



SOPOT UNIVERSITY
OF APPLIED SCIENCES

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STUDY REGULATIONS

SOPOT 2023

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STUDY REGULATIONS

Based on the resolution of the Senate of the Sopot University of Applied Sciences of May 23, 2023 I am announcing the new text of the study regulations effective from October 1, 2023

RECTOR

prof. dr hab. Teresa Martyniuk

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Chapter I GENERAL REGULATIONS

§ 1

1. The regulations specify the forms of organization of studies at the Sopot University of Applied Sciences and the related rights and obligations of students. The regulations apply to students and persons employed by SANS.
2. The legal basis for the regulations is the Act of July 20, 2018, the Law on Higher Education, as amended, and the Statute of SANS and the Regulation of the Minister of Science and Higher Education of September 27, 2018 on studies (Journal of Laws of September 28, 2018 ., item 1861) and the regulation of the Minister of Science and Higher Education of September 25, 2014 on the conditions to be met by the provisions of the regulations of studies at universities (Journal of Laws of 2014, item 1302).
3. The terms used in the regulations mean:
 - 1) **credit debt** - the sum of ECTS credits from ungraded courses in all semesters,
 - 2) **learning outcomes** - the body of knowledge, skills and social competencies acquired in the learning process,
 - 3) **individual organization of studies (IOS)** - a study programme or a study plan adapted to the student's current situation,
 - 4) **individual study plan** - a plan that includes courses other than those specified in the study programme, but with the achievement of the learning outcomes adopted in the study programme,
 - 5) **individual study programme** - a programme that assumes a change in learning outcomes,
 - 6) **student's periodic achievement card** - a summary of the student's grades for a indicated teaching cycle along with information on the result of the settlement of the study stage,
 - 7) **syllabus** - a course description, including in particular: the assumptions and objectives of the course, learning outcomes, ECTS credits, entrance requirements, forms of classes, methods and ways of verifying learning outcomes, programme content, a list of basic and supplementary literature, detailed rules for passing the course and the name of the lecturer,
 - 8) **course** - a unit of education, including classes or a group of classes, to which the expected learning outcomes and the number of ECTS credits have been assigned,
 - 9) **module** - a course or a group of courses,
 - 10) **scientific supervisor** - an academic teacher or non-academic employee holding at least a doctoral degree,
 - 11) **study plan** - a document in which the courses and related classes and professional internships provided for in the study programme, along with their time and credit rules, are assigned to stages of study and the requirements that the student must meet to pass each of these stages are indicated,
 - 12) **confirmation of learning outcomes** - a procedure allowing admission to studies and simultaneous crediting of up to 50% of ECTS credits based on knowledge, skills and social competences obtained outside the education or study system,
 - 13) **retaking of classes in a failed course**- re-taken attendance in classes and re-taking a credit or exam in a failed course,
 - 14) **educational program** - description of coherent learning outcomes defined by the university, consistent with the Polish Qualifications Framework for Higher Education, and a description of the educational process leading to achieving these outcomes, along with ECTS credits assigned to individual modules of this process,
 - 15) **supervisor** - a scientific supervisor under whose guidance the student prepares the thesis,
 - 16) **lecturer** - an academic teacher employed at a university who has the competence and experience to properly conduct classes or a person who has such competence and experience,
 - 17) **restoring student rights** - called resumption of studies – refers to enabling the return to studies of people removed from the student list,
 - 18) **ECTS credits** - points defined in the European Credit Accumulation and Transfer System as a measure of the average workload of a learner necessary to achieve the expected learning outcomes. The ECTS credit corresponds to 25-30 hours of a student's work, including classes organized by the university and his/her individual work related to these classes,

- 19) **registration for the semester** - the dean's decision on admitting the student to the classes provided for in the study plan for a given semester,
- 20) **Act** - Act of July 20, 2018 - Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) in connection with the regulation of the Minister of Science and Higher Education¹⁾ of September 27, 2018 regarding studies (Journal of Laws of September 28, 2018, item 1861 of the Minister of Science and Higher Education of September 25, 2014 on the conditions to be met by the provisions of the regulations on studies at universities (Journal of Laws of 2014, item 1302)) and the statute of the Sopot University of Applied Sciences,
- 21) **didactic classes** - lecture, practical classes, laboratory classes, seminars, design classes or other classes specified in the study plan.

§ 2

1. The superior of all students is the Rector, and the direct superior of students is the Dean.

§ 3

1. Studies at the University are conducted as first- and second-cycle studies.
2. Admission as a student takes place upon matriculation and taking a student oath, the content of which is specified in the University's Statute.
3. The student's rights and obligations expire on the day of graduation or discontinuation (removal) from the student list, and a person who has completed first-cycle studies retains student rights until 31 October of the year in which he or she completed these studies, excluding the right to financial support.

§ 4

1. The Student Council is the representative of all students of the Sopot University of Applied Sciences

Chapter II ORGANIZATION OF STUDIES

§ 5

1. The academic year lasts from 1 October to 30 September of the following calendar year and consists of two semesters - fall and spring.
2. The grading period is the semester.
3. First-year full-time and extramural classes begin in the fall semester. They may also start in the spring semester.
4. The Senate, after consulting with the Student Council, adopts the detailed organization of the academic year, in particular the dates of examination sessions and breaks in teaching activities, including a summer break of not less than 8 weeks.
5. The Rector announces the detailed organization of the academic year no later than three months before its beginning.
6. During the academic year, the Rector may, in justified cases, announce days or hours free from teaching classes.

§ 6

1. Studies are conducted in accordance with the study programme.
2. The study programme specifies:
 - 1) the form or forms of studies, the number of semesters and the number of ECTS credits necessary to complete a degree programme at a given level,
 - 2) professional title awarded to graduates,

- 3) classes or groups of classes, regardless of the form in which they are conducted, along with the assignment of learning outcomes to them and the programme content ensuring the achievement of these outcomes,
 - 4) total number of hours of classes,
 - 5) methods of verifying and assessing the learning outcomes achieved by the student during the entire education cycle,
 - 6) the total number of ECTS credits to be obtained by the student in courses conducted with the direct participation of academic teachers or other persons conducting the classes,
 - 7) the number of ECTS credits to be obtained by the student for courses in the field of humanities or social sciences, not less than 5 ECTS credits - in the case of fields of study assigned to disciplines in fields other than humanities or social sciences, respectively,
 - 8) the number of hours, rules and form of professional internships and the number of ECTS credits to be obtained by the student in these internships.
3. The study programme is approved by the Senate.
 4. Study programmes are announced on the university's website at least one month before the start of classes.
 5. Assigning a student to a specific field of study, as declared during the recruitment process, may take place no later than in the second year of study.
 6. Semester timetables, along with a list of subjects applicable for particular years and fields of study, as well as the names of the teachers conducting the classes, are announced and made available to students a week before the start of the semester on the university's website.
 7. Substantive and organizational supervision over the course of studies is exercised by the Dean.

Chapter III

STUDENT'S RIGHTS AND OBLIGATIONS

§ 7

1. The student of the Sopot University of Applied Sciences is obliged to:
 - 1) Act in accordance with the content of study regulations and the student oath,
 - 2) Comply with academic customs,
 - 3) comply with the regulations applicable at the University and respect its property,
 - 4) participate in classes included in the study programme, organized by the University and acquire knowledge systematically,
 - 5) submit the examinations on time and obtain credits provided for in the study plan and study programme,
 - 6) pay tuition fees on time in accordance with the concluded contract and other fees specified by order of the Chancellor,
 - 7) submit information in writing to the Dean's office on the change of name, marital status, residential address, telephone number, as well as data affecting the obtaining of benefits for the student,
 - 8) inform the Dean in writing of the resignation from studies and to meet all payments arising up to that point.

§ 8

1. The student may study in two fields of studies.
2. The condition for taking up studies in the second field is to pay the tuition fees, the amount of which is determined annually by the Chancellor.
3. The student may complete part of the studies as part of European or global educational programmes, for which he or she should obtain the Dean's approval. During such studies, he or she remains a fully fledged student of the Sopot University of Applied Sciences.

§ 9

1. The courses in the study plan can be studied by the student in a foreign language.
2. The condition for participation in courses conducted in a foreign language is a communicative knowledge of this language.
3. Courses taught in a foreign language are assessed (credit, examination) also in this language.
4. The student may prepare the diploma thesis in a foreign language.

§ 10

1. The student is liable to disciplinary action for violation of the regulations in force at the University and for an act that offends the dignity of the student.
2. Disciplinary penalties are:
 - 1) admonition,
 - 2) reprimand,
 - 3) reprimand with a warning,
 - 4) suspension from certain student rights for a period of up to one year,
 - 5) expulsion from the university.
3. The Disciplinary Board and the Disciplinary Appeals Board shall adjudicate in disciplinary cases involving students.
4. The student cannot be punished for the same act by the Rector and the Disciplinary Board at the same time.

Chapter IV

CREDITS AND EXAMINATIONS AS WELL AS THE RULES OF THE CREDIT SYSTEM

§ 11

1. Didactic classes are only available to students of the Sopot University of Applied Sciences.
2. The student is obliged to attend classes.
3. Excuses for absences from classes are based on:
 - 1) medical leave,
 - 2) statement from the employer,
 - 3) another document in the random events.
4. Absences from classes are justified by the lecturer.
5. In case of doubts or insufficient documentation of absence, the decision is made by the Dean.
6. A student who misses more than three consecutive classes and does not provide an excuse may be removed from the student register.
7. The student is obliged to complete knowledge of the classes in which he did not attend, and the form of checking this knowledge is determined by the lecturer of a given course.
8. The student has the right to obtain information from teachers conducting didactic classes regarding:
 - 1) a course programme,
 - 2) conditions for obtaining credit for lectures, exercises and other classes provided for in the study plan,
 - 3) the form and timing of credits and examinations.
9. The student has the right to inspect his or her graded work: tests, colloquiums, laboratory reports, projects, control work, as well as examination work within 14 days of announcement of the results.
10. The course lecturers inform students about the results of examinations and credits in one of the forms they choose: oral, written or electronic.

11. The following grading scale is used for examinations and credits:

Grade	Approximate percentage of the knowledge required for a given grade
excellent (5.0)	91 % and above
very good (4.5)	81-90 %
good (4.0)	71-80 %
satisfactory (3.5)	61-70 %
sufficient (3.0)	51-60 %
fail (2.0)	50 % and less

12. A “failing” grade - (2.0) is a negative mark and means failure.

13. Physical education classes are not assessed according to a grading scale, only passed.

§ 12

1. The student is obliged to obtain credits and take the exam within the time limits specified in the organization of the academic year approved by the University Senate.
2. The grades for credits and examinations obtained by the student are entered into the protocols by the assessing lecturer or by the examiner.

§ 13

1. The number of courses to be assessed by credit or examination results from the study plan.
2. The examination or credit is conducted by the course lecturer or a person appointed by the Dean/Deputy Dean.
3. The condition for taking an exam in courses in which classes or laboratories are also conducted is the prior passing of these.
4. The student is entitled to one date for credit or examination in the main session (first date) and one date for credit or examination in the resit session. The student loses the first examination date if he or she does not take the exam or fails to obtain a pass for a given course (if passing is a requirement for taking the exam). The student who does not take a credit or an examination on either of the two dates does not obtain credits for the course.
5. In justified cases, the Dean / Deputy Dean, at the student's request, may restore the first examination date.
6. With the permission of the course lecturer, the student may take an exam or a credit before the date of the planned exam session (zero term).
7. The student may apply for an extension of the resit examination session. Decisions are made by the Dean/Deputy Dean.
8. The student must account for their periodic achievements (semester) within two weeks after the end of the resit session.

§ 14

1. All forms of classes in a given course (e.g. lecture, classes, laboratories) in a semester are subject to a total assessment. In addition to the grade, ECTS credits are assigned to the course.
2. The rules of the credit system are as follows:
 - 1) the student receives ECTS credits for passing the course, regardless of the level of the positive grade received. The condition for granting them is that the student meets the requirements for obtaining the expected learning outcomes, confirmed by passing the course,
 - 2) ECTS credits are assigned to courses, not to individual forms of classes in these courses, i.e.: lectures, practical classes, laboratory or design classes, etc., and are awarded only when all classes of a given subject are passed,
 - 3) the course for the completion of which the student received the number of ECTS credits resulting from the study programme is not a course to retake,

- 4) the nominal number of ECTS credits assigned to one semester of study results from the study programme,
- 5) the number of ECTS credits obtained after completing all compulsory and elective courses may be higher than the nominal number of credits assigned to a given semester in the study programme. Exceeding the credit limit required by the study programme is recorded in the Diploma Supplement,
- 6) the rules for assigning ECTS credits to specific courses are specified by the Programme Boards, taking into account the Polish Qualifications Framework,
- 7) the number of ECTS credits assigned to the courses of each semester of study is specified in the study plan. For full-time and extramural studies, the number of ECTS credits per semester may vary.

§ 15

1. The conditions for the student to be registered for the next semester of studies are:
 - 1) completing and passing exams in courses planned for a given semester in the study plan,
 - 2) achieving the expected learning outcomes and receiving the number of ECTS credits prescribed in the study plan in a given semester,
 - 3) payment of current financial obligations to the University.

§ 16

1. If some courses are not passed, at the student's request and with the consent of the Dean/Deputy Dean, the student may obtain conditional registration for the next semester.
2. An application for conditional enrolment on the student list in the following semester cannot be considered if the accumulated credit debt exceeds 12 ECTS credits.
3. In particularly justified cases, the Dean may consent to conditional enrolment on the student list for the following semester if the accumulated credit debt exceeds 12 ECTS points, but not more than 15 ECTS credits.
4. When the accumulated debt is greater than the permitted limit, the student may apply to the Dean to retake the semester.
5. For retaking a semester, the student pays the full amount of the semester tuition fee.
6. The amount of credit debt is monitored in each subsequent semester.
7. The student has the right to complete and/or take an exam in credit-bearing courses in two dates.
8. The student of the last semester of studies who fails to complete the diploma seminar or diploma module may apply to retake them.
9. For each retaken course or module, the student pays a fee corresponding to the ECTS credits assigned to them.
10. The amount of the fees per ECTS credit referred to above are specified in the fee regulations.

§ 17

1. If the student fails in a course within the resit period, in a particularly justified case, he or she may apply for admission to a commission passing.
2. An application for admission to a commission passing must be submitted in writing to the Dean/Deputy Dean within 7 days of the date of the announcement of the result.
3. After accepting the student's application, the Dean/Deputy Dean orders a commission passing, which should take place no later than 14 days after the submission of the application.
4. The Examination Board consists of the Dean as Chairman and two lecturers.
5. The form in which credit is to be awarded is determined by Examination Board.
6. At the student's request, an observer designated by the student or a representative of the student council may participate in the commission passing.

§ 18

1. The Dean may decide to send the student to retake the semester if the difference between the number of ECTS credits required to pass the semester and the number of ECTS credits obtained by the student exceeds the permitted point debt.
2. The student retaking a semester has the right to apply for the transfer of positive grades for the courses he or she has passed.
3. While waiting to retake a semester, the student retains student rights.
4. The student who retook a semester does not complete his studies on the scheduled date.

Chapter V

INDIVIDUAL STUDY PROGRAMME AND STUDY PLAN AND INDIVIDUAL ORGANIZATION OF STUDIES

§ 19

1. The student may study according to an individual study programme on the terms specified by the Dean.
2. The student applying for an individual study programme must meet the following conditions:
 - 1) must have passed the first semester,
 - 2) must demonstrate a good grade average.
3. In justified cases, the Dean may agree for studying according to an individual study programme for a student who does not meet the conditions in point 2.
4. The selection of courses in an individual study programme follows the learning outcomes established for a given field of study.
5. The Dean may appoint a supervisor for a student pursuing an individual study programme.
6. Having previously completed the programme of study for a given semester, the Dean, at the student's request, may decide to transfer the student to a higher semester of study.

§ 20

1. The Dean may consent to study according to an individual study plan to students who, in particular:
 - 1) complete part of their studies at other domestic or foreign universities,
 - 2) they study more than one field of study,
 - 3) they have changed their field of study or faculty, retake the semester and have the opportunity to take courses from higher semesters,
 - 4) they return from dean's leave, resume their studies, transfer from another university,
 - 5) cannot participate in classes in accordance with the study plan due to their health condition, confirmed by medical documentation,
 - 6) they are involved in sport and have achievements at national level,
 - 7) are active in student organizations at university and higher levels.
2. Students following an individual study programme or an individual study plan are bound by the study regulations, taking into account the dates specified in their study plan.

§ 21

1. The student may, in justified cases (e.g. a single parent, a person studying two or more fields of study and in other particularly justified situations) apply for the right to study in a given semester according to an individual organization of studies.
2. The decision on the matter referred to in point 1 is made by the Dean at the student's request.
3. In the case of granting individual organization of studies, the Dean allows the student to obtain credits and take examinations on individually determined dates within the boundaries of the organization of the academic year and may release the student from the obligation to participate in certain classes.

4. Granting individual study organization does not mean that the requirements for the student to achieve the expected learning outcomes provided for in the study programme in a given field of study are reduced.
5. The student is obliged to inform the lecturers about studying according to the individual study organization.
6. The examination session as part of the individual study organization cannot end later than the resit session in a given field of study.
7. The application of an individual study organisation does not constitute a basis for extending or shortening the planned date of graduation.
8. If the student violates the established rules for the implementation of individual study organization or fails to make progress in learning, the Dean may withdraw consent to this mode of study.

Chapter VI

RULES OF CHANGING THE UNIVERSITY BY THE STUDENT

§ 22

1. The student may change the university after the end of the semester.
2. A student applying for a change of university submits an application for a change of university before the start of the next semester.
3. A student may transfer from another university (hereinafter referred to as the home university) to the Sopot University of Applied Sciences with the consent of the Dean.
4. Detailed rules for recognition of learning outcomes as part of changing the field of study are determined by the Dean.
5. When admitting a student, the Dean decides on the conditions for undertaking studies, the number of credited semesters, the courses constituting differences in the curricular disparity and the deadlines for completing them. Due to curricular disparity, the Dean may agree for an individual programme and study plan.
6. The Dean of the faculty receiving the student, after the student accepts the decision referred to in point 5, requests the home university to send the student's documents, and after receiving them, enrolls the student.
7. The admitted student receives: an album number and a student card.
8. A student may transfer from the Sopot University of Applied Sciences to another university with the consent of the relevant authorities of the university receiving the student, if the student has fulfilled all the obligations arising from the regulations in force at the Sopot University of Applied Sciences.
9. A student who transferred to another university is removed from the student register of the Sopot University of Applied Sciences, and his documents are transferred to the university that accepted the student, if the university so requests.

Chapter VII

RECOGNITION OF LEARNING OUTCOMES

§ 23

1. The transfer of classes (courses) completed by a student is intended to enable the student to continue studies in the organisational unit of the academic education where the student studies or to which the student transfers.
2. A student for whom learning outcomes from a university other than Sopot University of Applied Sciences have been recognised, with ECTS credits assigned, these classes (courses) are counted as achievements expressed in ECTS credits at Sopot University of Applied Sciences.
3. A necessary condition for the recognition of the learning outcomes of courses (subjects) passed by a student is the confirmation of the correspondence of the learning outcomes achieved by the student with the learning outcomes defined in the education programme of the specific field of study.

4. The Dean decides on the transfer and recognition of classes (courses).

Chapter VIII

STUDENT ENROLLED IN THE PROCEDURE FOR RECOGNITION OF LEARNING OUTCOMES

§ 24

1. Students enrolled to studies as a result of the confirmation of learning outcomes may follow their existing study programme according to their individual study programme.
2. As a result of confirmation of learning outcomes, a student may be awarded no more than 50% of ECTS credits allocated to the study programme of a specific field, level and profile of education.
3. Subjects passed as a result of confirmation of learning outcomes are assigned to those semesters of study in which they occur according to the study plan.
4. The grade for the semester to which courses passed as a result of confirmation of learning outcomes were assigned is determined on the basis of grades for courses passed in a given semester and grades for courses completed as a result of confirmation of learning outcomes after passing all courses in the semester in accordance with the study plan.

Chapter IX

STUDENT PROFESSIONAL INTERNSHIP

§ 25

1. Student professional internship is an integral part of the study programme and is subject to credit. It is credited with learning outcomes in terms of knowledge, skills and social competences and the method of their verification. The internship is also credited with ECTS credits.
2. The specific goal of students' internships is to obtain practical knowledge related to the functioning of entities in the field related to the field of study and to acquire the ability to apply theoretical knowledge in practice while performing individual or team professional tasks. The internship is also used to collect materials and conduct work related to the topic of the diploma thesis.
3. The time, place and schedule of internships are determined by the study plan.
4. The basis for the credit for the internship is the student's submission of written reports on the course of the internship and other documents proving evidence of the achievement of the expected learning outcomes.
5. Detailed regulations regarding internships and student's obligations during the internship are included in the internship procedure contained in the Education Quality Book of the Sopot University of Applied Sciences.
6. The student may apply for credit for the internship in whole or in part on the basis of documented professional work in Poland or abroad or a documented form of employment (e.g. volunteering, internship) that is compatible with the field of study. The condition for obtaining credit for a professional internship is the documented form of the student's professional activity in a period not shorter than the duration of the internship specified in the education programme for a given field or level of study. The professional internship may be considered as fully credited if the student's professional activity enabled him to achieve the learning outcomes included in the internship programme applicable to a given field or level of study, and its duration was not shorter than the duration of the internship specified in the study programme. The basis for obtaining credit for professional internship is submission by the student of documents evidencing the achievement of the expected learning outcomes. The decision to pass the professional internship is made by the Dean.

Chapter X

STUDENT'S LEAVES OF ABSENCE

§ 26

1. During studies, the student may be granted a short-term leave of absence (one or two months) or long-term leave of absence (for a semester or one academic year). In justified cases, the student may apply for an extension of the leave.
2. The student may be granted short-term leave of absence in the event of important accidental circumstances.
3. The student may be granted long-term leave of absence in the event of:
 - 1) long-term illness,
 - 2) difficult financial situation,
 - 3) study abroad,
 - 4) pregnancy, birth or care of a child,
 - 5) other important circumstances.
4. The student acquires the right to long-term leave of absence after completing the first semester of studies, except for the circumstances specified in the first subpoint of point 3.
5. The Dean grants leave of absence at the student's request.
6. Leave is granted immediately after the occurrence of circumstances justifying the request for leave arise. Leave is not granted retroactively.
7. Long-term leave extends the date of planned graduation.
8. The granting of long-term leave of absence is confirmed by an entry in the study records.
9. During the period of leave, the student retains student rights, except for the right to receive financial support, as defined by separate regulations.
10. During the leave of absence, at the student's request, the Dean may consent to participating in some classes in selected courses and obtaining credits and passing exams confirmed by an entry in the student's periodic achievement records.
11. The student returning from a long-term leave of absence is obliged to confirm this fact by submitting a written notification to the Dean's office no later than 15 September - in the case of returning for the fall semester and no later than 30 January - in the case of returning for the spring semester.
12. The student who returns from leave of absence may be obliged by the Dean to compensate for curricular disparity resulting from changes in the study programme during the leave of absence.
13. In the event of failure to fulfil the obligation specified in point 11, the student will be removed from the student register.

Chapter XI

DISCONTINUATION (REMOVAL) FROM THE REGISTER OF STUDENTS AND RESUMPTION OF STUDIES

§ 27

1. The student is removed from the student register in the case of:
 - 1) not taking up studies,
 - 2) resignation from studies,
 - 3) failure to submit the diploma thesis or diploma examination on time,
 - 4) being punished with a disciplinary penalty of expulsion from the University,
 - 5) stating lack of participation at compulsory classes,
 - 6) stating the lack of progress in learning, e.g. registering three times for a given semester and not obtaining credits for that semester,
 - 7) failure to obtain credits for the semester within the time specified in the regulations,
 - 8) failure to pay study fees.

2. Discontinuation (removal) from the student register takes place by means of an administrative decision. The issued decision is delivered to the student.
3. The decision to remove a student from the register is issued at the request of:
 - 1) the Dean,
 - 2) the student.
4. The student has the right to appeal against the decision to remove him from the student register within 14 days from the date of its delivery.
5. The person removed from the student register may apply for resumption studies.
6. The decision to resume studies is made by the Dean.
7. The person resuming studies is obliged to make up curriculum disparity within the scope and within the time limit set by the Dean.

§ 28

1. The candidate who has not fulfilled the obligation to matriculate and take the student oath is considered to have not undertaken studies.

Chapter XII DIPLOMA THESIS AND DIPLOMA EXAMINATION

§ 29

1. The condition for graduation is completing all semesters of studies and obtaining learning outcomes, as well as submitting a diploma thesis and passing the diploma examination.
2. The student is obliged to submit a declaration of respect for copyright.
3. The student prepares a diploma thesis under the guidance of a supervisor.
4. If the student prepares a diploma thesis in a foreign language, he or she is obliged to attach a summary in Polish, in accordance with the rules contained in the procedure for the diploma process of the Education Quality Book of the Sopot University of Applied Sciences.
5. The team thesis must be published in a joint copy. The work must clearly specify the division of done work. The supervisor's and reviewer's opinion must be written separately for each author of the joint thesis, also the supervisor's and reviewer's grades must relate to the work done by each author.
6. In addition to the written form of the diploma thesis, the student submits the thesis in electronic form on a portable storage medium.
7. Before the diploma examination, the thesis is checked using the Uniform Anti-Plagiarism System.
8. If the UAPS limit values are exceeded, the supervisor decides to admit the thesis to the diploma examination.
9. The Dean, at the student's request or on his own initiative, may change the supervisor.
10. The thesis is assessed by the supervisor and a reviewer appointed by the Dean.
11. In the event of a negative evaluation of the thesis by the reviewer, the Dean may, in justified cases, refer the thesis for re-review to a second reviewer.
12. If the thesis is positively assessed by the second reviewer, the Dean may admit the student to the diploma examination.
13. Reviews of the diploma thesis are public.

§ 30

1. The student of the last semester of studies is obliged to submit the diploma thesis positively evaluated by the supervisor not later than one month from the end of the resit examination session.
2. The Dean, at the student's request, may extend the deadline for submitting the diploma thesis to a maximum of three months.
3. In particularly justified cases, the Dean may extend the deadline for submitting the diploma thesis to six months.

4. The student who has not submitted his/her diploma thesis within the prescribed deadlines or has not taken the diploma examination will be removed from the students register.
5. The diploma examination should take place within no more than three months from the date of submission of the diploma thesis.
6. The condition for admission to the diploma examination is:
 - 1) obtaining the credits and passing exams provided for in the study plan in accordance with the expected learning outcomes and obtaining the required number of ECTS credits,
 - 2) obtaining at least satisfactory grades for the diploma thesis from the supervisor and reviewer,
 - 3) payment of all obligations to the university in accordance with the contract concluded between the student and the university.
7. The diploma examination takes place at the presence of a committee appointed by the Dean. The committee consists of:
 - 1) Chairman,
 - 2) thesis supervisor,
 - 3) thesis reviewer.
8. The chairman of the committee is the Dean or Deputy Dean or a person designated by him or an academic staff member with at least a doctoral degree.
9. If the topic of the diploma thesis is related to the activities of a specific enterprise, the Dean may invite a representative of that enterprise to the diploma examination as an observer.

§ 31

1. The diploma examination is taken orally.
2. The grading scale described in § 12 applies to the assessment of the examination results.

§ 32

1. At the request of the diploma thesis supervisor or the student, the diploma examination may be public.
2. The student submits the application referred to in point 1 to the Dean no later than on the day of submitting the diploma thesis. The thesis supervisor submits the application referred to in point 1 to the Dean no later than on the day of acceptance of the diploma thesis.
3. The open diploma examination consists of an public and a confidential part.
4. In the public part, the student presents the diploma thesis and answers questions about the diploma thesis.
5. In the confidential part, the student answers questions on the subject of study in the presence of members of the examination committee only.

§ 33

1. If the student does not take the diploma examination for justifiable reasons, the Dean sets a new date. Failure to take this exam on the scheduled date for unexcused reasons will result in being removed from the student register.
2. In the event of receiving an unsatisfactory grade in any part of the diploma examination, the Dean sets a new examination date as a resit examination.
3. The resit examination should take place within 3 months from the date of the first examination.
4. If the student fails to pass the exam on the second date, he or she will be removed from the student register.

§ 34

1. The final study result is determined on the basis of:
 - 1) the weighted average of grades at the end of the course obtained throughout the entire period of study, including ECTS credits, (notation a in the formula),

- 2) a positive assessment of the diploma thesis, (notation b in the formula),
 - 3) a positive grade in the diploma examination or, in the case of a resit examination, the arithmetic average of the grades obtained on both dates, (notation c in the formula),
2. The final study result is calculated according to the formula:
- $$w = 0,5 \times a + 0,25 \times b + 0,25 \times c$$
3. Diplomas are entered in words with a grade determined according to the following point scale:

$w < 3,50$ - sufficient
$3,51 \leq w < 3,80$ - satisfactory
$3,81 \leq w < 4,20$ - good
$4,21 \leq w < 4,50$ - very good
$w > 4,51$ - excellent

4. The diploma Examination Board may, if the student received very good grades in the diploma thesis and diploma examination, increase the grade calculated in accordance with point 3 by 0.5 grade.
5. Graduation takes place upon passing the diploma examination with at least sufficient results.
6. Receiving a diploma of graduation takes place after achieving all expected learning outcomes.
7. The graduate receives a higher education diploma confirming obtaining the relevant professional title.
8. A person who has completed first-cycle studies retains student rights until 31 October of the year in which he or she completed that studies.

Chapter XIII

STUDENT BENEFITS, AWARDS AND PRIZES

§ 35

1. The student may apply for student benefits from funds allocated for this purpose from the state budget.
2. Types of scholarships:
 - 1) maintenance grant,
 - 2) scholarship for people with disabilities,
 - 3) financial assistance,
 - 4) rector's scholarship,
 - 5) scholarship financed by a local authority,
 - 6) scholarship for academic or sporting achievement financed by an individual or non-state legal person and not a local state legal entity.
3. Detailed rules for granting benefits are specified in the Regulations on Benefits for Students of the Sopot University of Applied Sciences.

§ 36

1. The Dean may apply to the Rector for awards and honours for:
 - 1) the best students,
 - 2) students who have demonstrated documented activities for the benefit of the academic community, the university or other achievements going beyond the study programme.

Chapter XIV
CONDITIONS AND MODE OF PARTICIPATION IN CLASSES
FOR EXCEPTIONALLY GIFTED PUPILS

§ 37

1. Exceptionally gifted secondary school pupils, hereinafter referred to as pupils, may, at their request, participate in courses of study in fields of study compatible with their talents.
2. Declaration of willingness to participate should be made no later than 7 days before the planned start of classes.
3. The decision to consent to the pupil's participation in classes is made by the Dean of the relevant faculty after obtaining the consent of the pupil's parents or legal guardians and the head of the school the pupil attends.
4. Institutions caring for exceptionally talented youth may also apply under point 1, following the procedure specified in point 3.

§ 38

1. Pupils are obliged to comply with the regulations and rules of the Sopot University of Applied Sciences.
2. Pupils have the right to use the university's teaching facilities and assistance from university staff and bodies.
3. Pupils receive a pupil achievement record.
4. Pupils receive credits for courses according to the rules specified in these regulations and are recorded in the pupil's achievement record. After passing the courses, the pupil receives a certificate of participation and passing the courses.

Chapter XV
STUDYING BY PEOPLE WITH DISABILITIES

§ 39

1. The university provides a way of adapting the organization and implementation of the teaching process to the specific needs of students with disabilities, including adapting the conditions of study to the type of disability.
2. In meeting the needs of a person with disabilities, the student is supported by a Plenipotentiary for Persons with Disabilities.
3. For students with a recognised disability and undergoing long-term illness or convalescence, the Dean, without violating the obligations arising from the implementation of the study programme, may designate an individual study organization.
4. A student with a recognised disability may apply for:
 - 1) changing the conditions of participation in classes by:
 - a) increasing the allowable absenteeism,
 - b) changing the forms of verifying learning outcomes,
 - c) allowing the use of sound/image recording devices,
 - d) attending adapted physical education classes,
 - e) using an alternative form of physical education classes;
 - 2) changing the method of course validation, assuming that changing the method and mode of validation does not mean exemption from it or its simplification. The method is changed by:
 - a) change from written to oral or oral to written form,
 - b) extension of duration of the examination or obtaining credits,
 - c) including third parties in the examination (an assistant of a person with disabilities or a Plenipotentiary for Persons with Disabilities),

- d) use of additional technical devices (e.g. computer, alternative keyboard),
 - e) changing the place of the examination;
 - 3) assistance in obtaining teaching materials necessary for studying;
 - 4) individual terms of use of the library.
5. A student with a disability may apply for short-term leave of absence (one or two months) on the basis of a disability recognition. In justified cases, the student may apply for an extension of this leave.

Chapter XVI

FINAL PROVISIONS

§ 40

1. The Rector makes final decisions in appeal proceedings in all disputed matters arising from the application of these regulations, unless they are reserved for other University bodies.
2. Changes in the study regulations are introduced by the Senate by means of a resolution.
3. In matters not regulated by these regulations, the provisions of the Act together with the implementing regulations issued by the Minister responsible for Higher Education and the regulations of the Sopot University of Applied Sciences shall apply.
4. The regulations enter into force at the beginning of the academic year 2023/2024.