit (subject), has the following forms:
  - 1) non-graded pass (pass / fail)
  - 2) graded pass,
  - 3) graded examination.
4. All course unit components (lectures, classes, lab classes) delivered in one semester shall be assessed as one passing grade.
5. The grade for a course unit within one semester, subject to paragraph 6, comes from the grades for the individual forms of teaching activities and the grade for an exam (if applicable); it is calculated as a weighted average of these grades according to the following percentages of the individual grades:

(the sum of all course unit components is always 100 %)

Component	Percentage of the grade obtained for each course unit component
A or A(E) / C / L or S / P	40% / 20% / 20% / 20%
A or A(E) / C / L or S	40% / 30% / 30%
A or A(E) / C	40% / 60%

A or A(E) / L or S	40% / 60%
A albo A(E) / P	40% / 60%
A or A(E) / L / P	40% /30% /30%
A or A(E) / C / P	40% /30% /30%
A or A(E) / L / S	40% /30% /30%
C / L	50% / 50%
C / P	50% / 50%
L / P	50% / 50%
C / L / S	50% / 30% / 20%
L / S	50% / 50%

where the grades are for:

A – lectures

A(E) – lectures completed with an exam

C – classes

L – laboratory classes

P – assigned project

S – simulator .

6. The final grade in a subject is rounded to the nearest half grade according to the rule:

- 1) result below 3,00 – insufficient/ fail [2,0];
- 2) result from 3,00 to 3,40 – sufficient [3,0];
- 3) result from 3,41 to 3,80 – fairly good [3,5];
- 4) result from 3,81 to 4,20 – good [4,0];
- 5) result from 4,21 to 4,60 – good plus [4,5];
- 6) result over 4,60 – very good [5,0],

and makes up the final grade for the course unit assessment.

7. If all components of a specific course unit are completed with non-graded passes, the student gets a non-graded pass for the whole course unit (pass/fail).
8. A course unit may be passed as a result of student's learning outcomes recognition.
9. Passing a course unit results in awarding the number of ECTS points (credits) which are allocated to the course unit.
10. Obtaining a failing grade (2.0) for any component of the course unit in the semester results in failing to be awarded credit for the whole course unit.
11. The teacher conducting a course unit component assesses the student with a grade and records it. In cases where two or more teachers conduct the course unit component, the study field coordinator or Dean, or interfaculty department head, where applicable, shall authorise an academic teacher to carry out assessment and record the grades. Should the authorised teacher be unable to assess and grade students, the (graded) assessment and grade entries shall be made by a teacher designated by the study field coordinator or Dean, or head of the interfaculty unit concerned.
12. The student has the right to see her/his test after the assessment at the times specified by the teacher. Students' written work should be stored for at least two years from the end of the academic year.

13. If during the assessment procedure the teacher finds that the work handed in by the student was produced by someone else or that the student used unauthorised materials and genAI tools, the student shall not get a pass.
14. If the student does not meet the pass requirements till the due date because of absence and fails to submit an excuse to the assessing teacher within seven days, s/he shall be considered unassessed and shall not be given a pass. At the same time s/he loses the right to a retake assessment test.

### **§ 31. Retake assessment test**

1. The student who obtained a fail grade is entitled to one retake assessment test in each of the failed course units.
2. If the student does not get a pass for a course unit component on the first or retake date, s/he may not be allowed to take the examination in that course unit during the first examination session.
3. In the case of full-time studies, retake assessment tests should be arranged in the first week of the examination session, as defined in the 'organization of the academic year'.
4. The dates of the retake assessment test shall be jointly agreed on by the teacher and the students concerned and shall not interfere with examination and other semester assessment dates.

### **§ 32. Retake assessment test before a board**

1. If the student fails a retake assessment test, s/he can appeal to the study field coordinator within three days from the date of announcing the retake assessment test results, who may order that the student's performance and knowledge being assessed should be verified by a board of examiners. In the case of classes conducted by an interfaculty unit, the appeal should be made to the interfaculty unit head.
2. The study field coordinator / interfaculty unit head shall appoint retake assessment board members and set the date within seven days after the submission of the appeal referred to in subparagraph 1.
3. The Dean may also rule on his/her own initiative that a reassessment before a board should be made.
4. The reassessment board chairperson shall determine the manner of conducting the reassessment and the assessment criteria.

### **§ 33. Examination**

1. The examination is aimed to assess learning outcomes acquired by the student pursuing the given study programme.
2. The examination shall be arranged by the academic teacher conducting course unit-related lectures; in justified cases another teacher appointed by the study field coordinator, Dean, or in the case of classes delivered by an interfaculty unit – the head of such unit. In the case where the course lectures are delivered by more than one academic, the examiner shall be appointed by the coordinator, Dean or, if applicable, interfaculty unit head.
3. Examinations provided for in the study plan shall take place during an examination session, scheduled in the organization of the academic year.
4. Dates and times of the examination shall be agreed upon between the examiner and the student group that can be represented by its leader, and be binding for all the students in the class. The teacher shall submit the examination date to the Dean's office for the examination timetable to be arranged. In justified cases the Dean may change the date of the examination. Examination dates should be announced to students on the University website, through the university email service or another channel of information.
5. Only one examination or one retake test or reassessment test before a board may be scheduled per day of the examination session.

6. Should the student fail to take an examination on the fixed date or justify his/her absence within seven days or they will be allowed to the given examination once, in the retake examination session.
7. In the case of sick leave or other absence excused by the Dean the student shall have the right to retake the examination on another day.
8. Regulation § 29.11 shall apply accordingly.

### **§ 33. Retake examination**

1. The student who was awarded a fail grade for the examination is eligible to one retake examination in each course unit failed.
2. The Rector or the Dean may permit students to take more than one retake examination in the course unit concerned, in substantiated cases the Dean or the Rector may order a repeated written examination for a student group all student groups in the year.
3. A retake examination shall be given by the same teacher who conducted the examination in the examination session. In justified cases the Dean may allow the change of the examiner.
4. Retake examinations for the full time studies shall be held during the retake examination session, scheduled in the organization of the academic year.
5. Dates and times of retake examinations shall be agreed upon with the examiner and be binding for all the students in the class. In justified cases the Dean may change the date of the retake examination.
6. Rule § 29.11 shall apply accordingly.

### **§ 34. Retake examination before a board**

1. The student raising justified objections to the impartiality, form, procedure or manner of conducting the examination may submit, within seven from the date of the publication of examination results, a request to the Dean for an examination to be retaken before a board of examiners.
2. The Dean may order an examination before a board for another reason, on his/her own initiative.
3. The Dean shall decide to admit the student to the examination before a board on the basis of the analysis of student's performance.
4. In special cases, the Dean may waive the requirements specified in subparagraph 1.
5. The Dean shall decide on arranging an examination before a board, its date and the composition of the board. The student shall be notified of the date set for the examination on the Dean's office notice board or via university e-mail at least three days in advance.
6. The examination before a board can be given in written or oral form or combined written and oral. The way of conducting the examination before a board and establishing the passing criteria shall be determined by the board chairperson.
7. Regulation § 29.11 shall apply accordingly.
8. The result of the examination taken before a board shall be final and cannot be appealed.

### **§ 36. Composition of the reassessment or examination board.**

1. The board shall be composed of:
  - 1) chairperson;
  - 2) two academic teachers specializing in the same or a related subject;
2. At the student's request, the chairperson may invite an observer proposed by the student concerned. The observer can be the student group supervisor, representative of student self-government, year (group) prefect or an academic teacher.
3. A person previously assessing the student shall not be the chairperson of the board.

4. The composition of the reassessment board shall be determined by the study field coordinator, or head of interfaculty unit, if applicable, with a reservation that in case referred to in subparagraph 3, the Dean shall be the chairperson of the reassessment board, or a person appointed by the Dean.
5. The composition of the examination board shall be determined by the Dean who may be its chairperson, or a person appointed by him/her.

### **§ 37. Grading scale**

1. The following grading scale is used for course credits and examinations:
  - 1) very good [5]
  - 2) good plus [4.5]
  - 3) good [4]
  - 4) fairly good [3.5]
  - 5) sufficient [3]
  - 6) insufficient [2]
  - 7) unassessed
2. "Insufficient" or "unassessed" entry shall be regarded as the failure to pass a given course unit or its component.
3. In the case the student has been unassessed, 0 value shall be counted to calculate the average of the grades.
4. Pass or examination grades shall be entered by the teacher or the chairperson of the board referred to in § 35 into the IT system supporting Dean's office services, from which student progress cards are printed out.
5. The teacher or the chairperson of the board referred to in § 35 is obliged to publish the results of the reassessment or examination in a manner agreed with the given student group or the student. In the case of the oral reassessment or examination the teacher or the chairperson of the board referred to in § 35 shall inform the student about the results directly after the end of the reassessment or examination.

### **§ 37. Failure to pass a semester or year**

1. One of the following decision can be made relating to a student who failed to pass a semester or year of study:
  - 1) removal from the student register;
  - 2) permission to repeat the semester or year;
  - 3) conditional registration for the next semester or year and repetition of the same course unit or units;
  - 4) conditional registration for the next semester or year and deadline specified for obtaining a pass or passes.

### **§ 38. The right to repeat a credit period or a course unit**

1. The student has the right to repeat a given semester or year (credit period). This matter shall be decided by the dean at the request of the student..
2. The student may apply for a conditional registration for the next semester or year and has:
  - 1) the right to attempt to obtain a pass in a specified period of time.
  - 2) the right to repeat course units failed. The number of course units that the student may be allowed to repeat shall be defined by the Dean.
3. Repeating a semester or year or a single course unit due to unsatisfactory learning outcomes is subject to payment.

4. All course units passed and corresponding grades and ECTS credit points of the student repeating the year or semester shall be transferred and recognised, provided that the study programmes are compliant, unless the Dean, at student's request, decides otherwise.

## **X. RECOGNITION OF CREDITS FOR STUDIES COMPLETED OUTSIDE THE UNIVERSITY**

### **§ 39. Part of the study completed under a student exchange programme**

1. The student may take up part of the study outside the University, including an institution abroad, upon the Dean's consent.
2. A written agreement concluded between the student, the Dean and the receiving institution shall constitute the basis of taking up studies outside the University.
3. The agreement referred to in subparagraph 2 shall include but not be limited to the time of studies at the receiving institution, a list of planned course units and the form and duration of classes and, if applicable, ECTS points the student is to be credited at the receiving institution, plus possible costs of the studies and source of funding.
4. If the student pursues part of study within the student exchange programme approved by the University, the requirements established therein must be fulfilled.
5. If the course units or curriculum contents included in the agreement, referred to in subparagraph 2 prove to be considerable different from the study plan and the curriculum of the study area followed by the student in the given credit period, the Dean may identify the course units for which the student shall obtain credits in the University. The Dean shall set the deadlines for assessment and appoint academic teachers from whom graded passes should be obtained. The appointed teacher shall specify the method of graded assessment. The course units should be specified before the student undertakes studies referred to in subparagraph 1.
6. Passing the course units specified in the agreement referred to in subparagraph 2, and timely passing of course units referred to in subparagraph 5 as well as the settlement of financial commitments by the student shall be the grounds for the student to get a pass for the period of study at the receiving university.
7. The Dean shall enter grades into the student progress card for course units completed outside the University on the basis of the documents issued by the partner institution. The grades for the course units referred to in subparagraph 5 shall be entered by the teacher appointed by the Dean.
8. If the student has not met the conditions defined in subparagraph 5, the Dean shall decide whether the student has to repeat that period of studies or is conditionally registered for the next semester or year, at the same time specifying the requirements the student shall fulfil.

## **XI. TRANSFER AND RECOGNITION OF CREDITS**

### **§ 40 Transfer and recognition of credits obtained by a student**

1. The student transferring course units to higher education institution other than the University, also abroad, shall be assigned such number of ECTS points as allocated to learning outcomes obtained from the completion of these course units at the University.
2. Credit points can be transferred for course units passed in another field of study at the University or outside it, also abroad, instead of points assigned to course units set forth in the study program if the similarity of learning outcomes is confirmed. The similarity of learning outcomes shall be confirmed by the Dean.

3. One ECTS point corresponds to learning outcomes that require from the student on average 25-30 hour workload, where hours of student's work include contact (class) hours at the University according to the study plan plus student's independent work.
4. The student shall submit to the dean's office a request for transferring the grades for those course units that he has obtained a graded pass.
5. The request should be submitted until 30 October in the winter semester or 30 March in the summer semester. Requests submitted after the deadline shall not be considered.
6. Until the decision is made, the student should attend the classes according to the weekly schedule.
7. Obtaining Dean's positive decision, the student is obliged to inform the teacher responsible for the course unit about the consent received and all teachers conducting classes under this course unit.
8. The Dean decides on the transfer and recognition of ECTS points, and the transfer of the grade and enters the grade into the IT system for student support.

## **XII. INTERRUPTION OF STUDY, LEAVE OF ABSENCE**

### **§ 41. General**

1. The student who has been granted a permission to take a break or leave of absence from the studies, is obliged to study independently all course units set out in the study program in the study field and to obtain all required ECTS points, subject to subparagraphs 3 and 4.
2. The Dean shall define the conditions, time and manner of catching up on learning contents missed due to a break or leave of absence from studies.
3. The student finishing a break or leave of absence may request for verification of his/her learning outcomes specified in the study program. The Dean shall grant a consent and conditions for the verification.
4. The student need not catch up on those parts of the course unit contents (subpar. 2) where the learning outcomes have been positively verified.

### **§ 43. Interruption of studies**

1. The decision to approve interruption of study shall be taken by the Dean upon the student's request. The interruption of study is justified including: necessity of taking up paid work for a period of time due to financial hardship, or family issues.
2. During the interruption period the student's rights shall be suspended.
3. The interruption of studies may not extend more than two successive semesters or a year and may be granted once in the course of student's study.
4. An application for an interruption of study should be submitted before the semester or year commences.
5. If alterations in the curriculum took place during student's period of interruption, the Dean shall determine differences in the curricula and the deadline for passing them.
- 6.

### **§ 44. Dean's leave**

1. The student may be granted a short term leave of one month or a long term leave of two up to 12 months during which he shall retain student's rights.
2. The rights to benefits for a student on a Dean's leave are set out in the regulations of student benefits.
3. The student should apply for a Dean's leave immediately after the circumstances justifying his or her application for leave of absence have occurred.

4. The Dean shall take a decision of granting a leave at the student's written request, subject to §44 subparagraph 2.
5. The granting of a one month leave means that the absence from classes is automatically excused.
6. A year long leave of absence may be granted as a compassionate leave, a placement leave, a sabbatical (research) leave.
7. The Dean, while granting a year long leave, may specify the curriculum disparities and requirements for supplementing them.
8. The granting of year long leave of absence shall extend the prescribed time limit for the completion of a degree programme.
9. During the leave, upon the Dean's consent, the student may attend some classes and take assessment tests and examinations.

#### **§ 45. Compassionate leave**

1. The student may be granted a Dean's compassionate leave in the following circumstances:
  - 1) long term illness confirmed by a certificate of a relevant medical board,
  - 2) legitimate and adequately documented circumstances beyond the student's control.
2. The student from war zones may be granted a dean's leave of absence of up to 12 months, during which time they retain their student rights. This is decided by the dean at the documented request of the student, his/her proxy or legal representative - § 44 subparagraph 3 shall not apply.
3. Applications for Dean's compassionate leave in a credit period submitted by students who failed an examination before the board shall not be considered.
4. The student returning from a leave granted on medical grounds is obliged to produce a medical certificate confirming that s/he is fit for study in the specific field.
5. A year long Dean's leave of absence may be granted only once in the entire period of studies, except for the leave granted on medical grounds.

#### **§ 46. Placement or sabbatical leave**

1. Granted by the Dean, placement leave shall mean a leave granted for undertaking placement related to the field of study.
2. Granted by the Dean, sabbatical leave shall mean a leave for the continuation of studies at another national or foreign higher education institution.
3. Applications for granting placement or sabbatical leave shall be submitted not later than in the first month of a given credit period.
4. After the completion of Dean's placement or sabbatical leave the student shall supply documentary evidence to prove that s/he used the leave as intended.
5. Placement or sabbatical leave may be granted only once.

### **XIII. REMOVAL FROM THE REGISTER AND RESUMING STUDY**

#### **§ 47. Removal from the register**

1. The Dean shall remove the student from the register if s/he:
  - 1) has not taken up studies (that is they failed to take the oath in writing or, failed to attend classes without formal excuse for two weeks after their start);

- 2) has withdrawn from the studies (upon written notice);
  - 3) has not submitted the degree thesis or has not taken the degree examination in due time;
  - 4) has been expelled from the University as a disciplinary penalty.
2. The student may be removed from the register if s/he:
    - 1) is found not to attend obligatory classes;
    - 2) has made no progress in studies, in particular when the student has not received permission to improve the failed degree thesis assessed as 'insufficient' or has obtained the second failing grade for the thesis pursuant to § 52.2,
    - 3) has failed to receive a pass the semester or year within the set period of time;
    - 4) has not paid due tuition fees;
  3. Student's removal from the register is an administrative decision taken according to applicable regulations.
  4. Decisions referred to in subparagraphs 1 and 2 may be appealed to the Rector within 14 days of the receipt of the decision.
  5. Before collecting his/her documents from the University the student removed from the register is obliged to settle material obligations to the University.

#### **§ 48. Conditions of resuming study**

1. Readmission of a person, who was removed from the register due failure to pass the first semester of full time programme or first year of part time programme, shall be governed by admission regulations.
2. A student removed from the register may apply for readmission to the same field of study. A decision in this matter shall be taken by the Dean. The Dean may set out additional conditions of resuming study by a student (e.g. verification of learning outcomes, supplementing curricular disparities, degree of diploma thesis advancement).
3. A person removed from the register may not apply for readmission if more than five years have elapsed since the removal.
4. The conditions of resuming study in the circumstances defined in § 51.2 shall be set forth by the Dean, at the same time the requirement to choose another topic of the degree thesis must be met.
5. A person who has been expelled from the University due to the disciplinary committee decision, and the penalty has not been obliterated or remitted is not eligible for resuming study.
6. Persons who have not settled overdue payments to the University cannot apply for resuming study.

### **XIV. DEGREE THESIS**

#### **§ 49. Degree thesis**

1. Preparation of degree thesis shall constitute a mandatory part of the study programme in the specific cycle, field of study and specialisation (relevant to the given title/degree, i.e. the title/degree of *licencjat*, *inżynier*, *magister*)
2. The degree thesis is an independent development of a specific scientific, artistic or practical problem, or artistic or technical accomplishment, reflecting student's general knowledge and skills related to the studies at the given field, level and profile and abilities to analyse and reason independently.
3. The use of genAI tools in the thesis is allowed with the written consent of the thesis supervisor, with the exception that the results of the use of genAI tools may only provide assistance in the development of selected elements of the thesis, not affecting the final author's contribution.

4. The student is obliged to mark in detail in the thesis the fragments generated using genAI and to describe their role in the thesis.
5. The labelling of passages should include:
  - 1) the name of the genAI tool and its exact version,
  - 2) date of use of the genAI tool,
  - 3) the prompt given.
7. The use of content generators to create finished excerpts from the main thesis text is prohibited.
8. The student is responsible for:
  - 1) respecting the copyright and licensing rights associated with the content generated within the genAI tools,
  - 2) verifying the reliability and accuracy of the information contained in the thesis generated within the genAI tools.
9. The degree thesis may have a form, in particular, of written thesis, a published article, project work, including design and implementation of computer program or system, and construction or technological project. The decision on the form of the thesis shall be taken by the dean.
10. A degree thesis may be developed by more than one student, on principles set out by the Dean, with the indicated contribution of each of the students in the work.
11. The degree thesis is a creative work and shall be subject to copyright and legal protection.
12. The University shall have the priority to publish the degree thesis of the student. If the University has not published the degree thesis within six months of the date of the degree examination, the student may publish it, unless it is not part of collective work.
13. Submitting the degree thesis, the student shall declare in writing that the work (or in the case of collective work, its part) has been carried out by herself / himself, i. e. except for necessary consultation, no third parties have been involved, and in particular no other parties have been tasked to develop the work in part or in the entirety, and that the sources used have been duly referred to.
14. In the case of the use of genAI tools when writing the thesis, the student also confirms that:
  - 1) the use of these tools was only with the written consent of the thesis supervisor and attaches this consent,
  - 2) any parts of the thesis in which genAI tools were used (e.g. for generating illustrations, analysis of source data, or editorial support) have been clearly marked and described, and the rest of the thesis has been prepared independently, without the use of genAI tools,
  - 3) the results of the use of genAI tools were only an aid to the development of selected elements of the thesis, without affecting the final author's contribution.
15. When not using genAI tools in writing the thesis, the student also confirms this fact.
16. A degree thesis may be prepared in a language other than Polish pursuant to § 17.3
17. The University according to the Act verifies the written thesis before the degree examination using anti-plagiarism software, particularly the *Jednolity System Antyplagiatowy* (plagiarism checker).
18. The degree thesis is stored in the repository of written degree theses immediately after the student passes the degree examination and delivered to the Main Library.

#### **§ 50. Supervisor, topic and assessment of a degree thesis**

1. The student prepares his/her bachelor level (*licencjat* or *inżynier*) thesis under supervision of an authorised academic teacher holding a master or higher degree.
2. The master thesis shall be prepared under the supervision of an authorised academic teacher holding a PhD or higher degree.
3. The theses specified in subparagraphs 1 and 2 may be supervised by a person from outside the University, an expert in the subject area of the thesis, a holder of at least a PhD degree.

4. The student may prepare the degree thesis outside the University within the student exchange programme. In such case a person appointed by a relevant body of the partner institution may be a degree thesis supervisor upon Dean's consent.
5. The student is entitled to choose a topic of the degree thesis and a supervisor. If the student cannot get consent of any teacher to supervise his or her thesis the Dean shall appoint a supervisor. The topic of the thesis shall be considered as chosen once the student has been given the consent of the supervisor in writing.
6. The topic of a degree thesis shall be defined by the student and supervisor on the thesis topic card and delivered to Dean's office not later than one year before the expected date of completion of studies.
7. The Dean may agree on a change of the supervisor and degree thesis topic to another approved topic. The Dean shall grant a student permission to submit a new topic or modify the previously approved topic upon consultation with the Scientific Discipline Council.
8. In the case of prolonged absence of the thesis supervisor, which may result in delayed completion or submission, the student may ask for substitute supervisor who shall be appointed by the Dean upon consultation with the superior of the substitute supervisor.
9. A substitution of the supervisor effected during the last six months before the set date of submitting the thesis may be the grounds for an extension of the thesis submission date according to the rules set forth in § 50.7.
10. The thesis shall be assessed by the supervisor and a reviewer appointed by the Dean. In the case of discrepancy regarding the assessment of the thesis, the Dean, who may consult another reviewer, shall decide whether the student may take a degree examination.
11. The grading scale given in § 37 (1) of the Regulations shall be applied in the assessment of degree theses.
12. The reviewer of the bachelor level thesis shall be either an academic teacher or a specialist from outside the University holding a master's or higher degree.
13. The reviewer of the master degree thesis shall be either an academic teacher or a specialist from outside the University, holding a scientific degree of a doctor or higher.
14. When the student is granted a scholarship by a future employer, or has concluded a preliminary employment agreement effective upon graduating or is a studying employee, the topic of the thesis may address the requirements or needs of the employing organisation.

#### **§ 51. Form and deadline of degree thesis submission**

1. The degree thesis may have a form of written work, design, construction, technology-related, or other.
2. The student shall submit a diploma thesis to the Dean's Office in paper form in two copies (A4 format, double-sided printing, one hard-bound copy, and one soft-bound copy – the latter intended for the student's personal file) and shall upload the degree thesis into the IOS system in the form of an electronic file in DOC, DOCX (Microsoft Word) or PDF format (editable version only).
3. The text of the thesis in the printed form and electronic file attached to the hardcopy as referred to in p. 2 must be identical. The student shall submit a written declaration of the identity at the Dean's Office.
4. An attachment to the written degree thesis may be a computer program, model, design, a device etc.
5. The form and method of submitting a degree thesis other than written shall be defined by the Dean on student's request.
6. The student is obliged to submit a degree thesis within the date specified in the organisation of the academic year.
7. At the request of the thesis supervisor or at the request of the student supported by the supervisor, the Dean may extend the deadline for the submission of the degree thesis in the case of:
  - 1) student's long term illness confirmed by an medical certification;

- 2) legitimate and adequately documented circumstances beyond control of the student;
- 3) other essential circumstances.
8. The thesis shall be considered as not submitted if such submission did not include both forms mentioned in p. 2 or according to arrangements as per p. 5.
9. Failure to submit the degree thesis by the set deadline shall be the grounds for removing the student from the register.

#### **§ 52. Failing grade for the degree thesis**

1. The student whose degree thesis was given a failing grade may apply for additional three months to be granted for the thesis improvement. The decision in this matter shall be taken by the Dean after the consultation with the reviewer.
2. Failure to obtain permission from the Dean, referred to in subparagraph 1, or another failing grade for the degree thesis may result in:
  - 1) removal from the register.
  - 2) right to repeat a semester or year of study – at student's request.

### **XV. DEGREE EXAMINATION**

#### **§ 53 Requirements for admitting the student to the degree examination**

1. In order to be admitted to the degree examination (bachelor, master) the student shall meet these requirements:
  - 1) achieve all learning outcomes and the required number of ECTS points set in the study programme of the given field of study, cycle and profile;
  - 2) receive positive assessment from the degree thesis supervisor and the reviewer, confirming the fulfilment of the content-related and formal requirements for diploma theses;
  - 3) pay all fees related to the course of studies.
2. The date of the degree examination shall be set by the Dean.
3. The Dean may set the date of the degree examination for the student who has submitted the work ahead of the scheduled date.

#### **§ 54. Taking the degree examination**

1. The degree examination shall be an oral examination during which the examination board shall evaluate the student's readiness for work corresponding to the specialisation pursued by the student.
2. During the master degree examination, the student presents to the examination board the aims of the master's thesis, its methodological assumptions, achieved results and conclusions drawn from the research.
3. The degree examination board, chaired by the Dean, Vice Dean or a person appointed by the Dean, shall include at least two academic teachers representing professional course units of a given field of study.
4. The degree examination board for a bachelor level in the fields or specialisation of study covered by the certificate of compliance with the requirements of the STCW Convention shall include at least one holder of the management level maritime diploma in the given department, and at least one person must be an examiner of the Central Maritime Examination Board, referred to in the Act on Maritime Safety.
5. The Dean may order that the supervisor or the reviewer take part in the examination board or be present during the examination. The supervisor is obliged to be a member of the examination board in case of master's degree examination.

6. The examination board may be joined by another member of academic staff designated by the Dean or by an external specialist. If the degree thesis is dedicated to a specific company, its representative may also be a member of the examination board.
7. The board may exempt the student from the obligation of answering the questions related to the bachelor degree thesis if the assessment of the thesis by both the supervisor and the reviewer yielded good or higher grade.
8. For the assessment of degree (diploma) examination the grading scale used is that specified in § 36 para. 1 of the Regulations, calculated as per guidelines given in § 58 para. 3.
9. The student can obtain a passing grade for the degree examination only if s/he a successful presentation of the respective topics, being the subject matter of the examination, with no failing grades awarded for any of them.
10. The degree examination is considered failed if the student does not come on the assigned date to take it without previous excuse or is awarded a failing grade.
11. The degree thesis of high scientific standard or utmost usefulness value may be distinguished and submitted to the competition of degree theses. The thesis reviewer or supervisor proposes to distinguish the thesis, and the decision is made by the examination board conducting the degree examination.

#### **§ 55. Retaking the degree examination**

1. If the student fails the degree examination, the Dean shall set another, ultimate date for the examination. The second date examination shall take place within four months of the first examination date, but not earlier than one month after that date.
2. If the student gets a failing grade for the degree examination on the second, ultimate date:
  - 1) The Dean, at student's request, shall permit the them to repeat the final year or semester of studies, excluding the provisions of §39.4, or
  - 2) the student is removed from the register.
3. In the case referred to in par. 2.1, the student need not write a new degree thesis completing first-cycle studies, while the thesis has to be written again in the case of master degree studies.

#### **§ 56. Open degree examination**

1. At the request of the student or the thesis supervisor the degree examination may be an open examination. The relevant request should be made when submitting the degree thesis.
2. The Dean shall take a decision on holding an open degree examination.
3. Persons present at the open examination who are not members of the examination board shall not be entitled to ask the examinee any questions or participate in examination assessment proceedings in camera.

### **XVII. GRADUATION**

#### **§ 57. Graduation date**

The date of passing the degree examination shall be the date of graduation.

#### **§ 58. Conditions of graduation**

The graduation is conditional upon achievement of all learning outcomes and the nominal number of ECTS credit points indicated in the study programme, and passing the degree examination.

### **§ 59. The student's final result**

1. The final assessment result of the course of study is calculated on the basis of:
  - 1) arithmetic average of all final grades in the course units obtained throughout the course of study;
  - 2) arithmetic average of the supervisor's and reviewer's grades for the degree thesis);
  - 3) the grade for the final degree examination.
2. The final result of the studies is the sum of the three components referred to in subparagraph 1 multiplied by the following coefficients:
  - 1) for the grade referred to in subparagraph 1 item 1 – coefficient 0.5;
  - 2) for the grade referred to in subparagraph 1 item 2 – coefficient 0.25;
  - 3) for the grade referred to in subparagraph 1 item 3 – coefficient 0.25.
3. The final result of the studies recorded in the diploma is rounded off as follows:
  - 1) for all grades of up to 3.40 – sufficient [3.0];
  - 2) from 3.41 to 3.80 – fairly good [3.5];
  - 3) from 3.81 to 4.20 – good [4.0];
  - 4) from 4.21 to 4.60 – good plus [4.5];
  - 5) for all grades above 4.60 – very good [5.0].

## **XVII. TUITION FEES.**

### **§ 60. Tuition fees**

1. The Rector shall establish the types and amounts of tuition fees in an official order, upon a consultation with the student self-government, in compliance with the Act.
2. The principles of payment and the conditions and procedures for tuition fee payment exemption are set forth in a Rector's order.

## **XVIII. FINAL PROVISIONS.**

### **§ 61. The procedure for adopting the Regulations**

1. The Regulations shall be adopted by the Senate by the date pursuant to the Act.
2. The Regulations should be agreed on with the Student Government. If within three months' time of adoption of the Regulations the Senate and the Student Government will not reach an agreement as to its text, the Regulations shall enter into force by way of another resolution of the Senate that is passed by two-thirds of the votes of the statutory members.
3. The Regulations enter into force at the start of the academic year.
4. In case of amendments to the Regulations, subparagraphs 1, 2 and 3 apply respectively.
5. In case of studies run jointly with another national or foreign higher education institution, separate regulations governing these studies may be made.