



SOPOT UNIVERSITY OF APPLIED SCIENCE

**UNIVERSITY REGULATIONS
AND POLICIES**

SOPOT 2015



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Based on the resolution of the Senate of the Sopot University of Applied Science, headquartered in Sopot, from the 30th of April 2015, I hereby announce the new Study Regulations and Policies, effective from the 1st of October 2015

RECTOR

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Chapter I

GENERAL REGULATIONS

§ 1

1. These regulations apply to all students and employees at the Sopot University of Applied Science (SUAS) as well as to non-SUAS students, who, on separate terms, take classes covered by the SUAS didactic offer, as well as to persons conducting didactic classes at the SUAS, who are not SUAS employees.
2. The regulations shall apply to all study majors and forms of higher education conducted at Sopot University of Applied Science, hereinafter referred to as the "University".
3. Students at post-graduate programs are subject to separate regulations.
4. The terms used in the regulations shall mean:
 - 1) **course of study** – a series or a selection of courses/subjects the students are acquired to complete within a given study major
 - 2) **didactic classes** – lectures, practicals, laboratory workshops, seminars, project classes, or other classes specified in the course of study;
 - 3) **learning outcomes** – the knowledge resources, the skills and the social competencies obtained during the educational process, as part of the university studies;
 - 4) **educational program** – a description of the coherent educational outcomes defined by the University, consistent with the National Qualifications Framework for Higher Education, and a description of the educational process leading to achievement of these outcomes, along with the ECTS points assigned to the individual modules within this process;
 - 5) **course/subject** – an educational unit, covering the classes or a set of classes, which has been assigned assumed learning outcomes and a number of ECTS points;
 - 6) **module** – a course or a set of courses;
 - 7) **ECTS points** – the points defined in the European Transfer and Accumulation System as a measure of the average student workload necessary to achieve the assumed learning outcomes;
 - 7) **lecturer** – an academic teacher conducting the course provided for in the course of study;
 - 8) **promoter** – an academic supervisor who is an academic teacher, under guidance of whom the student shall prepare his/her diploma thesis;
 - 9) **the Act** – the Act of July 27, 2005 – the Law on Higher Education (i.e. Journal of Laws 2012, item 572, as amended) in connection with the regulation of the Minister of Science and Higher Education from September 25, 2014, regarding the conditions to be met by the provisions and regulations of studies at universities (Journal of Laws 2014, item 1302) as well as the statute of the Sopot University of Applied Science.

§ 2

1. The Rector is the principal of all students, while direct supervision at individual faculties is maintained by the Dean, Associate Dean.
2. The student may appeal to the Rector all the decisions made regarding the individual student matters covered by these regulations, within 14 days from the day of receiving the decision.

§ 3

1. Studies at the University are conducted as first-degree and second-degree studies.
2. Admission into the student fellowship takes place at the moment of matriculation and a submission of the oath, the content of which is specified in the University's statute.
3. The student acknowledges that the paid tuition is a fee for:
 - 1) listening to the lectures provided for in the course of study;
 - 2) participation in the practicals, the seminars, the foreign language courses, the colloquiums and other classes provided for in the course of study;
 - 3) taking/passing examinations, obtaining passing credits via a course completion assessment as well as participation in other forms of checking the knowledge on the courses/subjects covered by the course of study.
4. The student receives a student ID and a student gradebook, which is a document confirming the course of the studies. The student gradebook remains the property of the student, also after graduation.
5. The student's rights and obligations shall expire on the day of graduation or on the day of expulsion, whereas the person who completed the first-degree studies retains the student's rights until October 31st of the year in which he/she graduated, excluding the right to financial support.

§ 4

1. The Student Government is a representative of all the students at the Sopot University of Applied Science.

Chapter II

ORGANIZATION OF THE STUDIES

§ 5

1. The academic year lasts from October 1st to September 30th of the following calendar year and consists of two semesters – a winter semester and a summer semester.
2. The billing cycle is one semester.

3. Classes at the first year of full-time (stationary) and part-time (extramural) studies begin in the winter semester. They can also begin in the summer semester.
4. The University Senate adopts, after consultation with the Student Government, a detailed organization plan of the academic year, in particular the dates of starting and completing the didactic classes, the examination sessions as well as the breaks in the didactic sessions, including the summer break lasting not less than 8 weeks.
5. The Rector announces the detailed organization plan of the academic year not later than three months prior to its commencement.
6. During the academic year, the Rector may, in justified cases, announce the days or the hours free of didactic classes.
7. The Dean may, with the consent of the Rector, announce, at his/her faculty, the hours or the days free of didactic classes for individual majors or class years.

§ 6

1. Studies are conducted in accordance with the learning outcomes, which the study programs and the courses of study are adapted to.
2. The study curriculum is determined by the course of study and the syllabus.
3. The course of study contains the list of the courses/subjects, the examinations and the course completion assessment as well as the obligatory student internships.
4. The course of study is approved by the Faculty Council.
5. The educational programs are announced via the University's website at least one month prior to the beginning of the classes.
6. Semester class timetables, along with the list of all courses/subjects valid for particular study years and the names of the academic teachers/lecturers conducting the classes are announced by the Dean and made available to the students a week prior to the beginning of the semester, via the University's website.
7. Substantive and organizational supervision over the course of the studies is maintained by the Dean and the Associate Dean.

Chapter III

THE STUDENT'S RIGHTS AND OBLIGATIONS

§ 7

1. A SUAS student has the right to:

- 1) a respect of his/her personal dignity on the part of each member of the academic community;
- 2) acquisition of knowledge in a selected study major;
- 3) address the Dean, Associate Dean on the matters relating to the studies;
- 4) receive awards and merits;
- 5) participate in the work of the Student Government;
- 6) consociate in the organizations and the associations of local and nationwide scope;
- 7) make use, during the studies, of financial assistance as well as scholarships, in accordance with the rules determined in the Act and the regulations issued on its basis;
- 8) make use of the University premises, equipment and library collections as well as of the assistance of the academic teachers and the university bodies, in accordance with the regulations in force.

2. A SUAS student is obliged to:

- 1) act in accordance with the wording of the oath and the University regulations and policies;
- 2) adhere to the academic customs and practices;
- 3) comply with the regulations in force at the University, respecting its property;
- 4) participate in the classes/practicals/workshops etc. organized by the University and acquire the knowledge systematically;
- 5) pass, on time, the examinations and the course completion assessment provided for in the course of study and in the educational program;
- 6) pay, by a deadline, the tuition and other fees determined by an order of the Chancellor, in accordance with the agreement concluded;
- 7) inform the Dean about a change of name, marital status, address, telephone number and other information affecting the receipt of financial assistance benefits;
- 8) inform the Dean, in writing, about resignation from the studies and pay all the fees emergent up to that point.

§ 8

1. A student with a disability may apply to the Dean, the Assistant Dean for an individual mode of completing classes and passing examinations.

2. A disabled student is entitled to assistance of the administrative employees.

§ 9

1. With a Dean's consent, the student may study at two majors or two specializations within a given major.
2. The condition for undertaking studies at a second major or with a second specialization is to pay tuition, the amount of which is determined annually by the Chancellor.
3. The student may transfer from full-time (stationary) studies to part-time (extramural) studies and vice versa, with a Dean's consent. The Dean determines the transfer conditions.
4. With a Dean's consent, the student may study abroad, as part of the European or global educational programs. During such studies, he/she remains a legitimate student of the Sopot University of Applied Science.

§ 10

1. The student may study some of the subjects/courses that are included in the course of study in a foreign language mode.
2. Elective classes can be taught in a foreign language mode.
3. The condition for conducting classes in foreign language is good knowledge of a given language on the part of the lecturer as well as providing the students with access to the recommended literature in that foreign language.
4. The condition for applying for the right to study subjects/courses in a foreign language mode is the student's good knowledge of that language.
5. The subjects/courses conducted in a foreign language mode are also assessed in that language (course completion assessment, examination).
6. The student may prepare/write the diploma thesis in foreign language.

§ 11

1. The student is liable to the Disciplinary Committee or the peer arbitration of the Student Government for acting against the student dignity or violation of the regulations in force at the University. The student cannot be simultaneously punished for the same act by both the Disciplinary Committee and the Student Government.
2. Disciplinary penalties are:
 - 1) a warning,
 - 2) a reprimand,
 - 3) a reprimand with a warning,

- 4) suspension of certain student rights for a period of one year,
- 5) expulsion from the University.

Chapter IV

COURSE COMPLETION ASSESSMENT AND EXAMINATIONS, THE POINTS-SYSTEM RULES

§ 12

1. The lectures are only available for the SUAS students.
2. The student is obliged to attend the classes approved as obligatory by the University Senate.
3. The basis for a justification of an absence in obligatory classes involves:
 - 1) a medical leave;
 - 2) a certificate from an employer;
 - 3) another document, in case of random events.
4. Absence in classes shall be excused by the academic teacher/lecturer conducting a given class.
5. In case of doubt or insufficient documentation justifying the absence, the decision is made by the Dean.
6. A student who was absent in obligatory classes more than three consecutive times and failed to present a justification may be expelled.
7. The student is required to catch up with all the content of the classes missed, while the form of checking whether the material has been consolidated is determined by the teacher/lecturer conducting a given course/subject.
8. The student has the right to obtain information from the persons conducting didactic classes, in the matters relating to:
 - the course/subject curriculum,
 - the conditions for obtaining credit for lectures and practicals as well as for other classes provided for in the course of study,
 - the form and the dates of the course completion assessment and the examinations.
9. The student has the right to inspect his/her evaluated work: tests, mid-terms, laboratory reports, projects, papers as well as examinations, within 14 days from the publication date of the results.
10. The academic teachers conducting didactic classes shall inform the students about the results of the examinations and the course completion assessment in one of the selected forms: oral, written or electronic.
11. The following grading scale applies to the examinations and the course completion assessment:

Grade	Approximate percentage of knowledge required for a given grade
very good (5.0)	90 and more
fairly good (4.5)	80-89
good (4.0)	70-79
fairly satisfactory (3.5)	60-69
satisfactory (3.0)	50-59
unsatisfactory (fail) (2.0)	49 and less

§ 13

1. The student is obliged to obtain positive course completion assessment and to pass the examinations on the deadlines specified in the academic year organization plan approved by the University Senate.
2. The student takes the examinations during the exam session, with a student gradebook and a student periodic achievement card.
3. The student's grades from course completion assessment and the examinations are entered in the gradebook, on the periodic achievement card and in the protocol for the Dean's office by the person assessing the course or by the examiner. In justified cases, the grades can be entered by the Dean, based on the above-mentioned protocol.

§ 14

1. The number of the courses/subjects to be assessed in the form of a course completion assessment or an examination is determined by the course of study.
2. Course completion assessment and examinations in each course/subject are subject to separate evaluation and grading.
3. Examination is carried out by the person teaching/lecturing a given course/subject or by a person designated by the Dean.
4. The condition for taking examinations in the courses/subjects involving practicals or laboratory workshops is to obtain positive completion assessments on those practicals and workshops.
5. The student loses the first exam date (first approach to the exam) in case of a lack of a positive course completion assessment or in the event of not taking the exam.
6. In justified cases, the Dean, at a student's request, may restore the first date of the examination.
7. With a consent of the examiner or the teacher/lecturer, a student may take an examination or undergo a course completion assessment before the date of the planned examination session (early exam date).
8. The student may apply for an extension of a re-sit examination session. The decision is made by the Dean.

9. The student ought to submit his/her gradebook and the periodic achievement card to the Dean's office within two weeks from the end of the re-sit examination session.

§ 15

1. All forms of the classes comprising each course/subject specified in the course of study for a given semester are subject to joint assessment. In addition to the grade, each course/subject is assigned points, which are the measure of the work intensity and the mastery.
2. To indicate the passing of the study periods, a points system is used to express the student's achievement, in accordance with the European Credit Transfer and Accumulation System (ECTS).
3. The points system rules are as follows:
 - The number of the points should be the total value specified in the course/subject card, whereas one ECTS point corresponds to the learning outcomes, achievement of which requires an average of 25-30 hours of work on the part of the student, while the number of student-work hours includes the classes provided by the University in accordance with the course of study as well as the student's individual work.
 - The student receives points for passing a course, regardless of the level of the grade received for it. The condition for granting the points is the student's fulfillment of the requirements for obtaining the assumed learning outcomes, confirmed by a positive completion of the classes or internships.
 - The points are assigned to the courses/subjects, not to the forms of the classes in a given course, i.e. lectures, practicals, laboratory workshops or project classes etc., and they are awarded only when all classes in a given course are passed.
 - The course/subject, for completion of which a student received the number of points resulting from the study program, is not subject to re-passing and re-crediting.
 - The nominal number of the ECTS points assigned to one semester results from the study program. This also applies to these semesters, the courses of study of which include elective courses/subjects.
 - The number of the points obtained after completion and passing of all obligatory courses/subjects can be higher than the nominal number of the points assigned to a given semester in the study program. Exceedance of this limit of the points required by the course of study is indicated on the Diploma Supplement.
 - The rules for assigning points to individual courses/subjects are specified by the Faculty Program Committee, with consideration of the National Qualifications Framework.
 - The number of the points assigned to the courses/subjects in each semester is specified by the course of study. For full-time (stationary) and part-time (extramural) studies, it is 30 points.

4. Due to special circumstances, the Faculty Council may introduce ad hoc changes to the course of study, resulting in a change of the number of the points required in a given semester.
5. To obtain a diploma in full-time (stationary) and part-time (extramural) studies, it is necessary, apart from meeting the curriculum requirements, to obtain a number of points not less than the number of the semesters provided for in the study program for a given level, multiplied by 30.

§ 16

1. The conditions for the student to obtain enrolment for the next semester are as follows:
 - 1) positive course completion assessment and passing the examinations in the courses/subjects provided for a given semester in the course of study;
 - 2) achieving the assumed learning outcomes as well as obtaining at least 30 ECTS points for passing the semester;
 - 3) completing and passing internships, in accordance with the detailed regulations on student internships;
 - 4) settlement of current financial liabilities towards the University.

§ 17

1. In the case of failure to complete a part of the courses/subjects, at the student's request and with the Dean's consent, the student may obtain conditional enrolment for the next semester.
2. The sum of the points for uncompleted or failed courses/subjects is referred to as the point debt.
3. A request for conditional admission to the next semester cannot be considered, if the amount of the accumulated point debt exceeds 12 ECTS points.
4. When the accumulated debt is higher than 12 ECTS points, the student may apply to the Dean, in writing, for repetition of the semester.
5. The amount of the point debt is controlled in each subsequent semester.
6. The student has the right to a double attempt, on two separate dates, to receive completion assessment and/or to pass the exams in the courses/subjects that are subject to the point debt.
7. A student of the last semester of studies may apply for re-assessment of the diploma seminar, in the case of failing the diploma seminar completion assessment.
8. For each repeated course/subject, the student pays a fee.
9. The amount of the fees referred to is determined by the Chancellor.

§ 18

1. In the case of obtaining an unsatisfactory grade at the final re-sit examination, the student may, in particularly justified cases, apply for a committee examination.
2. The application for a committee examination shall be submitted to the Dean in writing, within 7 days from the announcement of the re-sit examination results.
3. After considering the student's application, the Dean orders a committee examination, which should take place not later than 14 days from the date of submitting the application.
4. The examination committee includes: the Dean acting as the chairman, two academic teachers/lecturers.
5. The form of the committee examination is determined by the examination committee.
6. At the student's request, a representative of the Student Government can participate in the committee examination as an observer, with an advisory voice.
7. In the case of a negative result of the committee examination, the student is not entitled to a conditional entry for a given course/subject in the gradebook.

§ 19

1. The Dean may decide to refer the student to repeat a semester, if the student's deficiencies exceed the acceptable point debt.
2. A student repeating a semester has the right to apply for re-entering the positive grades obtained for the courses completed and passed, including positive completion assessment and examination passing, in the gradebook.
3. A student repeating a semester does not participate again in the classes in the courses/subjects already passed with a positive grade, if the learning outcomes defined for these courses/subjects have not been changed as well as the student does not receive the credits for these courses/subjects again. The decision in this matter is made by the Dean.
4. While waiting for a semester repetition, the student retains his/her student rights.
5. Semester repetition is payable in the amount of the tuition fee applicable in a given study semester.
6. A student who has repeated a semester does not graduate on the date planned.

Chapter V

INDIVIDUAL PLAN OF STUDY AND INDIVIDUAL COURSE OF STUDY, INDIVIDUAL ORGANIZATION OF STUDIES

§ 20

1. The student may study according to an individual plan of study, on the terms specified by the Dean, the Assistant Dean.
2. A student applying for studies that are based on an individual plan of study should meet the following conditions:
 - 1) he/she must have passed the first semester,
 - 2) he/she must show a good grade average.
3. Selection of the courses/subjects in an individual plan of study takes place with respect to the learning outcomes set for a given major.
4. The Dean may appoint a student supervisor, who implements the individual study plan.
5. After completing the study program in a given semester, the Dean, upon the student's request, may decide to transfer the student to a higher semester of studies.

§ 21

1. The Dean may agree to an individual plan of study, in particular for the students who:
 - 1) are realizing part of their studies at other domestic or foreign colleges or universities;
 - 2) study a more than one major;
 - 3) have changed their study major or faculty;
 - 4) have a certain degree and nature of disability;
 - 5) are repeating a semester and have the possibility to realize the courses/subjects from higher semester;
 - 6) have returned from a dean's leave, are resuming the studies, are transferring or have transferred from another college or university;
 - 7) cannot participate in classes, in accordance with the course of study, due to their health condition, as confirmed by medical documentation;
 - 8) play sports and have achievements at the national level and higher;
 - 9) are active in student organization at the university level and higher.

2. The students realizing an individual study plan or an individual course of study shall comply with the university regulations and policies, taking into account the deadlines specified in their course of study.

§ 22

1. The student may, in justified cases (e.g. a disabled person, a person raising a child on his/her own, a person studying two majors or specializations, and other particularly justified situations), apply for the right to study, in a given semester, according to an individual organization of the studies.
2. The decision on the matter referred to in item 1 is made by the Dean, upon the student's request.
3. In the case of the Dean's approval for an individual organization of the studies, the Dean allows the student to obtain course completion assessment and to take exams on the dates individually specified, within the deadlines of a given semester, as well as may exempt the student from the obligatory participation in some classes.
4. Granting an individual organization of studies does not mean reduction of the requirements placed on the student, which are related to the assumed learning outcomes provided for in the course of study and in the educational program at a given major.
5. The student is obliged to inform the lecturers about the individual study plan and the individual organization of studies.
6. The examination session, as part of the individual organization of studies, cannot end later than the re-sit examination session for a given major.
7. The use of an individual organization of studies does not constitute grounds for an extension or a reduction of the planned graduation deadline.
8. In the event of a violation of the rules established for implementation of an individual organization of studies, on the part of the student, or in the case of a lack of progress in learning, the Dean may withdraw the consent for this mode of study.

Chapter VI

RULES OF CHANGING A UNIVERSITY

§ 23

1. The student may change the college/university after the end of a semester.
2. A student applying for a change of university submits a transfer application before the beginning of the subsequent semester.
3. The student may, with the Dean's consent, transfer from another college/university (hereinafter referred to as home university) to the Sopot University of Applied Science.

4. The detailed rules for transferring and recognition of the learning outcomes, as part of a change of major, faculty, are determined by the Dean.
5. When accepting a student, the Dean decides on the conditions of studying, the number of the semesters completed, the courses/subjects constituting the curriculum differences as well as on the deadlines for passing those courses/subjects. The Dean can agree to an individual study plan, due to the curriculum differences.
6. The Dean of the faculty accepting the student, after the student accepts the decision, asks the Dean of the faculty at the home university to send in the student's documents and, after receiving these, registers the student.
7. The accepted student receives: an album number, a gradebook and a student ID.
8. The student may transfer from the Sopot University of Applied Science to another college/university in Poland with the consent of the relevant authorities at the accepting college/university, expressed via a decision, if the student has fulfilled all the obligations arising from the regulations at force at the Sopot University of Applied Science.
9. A student who has transferred to another university, after submitting his/her documents to the college/university that requested the transfer, is removed from the student registry list at the Sopot University of Applied Science.

Chapter VII

TRANSFERRING AND RECOGNITION OF THE COURSES (SUBJECTS)

§ 24

1. Transferring of the courses/subjects passed by the student is aimed at enabling the student to continue education at an organizational unit of the university, at which the student is studying or which the student is transferring to.
2. The student transferring the courses/subjects passed at a university other than the SUAS, including a foreign university, along with the ECTS points assigned to these courses/subjects, receives a SUAS recognition of the learning outcomes expressed by these points.
3. The student transferring courses/subjects due to undertaking studies at a selected SUAS faculty, as a result of a transfer, receives the number of ECTS points that is assigned to the learning outcomes obtained as a result of a realization of adequate courses/subjects and internships at the home education unit.
4. A necessary condition for a transferring and recognition of the courses/subjects passed by the student is the confirmation of the convergence of the learning outcomes obtained by the student, as defined in the course of study of a given major.

5. The decision about the transfer and the recognition of the courses/subjects is made by the Dean.

Chapter VIII

STUDENT ENROLMENT BASED ON A CONFIRMATION OF THE LEARNING OUTCOMES

§ 25

1. The students admitted as a result of a confirmation of the learning outcomes are not obliged to participate in the didactic classes, nor to obtain positive course completion assessments, pass examinations, undergo internships or fulfill other requirements provided for in the educational program, if he/she has obtained a confirmation of the learning outcomes that correspond to those contained within the educational program of a given major, level and educational profile.
2. The students admitted as a result of a confirmation of the learning outcomes can realize the educational program in accordance with an individual plan of study (IPS).
3. As a result of a confirmation of the learning outcomes, not more than 50% of the ECTS points assigned to the educational program of a given major, level and educational profile can be attributed to the student.
4. The courses/subjects accredited as a result of a confirmation of the learning outcomes are attributed to those study semesters, in which they occur, in accordance with the course of study.
5. The grade for the semester, which the accredited courses/subjects have been assigned to as a result of a confirmation of the learning outcomes, is determined based on the grades for the courses/subjects realized in a given semester as well as on the grades for the courses/subjects accredited as a result of the confirmation of the learning outcomes, after passing all the course/subjects in the semester, in accordance with the course of study.

Chapter IX

STUDENT INTERNSHIPS

§ 26

1. Student internships are part of the educational program at a given study major and are included in the course of study. They have been assigned specific learning outcomes in the field of knowledge, skills and social competencies. They also have been assigned ECTS points and grades, in accordance with the SUAS regulations and policies.
2. The specific aim of the student internships is to gain practical knowledge related to the functioning of the entities associated with the field of the study major, as well as to

acquire the ability to use the theoretical knowledge in practice, while performing professional individual or team tasks. Internships also serve to collect materials and to carry out work related to the topic of the diploma thesis.

3. The time, the place and the schedule of an internship is determined by the course of study.
4. The basis for completing and passing an internship is the student's written reports on the course of the internship as well as other documents confirming the achievement of the assumed learning outcomes.
5. The detailed regulations regarding internships as well as the student's responsibilities during an internship are specified in the Internship Rules and Regulations of the Sopot University of Applied Science.

Chapter X

STUDENT LEAVES

§ 27

1. The student may receive a short-term leave (one- or two-month leave) or a long-term leave (for a period of one semester or one academic year).
In justified cases, the student may apply for an extension of the leave.
2. The student may receive a short-term leave in the case of important random circumstances.
3. A disabled student may apply for a short-term leave (one- or two-month leave) based on a disability certificate. In justified cases, the student may apply for an extension of the leave.
4. The student can receive a long-term leave, in the case of the following:
 - 1) a long-term illness;
 - 2) a difficult financial situation;
 - 3) undergoing studies abroad;
 - 4) a pregnancy, a childbirth or a child care;
 - 5) other important circumstances.
5. The student acquires the right to a long-term leave after completion of the first study semester, with an exception of the circumstances specified in item 4 point 1.
6. The Dean grants a leave on the student's request.
7. A leave is granted directly after an occurrence of the circumstances justifying the application for it; the leave is not retroactive.
8. A long-term leave postpones the planned graduation.

9. Granting a long-term leave is confirmed via an entry in the gradebook and in the course-of-study documents.
10. During the leave, the student retains his/her student rights, with an exception of the right to financial assistance, as specified by separate regulations.
11. During the leave, at the student's request, the Dean may allow the student to participate in some of the classes of selected courses/subjects as well as may allow the student to obtain course completion assessment and to take examinations, which would be confirmed via an entry in the protocol, the gradebook and in the periodic achievement card.
12. A student returning from a long-term leave is obliged to confirm this fact via a written notification submitted at the Dean's office, not later than September 15th – in the case of returning for a winter semester and not later than January 30th – in the case of returning for a summer semester.
13. A student returning from a leave may be obliged by the Dean to compensate for the curriculum differences resultant from changes made to the educational program during the leave.
14. If the obligation described in point 12 is not fulfilled, the student can be expelled.

Chapter XI

EXPULSION AND READMISSION

§ 28

1. The Dean can expel the student in the case of:
 - 1) a failure to undertake studies,
 - 2) a failure to undertake studies after a leave,
 - 3) a submission of a written resignation form the studies,
 - 4) a failure to submit the diploma thesis on a deadline or a failure to pass the diploma examination,
 - 5) a disciplinary punishment.
2. The Dean can expel the student in the case of:
 - 1) a lack of progress in learning has been determined,
 - 2) a failure to pass a semester,
 - 3) not paying university fees.
3. The Dean's decision about expulsion of a student is delivered by post (with acknowledgement of receipt).

4. The student has the right to appeal the Dean's decision to the Rector, within 14 days from the date of its delivery. The Rector's decision is final.
5. Expulsion by the Dean, due to a resignation, takes place at the student's written request.
6. A student who has been registered three times for a given semester and did not pass it can be expelled, due to the lack of progress in learning.
7. An expelled student is obliged to settle all financial matters with the University, in particular to pay all overdue fees, submit the circulation card of a given faculty to the Dean's office and return the student ID.
8. An expelled student may apply for resumption of the studies. Resumption of studies can take place not later than 5 years from the expulsion date, after conclusion of a new study contract.
9. The decision on resumption of studies is made by the Dean.
10. The person resuming studies is obliged to compensate for the curriculum differences within the scope and the deadline determined by the Dean.

§ 29

1. A candidate who has not fulfilled the obligation of matriculation and has not submitted the oath is considered a person who has not undertaken studies (non-student).

Chapter XII

DIPLOMA THESIS AND DIPLOMA EXAM

§ 30

1. The condition granting a completion of studies and graduation is passing all the study semesters and acquisition of the learning outcomes as well as submission of a diploma thesis and passing the diploma examination.
2. The student is obliged to submit a statement on observance of copyright.
3. If the student is preparing/writing a diploma thesis in foreign language, he/she is obliged to attach a comprehensive summary of the work in Polish.
4. A team diploma thesis must be printed as a one copy. The thesis must include a clearly defined division of the work. The supervisor's (promoter's) and the reviewer's opinions must be written for each thesis author separately; the supervisor's (promoter's) and the reviewer's assessment must relate to the work done by each thesis author.
5. In addition to the written form of the diploma thesis, the student submits it in an electronic form, on an IT data carrier.

6. The student prepares/writes the diploma thesis under supervision of a qualified academic teacher (the promoter).
7. Only academic teachers with a degree can be promoters. The Dean can change the promoter at the student's request or on his/her own initiative.
8. The diploma thesis is graded by the promoter and by the reviewer designated by the Dean.
9. In the case of a negative evaluation by the reviewer, a second reviewer decides whether the student is allowed to take the diploma examination.
10. The second reviewer is appointed by the Dean.

§ 31

1. A student of the last study semester is obliged to submit a diploma thesis that has been positively graded by the promoter not later than two weeks from the day of the end of the re-sit examination session.
2. The Dean, at the request of the student, can postpone the diploma thesis submission deadline by a maximum of 6 months.
3. A student who did not submit a diploma thesis and did not pass the diploma examination on the deadlines set is expelled from the University.
4. The diploma examination should take place not later than three months from the date of the diploma thesis submission.

The student is allowed to take the diploma examination, if the following conditions are met:

- 1) acquisition of course completion assessments and passing the examinations provided for in the course of study, in accordance with the assumed educational outcomes as well as the required number of ECTS points;
 - 2) a satisfactory grade, and higher, for the diploma thesis;
 - 3) settlement of all liabilities towards the University, in accordance with the written agreement concluded between the student and the University.
5. The diploma examination takes place in front of a committee appointed by the Dean. The committee consists of the following persons:
 - 1) the chairman of the examination committee,
 - 2) the diploma thesis promoter,
 - 3) the diploma thesis reviewer.

6. The chairman of the examination committee is the Dean, the Assistant Dean or another academic teacher/lecturer designated by the Dean, holding at least a Ph.D. degree.
7. If the topic of the diploma thesis is related to the activity of a specific workplace, the Dean may invite a representative of this institution to sit at the diploma examination as an observer.

§ 32

1. The diploma examination is submitted orally.
2. To assess the results of the examination, the grade scale referred to in § 12 is used.

§ 33

1. At the diploma thesis supervisor's (the promoter's) or the student's request, the diploma examination may be open.
2. The student submits the application, referred to in item 1, to the Dean, not later than the day of the diploma thesis submission. The diploma thesis supervisor (the promoter) submits the application, referred to in item 1, to the Dean, not later than on the day of accepting the diploma thesis.
3. The information about the open character of the diploma examination is posted via the University website, not later than 7 days before the indicated thesis examination date, providing the names of the examination committee members, the date and the place of the thesis examination, the examined student's name and the topic of the diploma thesis.
4. An open thesis examination consist of a public part and a confidential part.
5. In the public part, the student presents the diploma thesis and answers questions referring to the diploma thesis.
6. In the confidential part, the student answers questions referring to the subject of the studies, in the presence of the examination committee members only.

§ 34

1. In the case of the student's non-attendance at the diploma examination, due to the reasons indicated in § 32 item 3, the Dean sets a new date. Non-attendance at this examination at the date specified, due to unjustified reasons, results in expulsion.
2. In the case of obtaining an unsatisfactory grade for the diploma examination, the Dean sets a new re-sit examination date.
3. The re-sit diploma examination should take place within three months from the first examination date.
4. In the case of failure to pass the re-sit diploma examination (on the second date), the student is expelled.

§ 35

1. The final Grade Point Average (GPA) summarizing the student's overall academic achievements is determined on the basis of:
 - 1) the arithmetic weighted average of the grades for each course/subject, obtained throughout the entire course of the studies, including the ECTS points [a];
 - 2) a positive evaluation of the diploma thesis [b];
 - 3) a positive grade for the diploma examination or, in the case of a re-sit examination, the arithmetic average of the grades for both examinations (the first and the second attempt) [c].
2. The final overall grade for the studies is calculated using the following formula:

$$\text{GPA} = 0.5 \times a + 0.25 \times b + 0.25 \times c$$

3. The overall grade entered, in a written form, on the diploma is assessed using the following point scale:

GPA < 3.50 – satisfactory,
$3.51 \leq \text{GPA} < 3.80$ – fairly satisfactory,
$3.81 \leq \text{GPA} < 4.20$ – good,
$4.21 \leq \text{GPA} < 4,50$ – fairly good,
GPA > 4,51 – very good.

4. The diploma examination committee may, in the case the student obtained very good grades for the diploma thesis and the diploma examination, increase the GPA calculated in accordance with item 3 by 0.5 points.
5. Completion of the studies and graduation takes place after obtaining at least a satisfactory grade for the diploma examination.
6. The graduate diploma is received after all educational outcomes have been achieved.
7. University graduates receive diplomas of higher education confirming the acquisition of an adequate professional title.
8. A person who completed first-degree studies, retains his/her student rights until October 31st of the year in which he/she graduated.

Chapter XIII

FINANCIAL ASSISTANCE, MERITS AND AWARDS

§ 36

1. The student can apply for financial assistance from the funds earmarked for this purposes in the state budget, excluding the persons who are not Polish citizens, referred to in art. 43 of the Act.

Types of scholarships:

- 1) social scholarship,
- 2) special scholarship for disabled persons,
- 3) the Rector's scholarship for the best students,
- 4) the Minister's scholarship for learning achievements,
- 5) the Minister's scholarship for outstanding sports achievements,
- 6) grants.

2. The detailed rules for granting financial assistance are specified in the "Financial Assistance Regulations".

§ 37

1. The Dean may apply to the Rector for granting awards, merits for the following:

- the best graduates,
- the students who have demonstrated documented activity for the benefit of the academic community, the University or who demonstrated other achievements that go beyond the curriculum/study program.

Chapter XIV

CONDITIONS AND MODE OF CLASS PARTICIPATION FOR GIFTED STUDENTS

§ 38

1. Highly gifted high school students, hereinafter referred to as pupils, at their request, can participate in the classes provided for in the course of studies, in the fields that are consistent with their aptitudes.
2. Application for participation should be submitted not later than 7 days before the planned initiation of the classes.
3. The decision on consenting to a pupil's participation in the classes is made by the Dean of a relevant faculty, after a consent from the pupil's parents and from the director of the school the pupil is attending.
4. The application, referred to in item 1, can be also submitted by the institutions caring for gifted youth, while maintaining the mode referred to in item 3.

§ 39

1. The pupils are obliged to respect the rules and regulations in force at the Sopot University of Applied Science.
2. The pupils have the right to use the University's didactic rooms and to receive assistance from the University' employees and bodies.
3. The pupils receive a pupil's achievement card.
3. Acknowledgement of course completion for pupils occurs in accordance with the principles specified in this University Regulations and Policies as well as is entered on the pupil's achievement card. After course completion, the pupil receives a certificate of participation and completion of the courses/subjects.

Chapter XV

FINAL PROVISIONS

§ 40

1. The Rector makes final decisions regarding all appeal proceedings in all disputes arising from the application of the University Regulations and Policies, if they are not reserved for other institutions at the University.
2. Amendments to the University Regulations and Policies are introduced by the Senate, by way of a resolution.
3. In matters not regulated by this University regulations and Policies, the provisions of the Act, along with the executive regulations issued by the Minister of Science and Higher Education as well as by the Regulations of the Sopot University of Applied Science.
4. The University Regulations and Policies come into force at the beginning of the academic year 2015/2016.

Rector

Prof. Dr. habil. Teresa Martyniuk

The Student Government accepts the following
University Regulations and Policies