UNIWERSYTET GDAŃSKI

UNIVERSITY OF GDAŃSK
STUDY REGULATIONS

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UNIVERSITY OF GDAŃSK
STUDY REGULATIONS

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Chapter 1.
General provisions

§ 1.

1. The University of Gdańsk Study Regulations, hereinafter referred to as "Regulations", set forth the organisation of full-time and part-time, first-cycle, second-cycle and long-cycle studies offered by the University of Gdańsk, as well as the resulting rights and obligations of students.
2. The academic record shall be documented in accordance with the Act of 20 July 2018 – Law on Higher Education and Science, including the electronic form, under the rules specified in separate regulations.

§ 2.

Wherever the Regulations refer to:

1) examination, this should also be understood as credit at the end of a course which does not end in an examination;
2) head of a unit, this should be understood as the head of the lowest tier of an organisational unit which runs didactic activity with regard to a particular course;
3) deputy dean, this should be understood as a competent deputy dean for educational or student affairs, authorised by the Rector to deal with matters concerning the course of study, referred to by the Regulations and not reserved to UG bodies or other entities;
4) Rector, this should be understood as the Rector of the University of Gdańsk;
5) Senate, this should be understood as the Senate of the University of Gdańsk;
6) UG, this should be understood as the University of Gdańsk;
7) Act, this should be understood as the Act of 20 July 2018 – Law on Higher Education and Science;
8) faculty, this should also be understood as a general intra- or extra-faculty unit, or an intra-university unit, which runs a field of study.

§ 3.

1. The competent entity in matters concerning the course of study, referred to by the Regulations and not reserved to UG bodies or other entities, shall be the deputy dean for educational or student affairs, acting on the basis of authorisation granted by the Rector.
2. A student shall be entitled to request reconsideration of a decision taken by a deputy dean, pursuant to section 1, submitted to a competent deputy dean for educational affairs acting on the basis of the Rector's authorisation. Such a request should be

submitted through the deputy dean, within fourteen days of the student receiving the decision and:

1) in written form (bearing the handwritten signature of the applicant);
2) by means of other forms of electronic communication through the University of Gdańsk electronic inbox – in the form of an electronic document:
   a) bearing a qualified electronic signature, a trusted signature or a personal signature, or
   b) authenticated in a manner which makes it possible to verify the origin and integrity of electronic data in accordance with the provisions of the Act of 17 February 2005 on the computerisation of activities of entities performing public tasks.

§ 4.

1. The provisions of the Regulations shall be applied in a manner which shall, without breaching its principles, allow a disabled person to fulfil their student obligations according to their psychophysical aptitude.
2. In order to assist disabled persons in fulfilling their student obligations, the deputy dean shall be obliged to cooperate with the UG Office for Disability Services and the dean's competent plenipotentiary.

§ 5.

1. A student has the right to acquire knowledge, skills and social competences, to develop his or her own academic interests and to prepare for a professional career, with respect for truth and conscientiousness and in an atmosphere of mutual goodwill.
2. A student has the right to attend consultations with an academic teacher or other persons teaching classes. The rules for conducting consultations in a particular semester shall be defined by the dean no later than two weeks from the start of the semester.
3. A student has the right to view his or her work within fourteen days from the results of the written credit or examination being announced. The period referred to in the first sentence does not include the mid-semester break in the winter semester.

§ 6.

1. A student shall be obliged to notify a competent dean's office employee immediately about any change of:
   1) name, surname and other personal data held in the study record,
   2) address for correspondence and other data necessary for the UG to contact the student – however, no later than fourteen days from the introduction of the changes. Should the student fail to notify a competent dean's office employee about a change of data referred to in points 1 and 2 within this period, the delivery of a decision or information regarding the course of study to the student shall be deemed to have been effected.
2. When contacting a vice-rector, a deputy dean, a course tutor or other academic teachers as well as dean's office employees and other UG administrative staff in

matters regarding the course of study, a student shall be obliged to use the electronic mail address provided by the UG.

3. A student submitting an application regarding a matter related to the course of study, referred to in the Regulations, shall be obliged to use an application specimen in force at the UG or at a particular faculty, provided such a specimen has been made available in the ICT system or via other customary means.

§ 6a.

1. A student shall be obliged to act in accordance with the oath and abide by the principles set out in the University of Gdańsk Student Code of Ethics.
2. A student whose behaviour poses a threat to the life or health of class participants or whose behaviour disrupts the conduct of or participation in a class, may be removed from this class. Should this occur, the student's absence shall be considered unexcused.

§ 7.

1. The study programme shall be determined and communicated to students by means of the ICT system or in a manner adopted at a particular faculty, prior to the commencement of the academic year.
2. A student shall select classes or groups of classes indicated in the study programme as elective classes or groups of classes under the terms and within the timeframe defined by the dean.
3. The dean may appoint supervisors for fields and years of study as well as for student groups, or other persons responsible for the organisation of didactic activity in a particular field of study, and additionally define their scope of responsibilities.

Chapter 2.
Duration and organisation of the academic year

§ 8.

1. A detailed division of the academic year within the semesters shall be defined and communicated by the Rector under the rules laid down in the UG Statute.
2. A detailed organisation of the academic year for all levels, profiles and forms of study offered by a faculty shall be defined by the dean in consultation with a competent faculty body of the student council, with regard to the division defined by the Rector, referred to in section 1.
3. In cases justified by didactic or organisational reasons or in other duly justified cases, the dean, with the consent of the Rector, may introduce necessary alterations to the detailed organisation of the academic year, no later than one month before the commencement of the semester and in consultation with a competent faculty body of the student council. The deputy dean, following a motion by a competent faculty body of the student council or on his or her own initiative, may move some courses between semesters, within the academic year, including internships, classes or examinations and course credits.

4. The timetable for particular fields of study conducted at the faculty shall be defined by the dean and communicated to students on the faculty's website, by means of the ICT system or in a customary manner, no later than seven days before the commencement of classes. Changes to the timetable may be made only with the consent of the dean.

§ 9.

1. The Rector may announce rector's days in a customary manner.
2. The dean may announce dean's hours free from classes, in a customary manner.

Chapter 3.
Conditions and procedures for classes and ways and procedures for undergoing internships

§ 10.

Classes other than lectures may be conducted in an open manner following consent from the dean and the course tutor.

§ 11.

1. Persons authorised to conduct lectures and diploma seminars shall be academic teachers with the title of professor or the academic degree of doctor with habilitation.
2. The dean may, no later than seven days prior to the commencement of classes in the academic year, authorise an academic teacher with the degree of doctor to conduct lectures and diploma seminars in that academic year, while observing the principle that the majority of classes shall be conducted by persons with the title of professor or the academic degree of doctor with habilitation.
3. The principle referred to in section 2 shall not be applied with regard to practical fields of study.
4. With regard to § 36 section 2, a specialist with practical experience shall be authorised to conduct classes, with the exception of diploma seminars, should this be provided for in the study programme.
5. In duly justified cases, the dean may, for a limited period but no later than the end of the current academic year, authorise an academic teacher other than one referred to in section 2 to conduct lectures and diploma seminars.
6. In duly justified cases, the dean may, for a limited period but no later than the end of the current semester, authorise another person than one indicated in the academic syllabus (substitution) to conduct classes, while observing the rules laid down in sections 1 and 4.

§ 12.

1. A student shall be obliged to participate in the classes, including electives, set down as obligatory in the study programme.
2. Absence from the classes referred to in section 1 may be excused by:

1) a medical certificate stating temporary incapacity to participate in class;
2) a certificate of participation in a session of:
   a) the UG Senate or University Council,
   b) a disciplinary committee operating at the UG,
   c) a committee, a council or an advisory panel which operates at the UG but is not a UG body;
3) a certificate confirming representation of the UG in a national or international sports competition;
4) a certificate of participation in a research project, a research and development project or a didactic project;
5) demonstrating other important reasons which would render class participation impossible and which could justify the absence being excused.

3. Absence shall be excused by the course tutor. Absence should be excused immediately after the period of absence ends. In the case of doubt or insufficient documentation, the decision to excuse an absence shall rest with the deputy dean.
4. A student shall be obliged to make up for the deficiencies in skills and education caused by the absence, in the time and manner specified by the course tutor during the first class.
5. The tutor of the course referred to in section 1 shall notify the deputy dean should the unexcused absence of a student exceed 30% of the total class hours in a given semester, and submit documents confirming student absence, in particular the class attendance list.

§ 13.

1. One semester shall constitute a grading period.
2. A student who has fulfilled the requirements specified in the study programme for a given semester, i.e. who has:
   1) received the required course credits,
   2) passed the required examinations with a positive grade,
   3) received the required number of ECTS points, with the exception of ECTS points allocated to internships,
   4) achieved the expected learning outcomes

   – shall complete this semester. The basis for participation in the subsequent semester is the entry for this semester, as made by the deputy dean.
3. During the first class, the course tutor shall specify the form and manner in which course credit is to be granted, in addition to the basic grading criteria or examination requirements.

§ 13a.

1. Dates for taking examinations in the examination session and the re-sit session shall be determined, no later than seven days prior to the session, by the:
   1) deputy dean or
   2) director of an institute – should the faculty structure comprise institutes

   – in consultation with examiners, with regard to the rules specified in sections 2–4 and § 8.

The course credit granted at the end of a course which does end in an examination may also be held prior to the examination session within the timeframe and with regard to the procedure referred to in the first sentence.

2. The examination session shall be no shorter than fourteen days.
3. In a given year of study:
   1) only one examination shall be held in one day;
   2) examinations cannot be held on two consecutive days for subjects which amount to a total of at least 10 ECTS points.

   The deputy dean or director of an institute may, in consultation with an appropriate faculty body of the student council, arrange for more examinations to be held in one day.
4. Subject to § 18a section 3, a re-sit examination shall be held in the re-sit session, no sooner than after seven days from the examination being held in the examination session.

§ 14.

1. Should a course end in course credit, a student who has received an insufficient grade or has not received a grade may, within seven days from the date of the results being announced, submit to the head of a unit:
   1) an appeal or
   2) a request for an examination before a committee, in cases specified in § 20 section 1, which shall apply by analogy.
2. The head of a unit, within seven days from the date of the appeal or from the request for an examination before a committee being submitted, shall:
   1) allow the appeal and grant the course credit or specify an additional date for obtaining course credit;
   2) allow the request for an examination before a committee for reasons specified in § 20 section 1, which shall apply by analogy, and specify the date for the credit to be granted, as well as the composition of the committee;
   3) reject the appeal or request for an examination before a committee, presenting the applicant with written justification.
3. Should the tutor of the course referred to in section 1 be the head of the unit, the person competent to accept and issue a decision on such an appeal or request shall be the deputy dean.
4. For grading an examination before a committee, § 20 section 7 shall apply accordingly.

§ 15.

1. Should a course end in an examination, participation in that examination shall be conditional upon successful completion of obligatory classes in this course, should the study programme provide for such classes. The timeframe for classes which are a condition of entry to an examination shall be specified by the dean.
2. In justified cases, particularly those related to the prolonged absence of an academic teacher, the head of a unit, in consultation with the deputy dean, may award credit

for classes which are part of a particular course and conducted by an academic teacher who is subordinate to that head of unit.

§ 16.

1. Prior to the examination session, the examiner may organise an examination at an additional date (early examination date).
2. The rules for taking an early examination shall be specified by the deputy dean.
3. Taking section 2 into consideration, detailed rules for taking an early examination shall be specified by the examiner during the first class.

§ 17.

1. In case of a sudden and exceptional situation other than an absence which prevents a student from taking an examination or continuing an examination in progress, the student shall be obliged to notify the examiner of the situation. In such a case, the examiner shall permit the student to miss or discontinue the examination.
2. For setting an additional examination date, § 18 section 2 shall apply accordingly.

§ 18.

1. A student shall have the right to take one re-sit examination from each of the courses in which he or she has received an insufficient grade in the examination session or has missed the date of the examination session. A date shall be considered missed due to:
   1) non-admission to the examination for the reason specified in § 15 section 1 in connection with § 14 section 1, or
   2) unexcused absence in the examination.
2. A student who has not taken the examination at the appointed date shall be obliged to present the examiner with an excuse for the absence within seven days. The provisions of § 12 section 2 shall apply accordingly. Having accepted the excuse, the examiner shall appoint an additional examination date. Should the excuse be rejected, the student has the right to appeal to the deputy dean within seven days from the date of the examiner's decision.

§ 18a.

1. A student who meets the conditions for admission to an examination may, with the consent of the deputy dean and the examiner, take the examination on another date, also prior to the commencement of the examination session but no later than its termination.
2. In duly justified cases, the student may, with the consent of the deputy dean, take the examination after the examination session has finished but no later than within one month from the end of the session. Taking the examination in this manner shall not exempt the student from participation in classes in the following semester. Provisions of § 18 section 2 shall apply accordingly.
3. Upon request from the student and with consent from the examiner, the re-sit examination may be held at an earlier date than that specified in § 13a section 4.

§ 19.

1. Credit for the course shall be confirmed by an entry in the course credit report. A lack of entry in the credit report shall be equivalent to a lack of credit for the course unless failure to provide such an entry occurred for reasons beyond the student's control.
2. A student shall be obliged to:
   1) complete health and safety training – under the terms and within the time limit specified in separate regulations;
   2) complete library training – under the terms and within the time limit specified in the Regulations on Access to the UG Library Collection;
   3) settle accounts with the UG Library and obtain confirmation of such settlement – after each year of study, no later than 30 September.
3. Credit for the semester, with the exception of professional internship, shall be obtained before the conclusion of this semester, irrespective of the number of examination dates used, with due regard for the cases specified in § 18a section 2.

§ 20.

1. Should reasonable doubt arise over the correct course of an examination or the assessment of its results, the deputy dean may, on his/her own initiative or at the request of a student, submitted within seven days from the day of the failed examination results being announced, give consent to an examination before a committee.
2. Should consent to an examination before a committee be granted, the deputy dean shall set the examination date, its form (oral or written) and the composition of the examination committee.
3. An examination before a committee shall be held within seven days of consent being granted by the deputy dean.
4. Such an examination committee shall comprise:
   1) the deputy dean or an academic teacher appointed by the deputy dean, with the title of professor or the degree of doctor with habilitation as the committee's chair;
   2) a specialist, with at least the title of doctor, in the scientific discipline pertaining to the subject of the failed examination or a related discipline;
   3) the previous examiner.

   Upon request of the deputy dean or the student, the examination may be attended by a member of the UG academic community specified by the applicant, in the role of observer.
5. Should the examination before a committee be taken in an oral form, the previous examiner shall not be allowed to ask questions to the student taking the examination.
6. Should the previous examiner be head of the unit, the member of the examination committee conducting the examination, referred to in section 4 point 2, may not be a subordinate.
7. The grade obtained in the examination before a committee shall replace the contested grade and shall be final.

8. A report shall be drawn up on the course of the examination before a committee, signed by the committee members and an observer, if designated.

§ 21.

1. With regard to a student who has not met the requirements specified in § 13 section 2 and has not obtained credit for the semester, the deputy dean may decide that the student:
   1) repeat the course covered through consent to study in the subsequent semester, referred to in § 22 section 1, or
   2) repeat the semester referred to in § 24 section 1, or
   3) be removed from the student register.

   In cases referred to in points 1 and 2, the dean shall issue a decision following a request by the student.
2. Should the ECTS credit debt of the student requesting consent referred to in § 22 section 1 exceed the limit of the maximum ECTS credit debt specified according to § 22 section 4, the dean may, while refusing to grant consent, decide that repetition of the semester is necessary.
3. Repetition of the first semester shall not be allowed unless failure to obtain credit has been caused by prolonged illness or another fortuitous event.

§ 22.

1. A student who has not met the requirements specified in § 13 section 2 and has not obtained credit for a semester, may submit a request to the deputy dean to be granted consent to study in the subsequent semester, conditional upon meeting these requirements in the next examination session which, according to the study programme, includes course credits and examinations in the courses which have not been completed by the student.
2. The deputy dean shall grant consent referred to in section 1 if:
   1) the student's ECTS credit debt does not exceed the limit of the maximum ECTS credit debt referred to in section 4;
   2) the student has met the conditions necessary for the continuation of study, as specified in the study programme.

   Consent from the deputy dean shall constitute the basis for the student's enrolment in the subsequent semester.
3. Following a request by a student who has been granted the consent indicated in section 1 or consent for the repetition of the final semester, the deputy dean may appoint an earlier date than that specified in section 1 for obtaining course credit or for an examination in those subjects which have not been completed by the student.
4. The dean, following consent from the programme committee for the field of study, may specify the limit of ECTS points (no greater than twelve) which the student may not exceed in a given semester if permission is to be granted for study in the subsequent semester (maximum ECTS credit debt).

§ 23.

1. Should a student fail to obtain credit for the repeated course covered by the consent referred to in § 22 section 1, or should the ECTS credit debt of the student granted consent exceed the limit of maximum ECTS credit debt specified according to § 22 section 4 after the consent has been granted, the deputy dean may decide that the student:
   1) repeat the last semester to which he or she was enrolled, or
   2) be removed from the student register.

   In the case referred to in point 1, the dean shall issue a decision following a request by the student.
2. A student repeating a semester may not be granted the consent referred to in § 22 section 1.

§ 24.

1. A student may receive consent from the deputy dean to repeat the same semester once only, unless the repeated failure to obtain credit for the semester was caused by prolonged illness or another fortuitous event.
2. At the request of a student repeating the same semester for the first time, submitted in conjunction with a request to be granted consent to repeat the semester, the deputy dean may excuse the student from participation in classes, obtaining credit or taking examinations in the courses for which credit has already been granted. The deputy dean, in consultation with the course tutor, may excuse a student who is recurrently repeating a semester from the obligation to participate in classes in previously completed courses, while upholding the obligation to obtain course credit or to take an examination.

§ 25.

The deputy dean may, on his or her own initiative or at the request of a student, give consent to a change in the timeframe in which the student may complete a course which falls outside:

1) the consent to study in the subsequent semester, indicated in § 22 section 1, or
2) the consent to repeat a semester, specified in § 24 section 1.

§ 26.

In the case of courses with no assigned ECTS points, the provisions of § 21section 1 point 1, § 22, § 23 and § 25 point 1 shall apply accordingly.

§ 27.

1. A student may, with consent from the deputy dean taken in consultation with the course tutors, participate in classes, obtain credit and take examinations in courses included in the study programme in subsequent semesters (advance credit).
2. A student shall be obliged to obtain credit for any courses being studied in advance within the relevant semester.
3. The criteria for the consent referred to in section 1 shall be defined by the dean in consultation with the programme committee for the field of study, with particular

regard to the student's academic achievements to date as well as the requirements resulting from the study programme.

§ 28.

1. In duly justified cases, the deputy dean, in consultation with the course tutors, may give consent for a student to obtain credit for a course without the obligation to participate in classes.
2. A student, with the consent of the deputy dean, may be transferred to the next semester, having previously obtained credit for the current semester at a date earlier than that specified in the study programme.

§ 29.

The deputy dean shall specify the study conditions for a student accepted into study by means of the confirmation of the learning outcomes, including the timeframes for taking examinations or obtaining course credits, or oblige the student to compensate for possible curricular differences. Provisions of § 46 sections 2, 5 and 6 and § 47 shall apply accordingly.

§ 30.

1. Taking account of the regulations in force at the UG and in consultation with the programme committee for the field of study, the dean shall specify the form and rules for undergoing professional internship for that field of study and for obtaining credit for it.
2. Participation in professional internship in general academic studies during the academic year for a period longer than one month shall require prior consent from the deputy dean. While submitting the request for consent to undertake internship, a student should also attach the project of the internship programme approved by the head of internships and by a representative of the entity organising such internships.
3. Following a motion by the deputy dean, the Rector shall appoint an internships head and supervisor.
4. The deputy dean shall supervise the process of professional internships under the rules specified in separate regulations.
5. The scope and form of work of the internships head and supervisor, as well as the supervision and assessment of the assigned duties performed by the head and supervisor shall be governed by separate regulations.
6. Internships connected with preparation for the teaching profession shall be governed by separate regulations.

§ 31.

1. School pupils exceptionally gifted in a particular field of study may participate in classes included in the study programme for that field.
2. The participation of the persons referred to in section 1 shall be conditional on the conclusion of an agreement between the Rector and the headmaster of a particular school, following consultation with the appropriate dean. The agreement shall specify, in particular, the types of classes in which pupils shall participate as well as

the method in which their achievements are to be recorded and the procedure and conditions for their application.

3. With regard to the persons referred to in section 1, the Regulations shall apply accordingly.

Chapter 4.
Grading scales and means of representing student achievement and transfer/recognition of classes credited to a student

§ 32.

1. A student's progress record, including course credits and examination results, confirming the achievement of the expected learning outcomes, shall be expressed by means of grades according to the following scale:

Grade	Numerical value	Percentage of the learning outcomes required to obtain the grade *
very good	5.0	91 and above
good plus	4.5	81 – 90
good	4.0	71 – 80
satisfactory plus	3.5	61 – 70
satisfactory	3.0	51 – 60
insufficient	2.0	50 and below

* The percentage shall be rounded to the nearest integer according to the generally applied rounding rules.

2. The study programme may provide for means of representing student achievement other than those specified in section 1.
3. The grade average reflecting student achievement during the course of study shall be an arithmetic mean average of the positive and negative grades obtained for all examinations. The mean shall be expressed to two decimal places. The provisions of § 2 point 1 shall not apply.
4. In consultation with the programme committee for the field of study, the dean may specify classes which are to be a condition of entry to an examination or courses not ending in an examination, which will be considered for the calculation of the grade average.

§ 33.

1. At the request of a student, submitted by 15 November (in the winter semester) or by 15 March (in the summer semester) – in the case of full-time studies, and within one month from the commencement of classes in a given semester – in the case of part-time studies, the deputy dean may recognise the classes for which credit has been obtained as well as the achieved and documented learning outcomes and ECTS points in particular in the case of:
   1) the repetition of a course;

2) the resumption of studies;
3) participation in a student exchange programme;
4) credit for the course having been obtained in a different field of study or at another university, including a university abroad, or through completion of the internships referred to § 30 section 2, or through validation of achievements in accordance with the decision of the Verification Committee, referred to in the resolution of the Senate regarding the organisation of the verification of the learning outcomes achieved in the process of education outside the study system.

2. A student may submit the request referred to in section 1, in a timeframe other than indicated in section 1 in the case of:
   1) participation in a student exchange programme,
   2) credit for the course having been obtained at another university, including a university abroad or through completion of the internships referred to § 30 section 2.
3. When recognising courses as completed, the deputy dean shall consider similarities in learning outcomes, including in particular the value of ECTS points assigned to courses, lack of curricular differences, the form of study and class hours and the form in which credit is obtained. In the case of a student of second-cycle studies, courses completed previously in the first cycle may not be taken into account.
4. Should curricular differences not permit courses to be considered as completed, the deputy dean may indicate courses whose completion shall enable a student to be registered for the next semester.
5. Transfer of classes completed in each course shall include all classes completed by a student.
6. The grades which have been transferred shall not be included again in the grade average calculated according to § 32.
7. The dean, in consultation with the programme committee for the field of study, may specify additional rules for recognising courses as completed.

§ 34.

1. The results of examinations or credits shall be announced by means of the communication and information system within the timeframe specified by the Rector.
2. The course tutor, in consultation with students, may also decide on other methods of notifying students of the results of examinations and credits, provided that the particular method does not infringe personal data protection regulations.

Chapter 5.
Diplomas and diploma examinations

§ 35.

1. Where indicated in the study programme, a student shall prepare a diploma dissertation and having submitted it, shall take a diploma examination. The diploma dissertation, if specified, and the diploma examination shall constitute a part of the study programme in the final semester.
2. Permission to take a diploma examination shall be conditional upon:
   1) fulfilling all the obligations in the study programme, including obtaining the required number of ECTS points;
   2) submitting a diploma dissertation (bachelor's dissertation – should the study programme indicate this, or master's dissertation) at the appropriate dean's office by the end of the examination session which concludes the study;
   3) obtaining a positive assessment of the diploma dissertation – should the study programme provide for the preparation of a diploma dissertation;
   4) submitting all necessary documentation.
3. Should the diploma examination be held after the end of the examination session which concludes the course of studies, a student shall retain student rights until the day of the diploma examination, with the exception of the right to the benefits referred to in Article 86 section 1 points 1–4 of the Act.

§ 36.

1. A student shall prepare a master's dissertation under the supervision of an academic teacher with the title of professor or the degree of doctor with habilitation and a bachelor's dissertation under the supervision of a person with at least the degree of doctor. The promotors of students preparing diploma dissertations shall be approved by the dean with regard to the rules referred to in § 11 sections 2 and 3.
2. In exceptionally justified cases and with regard to the rules referred to in § 11 sections 2 and 3, the dean may appoint as a student's promotor:
   1) in the case of a master's dissertation – a person with the degree of doctor or a specialist with practical experience;
   2) in the case of a bachelor's dissertation – a specialist with practical experience.
3. With consent of the competent dean and with regard to the rules referred to § 11 sections 2 and 3, a student may also prepare a diploma dissertation under the supervision of a person with the title of professor or the degree of doctor with habilitation or doctor, from another faculty or from outside the UG.

§ 37.

1. The dean may change the promotor of a student preparing a diploma dissertation.
2. In the event of the death, termination of employment at the UG or prolonged absence of a promotor, which could result in the student failing to submit a diploma dissertation within the time limit specified in accordance with § 39, the dean, in consultation with the student, shall appoint a person to assume the responsibilities of the promotor. The provisions of § 36 shall apply accordingly.

§ 38.

1. A diploma dissertation may constitute in particular written work, a published article, project work, including the project for and the implementation of a computer programme or system, as well as construction, technological or artistic work. For diploma dissertations other than written work, the provisions of Chapter 5 shall apply accordingly.
2. A dissertation completed as part of a students' scientific movement may be considered a diploma dissertation.
3. With consent from the dean, a diploma dissertation may be the result of work of a team of students if it is possible to establish each student's individual input into the preparation of the particular dissertation.

§ 39.

1. A diploma dissertation shall be subject to assessment by the promotor and at least one reviewer designated by the dean from among persons with the degree of doctor at least. Should the promotor of a master's dissertation possess the degree of doctor, the reviewer should hold the title of professor or the degree of doctor with habilitation.
2. The promotor and the reviewer shall submit an assessment of the dissertation at the dean's office within the timeframe specified by the dean.
3. Following a request by a promotor or student, the deputy dean may extend the deadline for submission of a diploma dissertation by up to three months in the case of:
   1) the prolonged illness of a student, confirmed by a medical certificate;
   2) other duly justified circumstances.
4. The dean, in consultation with the programme committee for the field of study, may specify deadlines other than those referred to in § 35 section 2 point 2 and § 39 section 3, in order that they may be adjusted to the study programme of a particular field of study.

§ 40.

1. In the case of simultaneous negative assessment of a diploma dissertation by the promotor and the reviewer, section 3 shall apply. In the case of a negative assessment of a diploma dissertation by the promotor or reviewer, the dean shall appoint another reviewer whose assessment shall be binding with regard to the admittance of a student to the diploma examination.
2. Should a diploma dissertation not be submitted within the timeframe specified in accordance with § 35 section 2 point 2 and § 39 sections 3 and 4, the deputy dean shall remove a student from the student register.
3. In cases of non-admission to a diploma examination due to a negative assessment of a diploma dissertation or failure to meet the requirements referred to in § 35 section 2 points 1 and 4, the deputy dean may decide on:
   1) repetition of the diploma seminar in the final semester – at a request of a student, or
   2) removal from the student register.

§ 41.

1. The diploma examination shall be taken before a committee appointed by the dean comprising a chair – dean or deputy dean, or another academic teacher designated by the dean, as well as at least two other members.
2. At least one of the members of the diploma examination committee shall have the title of professor or the degree of doctor with habilitation.

§ 42.

1. The date of the diploma examination shall be designated by:
   1) deputy dean, or
   2) director of an institute – should the faculty structure consist of institutes.
2. The diploma examination shall be oral. The dean, in consultation with the programme committee for the field of study, may specify a different form for a diploma examination which ends first-cycle studies.
3. After the diploma examination, the committee shall decide on the grade for the examination according to the grading scale specified in § 32 section 1.
4. Should the grade obtained for the diploma examination be insufficient or should an unexcused absence from the examination occur, the deputy dean shall appoint another date for the examination. In the case of an excused absence from the examination, § 18 section 2 shall apply accordingly.
5. A diploma examination may be held again no sooner than fourteen days and no later than three months from the date of the first examination.
6. Should the diploma examination be failed in the second sitting or should another unexcused absence from the diploma examination occur, the deputy dean shall decide on removal from the student register.

§ 43.

With consent of the dean, at the request of a student or promotor, an open diploma examination may be held.

§ 44.

1. Successful completion of the diploma examination shall constitute the completion of studies. The graduate shall receive a professional title appropriate to the completed field and level of study and a diploma of higher education.
2. The basis for the calculation of the final study result shall consist of the:
   1) average of grades included in the study programme, received as part of the semesters completed as specified in § 32 sections 3 and 4;
   2) grade for the diploma – should the study programme include the preparation of a diploma dissertation;
   3) grade for the diploma examination or an arithmetic grade average in the case of the diploma examination being taken in two sittings.

   The final study result shall be the sum of:
   1) 1/2 of the grade specified in point 1 and 1/4 each of the grades specified in points 2–3;

2) 1/2 of the grade specified in point 1 and 1/2 of the grade specified in point 3 – should the study programme not include the preparation of a diploma dissertation.

3. The final study result and its components, referred to in section 2, shall be expressed to two decimal places.
4. A report shall be prepared on the course of the diploma examination, comprising in particular the content of the questions posed, grades for the answers given, grade for the dissertation, grade for the diploma examination and the final study result.
5. The diploma of higher education shall include the final study result expressed in words according to the following grading scale:

Final study result	Grade on the diploma
4.51 – 5.00	very good
4.21 – 4.50	good plus
3.71– 4.20	good
3.21 – 3.70	satisfactory plus
up to 3.20	satisfactory

Chapter 6.
Individual curriculum plan and individual interdisciplinary studies

§ 45.

1. Subject to Article 85 section 2 point 1 of the Act, a student who is:
   1) disabled,
   2) pregnant – in case of a female student,
   3) a parent,
   4) a single parent,
   5) studying at two or more fields of study,
   6) studying selected courses at different fields of study,
   7) completing part of their studies at a foreign university,
   8) undergoing the internship referred to in § 30 section 2,
   9) in other duly justified circumstances

   – may complete their studies, with consent from the deputy dean, according to an individual curriculum plan. In giving consent, for a period no longer than one academic year, the deputy dean shall specify the rules and procedures for study according to an individual curriculum plan, while taking into account section 3. In the cases specified in points 5–9, the deputy dean may decide to consent to study according to an individual curriculum plan conditional upon the student's achievements.
2. *deleted*
3. A student studying according to an individual curriculum plan shall obtain credit and take examinations in the timeframe individually agreed on with the course tutors within the particular academic year. In duly justified cases the deputy dean may, at

the request of the student, give consent for these timeframes to be transferred to the subsequent academic year or excuse the student from the obligation to participate in classes.

4. The deputy dean may withdraw the consent referred to in section 1 should the student violate the agreed rules for study according to the individual curriculum plan or fail to demonstrate progress in study.

§ 46.

1. The individual curriculum plan with academic supervision shall be based upon extending the scope of knowledge as part of the field of study or combining the curriculum content within one or more fields of study, as well as upon student participation in research work.
2. The deputy dean, at the request of a student, may give consent to study according to an individual curriculum plan with academic supervision under the supervisor indicated by the student.
3. Studying according to an individual curriculum plan with academic supervision may take place after the completion, with particularly good achievements:
   1) of the first two semesters, in the case of long-cycle studies;
   2) of the first semester, in the case of first-cycle and second-cycle studies.
4. The dean shall specify the criteria for the achievements referred to in section 3 in consultation with the programme committee for the field of study.
5. The academic supervisor may be an academic teacher with the title of professor or the degree of doctor with habilitation. The dean may also authorise an academic teacher with the degree of doctor to act as academic supervisor.
6. The request to be granted consent to study according to an individual curriculum plan with academic supervision should be accompanied by a project of the programme approved by the proposed academic supervisor and including written consent to their assuming the role of academic supervisor.
7. In duly justified cases, studying according to an individual curriculum plan with academic supervision may take place earlier than in the timeframes indicated in section 3.

§ 47.

1. By 30 September each year, the academic supervisor shall present the achievements of a student studying according to an individual curriculum plan with academic supervision, along with an assessment of these achievements. Should the student fail to demonstrate satisfactory study results, the deputy dean, in consultation with the academic supervisor, shall withdraw consent for study according to an individual curriculum plan with academic supervision.
2. The individual curriculum plan with academic supervision may lead to a reduction in the study period.

§ 48.

For individual interdisciplinary studies, the Regulations shall apply accordingly.

Chapter 7.
Studying at another field of study, faculty or university and changing the field or form of study

§ 49.

1. A student who is studying at one field of study may, with consent of the appropriate deputy deans, obtain credit in other fields which he/she is not studying.
2. A student of another university may, with consent of appropriate deputy deans, obtain credit for classes conducted at the UG.

§ 50.

1. A student may, with consent from the appropriate deputy deans, change the field of study, after having obtained credit for the first semester at least, should curricular differences allow for the student to be admitted to at least the second semester of the chosen field of study.
2. A student seeking to change the field of study should meet the conditions for being accepted for study at a chosen field, which were in force during the most recent admissions procedure.

§ 51.

1. A student may, with consent from an appropriate deputy dean, change the form of study from full-time to part-time studies or vice versa.
2. The conditions for changing the form of study shall be specified by the dean in consultation with the programme committee for the field of study.

§ 52.

A student, having fulfilled all obligations at the UG, may transfer to another university.

§ 53.

1. The request to be admitted to studies conducted at the UG shall be submitted to the Rector by a student of another university or a foreign university. The timeframe for submitting such requests in the winter and summer semesters shall be specified by the Rector.
2. Admission of a student of another university or a foreign university to studies conducted at the UG may take place when the extent of curricular differences and ECTS points allows for studies to be undertaken in at least the second semester.
3. By granting consent to the admission to studies, the Rector shall indicate the semester from which the studies shall commence, taking into account the extent of curricular differences and specifying the timeframe for compensating for these differences.

Chapter 8.
Leave from classes

§ 54.

1. Subject to Article 85 section 2 point 2 and sections 3–4 of the Act, the deputy dean may grant a student leave from classes in the event of:
   1) prolonged illness (sick leave);
   2) childbirth;
   3) childcare;
   4) the UG delegating a student outside the university to complete an internship or for other similar reasons;
   5) a semester being repeated;
   6) other duly justified cases.
2. A student should submit a request to be granted a leave immediately after the circumstances listed in section 1 arise.
3. A leave of absence shall be granted for the period of one semester or one academic year (long-term leave) or for a period shorter than one semester (short-term leave).
4. A long-term leave of absence shall commence with the beginning of a semester or an academic year respectively, after prior completion of the previous semester or year. The above proviso shall not apply to the cases specified in section 1 points 1–3.
5. A short-term leave of absence may be granted in the cases specified in section 1 points 4 and 6.
6. Granting retrospective leave to a student once the examination session has commenced is not permissible, with the exception of cases specified in section 1 points 1–3 and 6.

§ 55.

1. In the course of long-cycle studies at a particular field a student may be granted year-long leave no more than three times, in the course of first- and second-cycle studies at a particular field no more than two times, with the exception of sick leave. The total duration of leave granted in the course of long-cycle studies may not exceed thirty-six months and in the course of first- and second-cycle studies – twenty-four months. The above limits shall not apply to leave referred to in § 54 section 1 points 1 and 4.
2. Granting repeated sick leave to a student shall be conditional upon the presentation of a medical certificate confirming a chronic inability to study in the period indicated in the certificate.
3. Having returned from sick leave, a student shall be obliged to present a medical certificate confirming the ability to continue studies.
4. Having returned from sick leave, a student may be obliged to compensate for possible curricular differences, should changes have occurred in the study programme, or to continue studies according to the individual curriculum plan approved by the deputy dean.
5. The granting of long-term leave shall correspondingly extend the planned date for completion of studies.

§ 56.

1. During the leave referred to in § 54 section 1 points 1–4 and 6, a student may, with consent from the deputy dean and under the terms specified by the deputy dean, participate in some classes, obtain some course credits or take some examinations.
2. During the leave referred to in § 54 section 1 point 5, a student may, with consent from the deputy dean and under the terms specified by the deputy dean, participate in classes, undertake to obtain course credit or take an examination in a course included in the terms of the leave referred to in § 22 section 1, but for which course credit had not been obtained when the leave was granted.

Chapter 9.
Removal from the student register and withdrawal from study

§ 57.

1. Removal from the student register shall occur in the cases and according to the rules specified in Article 108 sections 1 and 2 of the Act.
2. Studies have not been commenced if:
   1) no written confirmation exists of the oath having been taken;
   2) no classes referred to in § 12 section 1 have been attended in the first semester and within a month from the start of classes.

   Should the reasons referred to in points 1 and 2 apply, the deputy dean shall assume that the person in the student register has not commenced their studies.
2. A student has withdrawn from studies if a written declaration of withdrawal from studies has been submitted to the deputy dean.
3. A student has not participated in obligatory classes if unexcused absence from the classes referred to in § 12 section 1 in a given semester exceeds 30% of the total class time in this semester.
4. Failing to fulfil all the obligations included in the study programme in a particular semester may constitute a basis for the confirmation of lack of progress in study. The deputy dean shall confirm lack of progress in study in particular in the cases:
   1) of a negative assessment of a diploma dissertation;
   2) referred to in § 42 section 6.
5. The deputy dean shall confirm lack of progress in study on his/her own initiative or following a request by the course tutor or the year or field of study supervisor.

Chapter 10.
Resuming and re-admission to studies

§ 58.

1. Subject to section 4, with the consent of the deputy dean, a person removed from the student register for the second or subsequent grading period may resume studies no more than two times at a semester no higher than that in which the student was removed from the student list.

2. The person referred to in section 1 shall submit a request to resume study to the deputy dean. The timeframe for submitting requests shall be specified by the deputy dean after consultation with the programme committee for the field of study.
3. The deputy dean shall consider the request to resume study, with particular consideration for:
   1) the reason for the student's removal;
   2) previous academic achievement;
   3) the time which has elapsed between removal from the student register and the request being submitted;
   4) the extent of curricular differences caused by changes in the study programme;
   5) the applicant's previous conduct as a student, including observance of UG regulations.
4. The deputy dean may give consent for studies to be resumed at a semester lower than that resulting from section 1, due to the extent of curricular differences or obsolescence (caused by scientific progress in a given branch of science) of the knowledge previously gained by the applicant.
5. In the case of a five-year period elapsing from the date of removal from the student register, the deputy dean may give consent to conditional resumption of studies, based on the results of an additional examination to confirm that the applicant possesses the knowledge, skills and social competences required to resume studies.
6. A person removed from the student register in connection with the disciplinary penalty of expulsion from university may apply to resume studies only after the validity of the penalty has expired.

§ 59.

A person removed from the student register in the first grading period may reapply to be accepted into studies under the general terms and procedures used for admissions to particular fields of study.

Chapter 11.
Awards and distinctions

§ 60.

A student who has fulfilled all obligations regarding the study cycle in an exemplary manner and who has distinguished himself/herself through achievement may receive:

1) the Rector's Award;
2) the UG medal, awarded through a Senate resolution, following a motion by the dean and the opinion of the dean's council;
3) written commendation from the dean;
4) other awards and distinctions awarded by the dean;
5) awards established by general government and local government institutions, scientific societies, social organisations and foundations.

§ 61.

Rules and procedures for presenting awards and distinctions shall be specified respectively by the Rector, the Senate, the dean and also entities referred to in § 60 point 5, in the regulations for these awards.