



**Regulations of postgraduate studies
and other forms of education conducted at
Gdansk University of Physical Education and Sport**

Gdansk, 2020

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I. General provisions

§ 1

1. Gdansk University of Physical Education and Sport, hereinafter referred to as "the University", conducts postgraduate studies and other forms of education.
2. Substantive supervision over postgraduate studies and other forms of education is exercised by the Vice-Rector for Education and Development.
3. Postgraduate studies and other forms of education are administered by the University Center for Continuing Education, hereinafter referred to as "UCEU".
4. Other forms of education may include, in particular: training courses, training sessions, workshops and seminars.

§ 2

1. The Regulations define the general rules for the organization of postgraduate studies and other forms of education and the related rights and obligations of participants in postgraduate studies and other forms of education, hereinafter referred to as "Participants".
2. The regulations define the general rules of recruitment for postgraduate studies and other forms of education.

§ 3

1. Postgraduate studies are carried out in a semester or annual cycle and may not last less than 2 semesters and allow you to obtain partial qualifications at the level 6, 7 or 8 of the Polish Qualifications Framework (PQF).
2. A participant of postgraduate studies may be a person who has a full qualification, at least at level 6, obtained in the system of higher education and science.
3. Postgraduate studies may be conducted in an extramural form or with the use of distance learning methods and techniques.
4. Other forms of education may take place in a cycle shorter than one semester - they may be one-time or cyclical.
5. Postgraduate studies are carried out in accordance with the programs and schedules of program implementation adopted by the University Senate, after obtaining a positive opinion of the University Committee for Quality and Study Programs and on the basis of previously approved learning outcomes.
6. Other forms of education are carried out in accordance with the programs and schedules of program implementation approved by the Rector based on the guidelines established by the University Senate.
7. The program of postgraduate studies defines the learning outcomes for partial qualifications taking into account the characteristics of the second cycle PQF at the level 6, 7 or 8 PQF, specified in the regulations issued on the basis of Art. 7 sec. 3 and 4 of the Act of December 22, 2015 on the Integrated Qualifications System and allows obtaining at least 30 ECTS points.
8. The project of learning outcomes for postgraduate studies (Appendix 1), after obtaining a positive opinion from the University Committee for Quality and Study Programs, is forwarded by the Chairman of the above-mentioned Committee to the University Senate.
9. The curriculum for the education of other forms of education is a description of the education process leading to the achievement of the assumed learning outcomes.

§ 4

1. Postgraduate studies and other forms of education may be organized with the participation of other entities, in particular universities, institutions, organizations, including foreign ones. The organization and method of financing such postgraduate studies and other forms of education are specified in separate cooperation agreements concluded between the University and other entities.
2. The University provides:
 - 1) teaching staff with qualifications corresponding to the type of classes conducted,
 - 2) facilities with equipment necessary for the proper implementation of the program,
 - 3) administrative and technical service by UCEU.

§ 5

Postgraduate studies and other forms of education may be conducted in Polish or in a foreign language.

§ 6

1. Postgraduate studies and other forms of education are payable. The amount of educational fees is determined by the Rector through the ordinance.
2. The amount of educational fees referred to in para. 1, results from the calculation of costs related to the conduct and administrative support of postgraduate studies or other forms of education, prepared in accordance with the formula specified by the Rector's ordinance.
3. Postgraduate studies - subject to sec. 5 - paid annually or per semester in advance. The payment deadline is 14 days before the scheduled start date of classes or the first session of each semester.
4. Other forms of education - subject to sec. 5 - are payable in advance. The payment deadline is 14 days before the first planned classes.
5. In exceptional cases, upon a motivated request of the Participant, the Rector or the Vice-Rector authorized by him may divide into installments or postpone the payment date for postgraduate studies or another form of education.

II. Establishing and closing down postgraduate studies And other forms of education

§ 7

1. Postgraduate studies and other forms of education are established and closed down by the Rector through the ordinance at the written request of the Vice-Rector for Education and Development.
2. The Rector - at the written request of the Vice-Rector for Education and Development - appoints the head of postgraduate studies or the head of another form of education, hereinafter referred to as the "Head".
3. Only an employee of the University, employed under an employment contract, may be appointed to become the "Head".

§ 8

1. A written proposal (Appendix 6) for establishing of postgraduate studies or another form of education is submitted by the originator in a paper version and in an electronic version at UCEU.
2. The proposal referred to in para. 1 should contain:
 - 1) the name of postgraduate studies or other forms of education,
 - 2) indication of the candidate for the Head, along with providing his contact details,
 - 3) staff for the implementation of the program,
 - 4) learning outcomes in the case of postgraduate studies (Annex 1)

- 5) the study program (Annex 2) and the program implementation schedule (Annex 3) or a program of a different form of education (Annex 4) and the program of another form of education (Annex 5),
- 6) recruitment rules, including information on the required documents to be submitted by the candidate, as well as the expected number of Participants or the admission limit,
- 7) if the classes are conducted outside the University - information on the didactic base and the facilities used to conduct the classes,
- 8) preliminary cost calculation determining self-financing (according to the formula specified in the Rector's order), approved by the Finance Director and the Rector.

§ 9

1. Changes in the program and the schedule of postgraduate studies resulting from changes in legal regulations or aimed at its improvement are made by the University Senate at the request of the Rector after obtaining a positive opinion from the University Committee for Quality and Study Programs.
2. Changes in the program and the schedule of other forms of education, resulting from changes in legal regulations or aimed at improving it, are made by the Rector at the request of the Vice-Rector for Education and Development.

§ 10

1. A written application for the closing down postgraduate studies is submitted to the University Senate by the Head, attaching to the application:
 - 1) justification for closing down,
 - 2) the position of the Vice-Rector for Education and Development on the liquidation of postgraduate studies,
 - 3) draft termination of cooperation agreements - in the case of postgraduate studies referred to in § 4 section 1.
2. A written application for closing down other forms of education is submitted to the Rector by the Head, attaching to the application:
 - 1) justification for closing down,
 - 2) draft termination of cooperation agreements - in the case of other forms of education, referred to in § 4 section 1.

III. RECRUITMENT FOR POSTGRADUATE STUDIES AND OTHER FORMS OF EDUCATION

§ 11

The Rector or the Vice-Rector authorized by him makes the educational offer public through the UCEU, including: admission conditions, minimum number of Participants and / or limit of places, required documents, cost, date and place of submitting documents for postgraduate studies and other forms of education, as well as learning outcomes in the case of postgraduate studies and postgraduate study programs and other forms of education.

§ 12

1. People who meet the conditions specified in detail in the admission rules referred to in § 8 sec. 2 point 6.
2. Persons who are not Polish citizens may undertake and pursue postgraduate studies or other forms of education in accordance with applicable law and - if required - agreements concluded by foreign entities with the University.

§ 13

1. Candidates applying for admission to postgraduate studies must meet the condition contained in § 3 sec. 2 and submit to UCEU the documents specified in the recruitment rules referred to in § 8 sec. 2 points 6.
2. Candidates applying for admission to other forms of education submit to UCEU the documents specified in the admission rules referred to in § 8 sec. 2 points 6.
3. In the case of non-acceptance or resignation, the submitted documents are returned to the candidate at his written request.

§ 14

Admission to postgraduate studies or another form of education takes place on the basis of documents submitted by the candidate and the recruitment procedure. The person responsible for conducting the recruitment procedure is the data manager of postgraduate studies or other forms of education. Information about the admission is sent immediately to the Participant in electronic form to the e-mail address in the documents or communicated by phone.

§ 15

1. Recruitment of candidates for postgraduate studies and other forms of education is conducted by UCEU.
2. Information on the date of commencement of postgraduate studies or other forms of education shall be sent to the candidate in the form of electronic information to the e-mail address provided in the submitted documents and posted on the UCEU website.

§ 16

1. Admission to postgraduate studies or another form of education is conditioned by:
 - 1) concluding an agreement on the terms of participation and terms of payment,
 - 2) submitting the confirmation of payment for the first year or semester of postgraduate studies or submitting the confirmation of payment for another form of education.
2. The educational fee for postgraduate studies or other form of education does not include the costs of:
 - 1) meals, travel, accommodation of the Participant,
 - 2) personal equipment and equipment for classes,
 - 3) use of devices during practical classes not owned by the University, if the University uses them for a fee (ski lifts, sailing equipment, etc.),
 - 4) other related to the organization of classes, if additional costs arise on the part of the University, not included in the calculation referred to in § 8 it. 2 point 8.
3. The Participant is obliged to notify UCEU about each payment. At the written request of the Participant, the University will issue an invoice, but no later than within the time limit specified by applicable law.
4. The participant, after signing the agreement on the terms of participation and payment terms for postgraduate studies or other form of education, receives a copy of the agreement specifying the amount of the fee and payment dates.
5. The participant is obliged to have accident insurance for the duration of postgraduate studies or other form of education. For the duration of the course, the participant is also obliged to have a valid medical certificate confirming that there are no health contraindications to participate in the classes, if such is required in the enrollment rules referred to in § 8 sec. 2 points 6). The participant confirms the possession of the above documents by a written declaration. All negative effects resulting from the falsehood of this declaration are borne solely by the Participant.

6. A candidate concluding an agreement on the terms of participation and terms of payment, referred to in sec. 1 point 1, submits a written statement that he has read the content of these Regulations, accepts them and undertakes to comply with them, and also agrees to the processing of personal data contained in the documents submitted by him for the purposes necessary for the implementation of the selection procedure.
7. The candidate confirms with his / her own handwritten signature on the contract that the information provided is correct personal data therein and declares that he accepts the conditions of admission to postgraduate studies or another form of education.

IV. Course of post-graduate studies and other forms of education

§ 17

A detailed schedule of postgraduate studies or other forms of education is set by the Head.

§ 18

The course of postgraduate studies and other forms of education is documented in the course credit report.

§ 19

1. The participant is removed from the list of participants in the case of:
 - 1) written resignation,
 - 2) failure to complete the classes provided for in the program,
 - 3) failure to pay the fee within the set deadline, after a prior written request for payment within not less than 3 days from the date of receipt of the request.
2. Deletion is made by the Head of the given postgraduate studies or other forms of education.

§ 20

1. Educational fee for postgraduate studies or other form of education:
 - 1) is fully refundable - in the case of resignation from postgraduate studies or other forms of education before the date of their commencement, longer than one month to the scheduled date of commencement of classes;
 - 2) is refundable in half - in the case of resignation within less than one month of the scheduled date of the classes;
 - 3) is not returnable - in the case of:
 - a) removal from the list of participants due to resignation during the classes,
 - b) removal from the list of participants due to lack of progress in education or failure to obtain credit.

§ 21

1. A person who discontinued postgraduate studies may resume them, but their completion requires taking into account the program differences and obtaining the necessary credits, as well as covering the related costs and fees.
2. The conditions for resuming postgraduate studies are specified by their Head.
3. A person who has completed all the classes provided for in the postgraduate studies program - which is confirmed in the final examination reports - and did not submit the diploma thesis, may submit a written request to the Rector or a Vice-Rector authorized by him to set the date of the final examination.

4. The conditions for completing postgraduate studies in the case referred to in sec. 3 is determined by the Vice-Rector for Education and Development. 2. In justified cases, the fee for postgraduate studies or other form of education may be refunded at the request of the Participant in whole or in part (proportionally) for the period from the date of removal from the list of participants until the end of classes.
3. Resignation or application for a refund of all or part of the fee with justification is submitted in writing to UCEU, which then passes it to the Head of postgraduate studies or another form of education.
4. The decision on the reimbursement of the fee is made by the Rector (he may decide that the decision should be made by the Vice-Rector for Education and Development) after obtaining the opinion of the Head.

V. Rights and duties of a participant of post-graduate studies or another form of education

§ 22

1. The Participant has the right to:
 - 1) obtain information about the applicable programs and timetables, which are posted on the University's website and, at the Participant's request, sent directly to the e-mail address provided,
 - 2) applying, on the basis of relevant documents, for changes in the dates of credits, exams, completion of a semester, completion of postgraduate studies or other forms of education,
 - 3) consultations during the duty hours of University employees conducting classes,
 - 4) receiving a certificate of conducting classes,
 - 5) use of the University's library resources,
 - 6) access to his / her written final or examination work,
 - 7) submission of two retake credits and two retake exams for each class (if provided for in the curriculum and plan of postgraduate studies or other forms of education), from which, on the basic date, he obtained an unsatisfactory grade or failed the classes,
 - 8) submitting to the Vice-Rector for Education and Development a motivated request for credit from the board in the event that the Participant was refused a credit for classes/examination or was given an underestimated grade in his opinion; this right is due within seven days of the announcement of the result. If the application is approved, the Vice-Rector for Education and Development, after consulting the Head, sets the date of passing the exam before the commission. Credit for a classes /examination by the commission is held before a commission appointed each time by the Vice-Rector for Education and Development. The commission conducting the credit for the classes / examination includes: the chairman, an academic teacher who did not pass the credit for the classes / examination or who passed with a negative grade in the Participant's opinion, and another specialist from the same or related discipline with an academic degree of at least a doctor. The chairman of the commission is the Vice-Rector for Education and Development or a teacher authorized by him who holds the title of professor or the academic degree of habilitated doctor. The committee may not be chaired by a person who did not give the Participant a credit for a class / exam or passed it with a low grade in the participant's opinion. At the written request of the Participant, no more than two persons indicated by the Participant (e.g. an academic teacher) may participate as observers. The grade for passing the classes / examination before the examination board is a new, final grade. In the event of failure to pass the exam before the examination board, resulting in the failure to obtain a credit for a semester or a year within the specified time limit, the Head deletes the Participant

from the list of participants. In special cases, the Rector may grant permission to repeat a year or classes,

- 9) receiving of a document confirming completion of postgraduate studies or other forms of education, according to the formula specified in separate regulations, after the Participant meets the formal requirements,
- 10) an examination confirming the qualifications of a sports instructor or a sports coach on an individual basis, which may, in special cases, be appointed by the Rector for people who meet the detailed criteria - submit an appropriate application together with the required documents and a positive recommendation of the relevant Polish sports association. A person taking an individual exam confirming the qualifications of a sports instructor or sports coach shall pay the fee for the entire course of the instructor or coach according to the applicable price list. The decision on admission to the examination in an individual procedure is made by the Rector.

2. The Participant's obligations include:

- 1) compliance with order regulations in force at the University,
- 2) participation in all curriculum classes - the circumstances justifying the absence from the classes included in the schedule are events that prevent participation in them, in particular: 1) illness, 2) pregnancy, childbirth or the need to provide personal care for them, 3) participation in competitions sports or in preparation for them, 4) important family matters. The teacher has the right to justify the absence, and in case of doubts, the Head can do it. The participant is required to complete the learning outcomes related to the missed classes and proceed with their confirmation on the date indicated by the teacher,
- 3) showing respect to the employees of the University and persons conducting classes and observing the rules of friends,
- 4) caring for the good name of the University,
- 5) respecting the University's property and property of all other entities co-organizing postgraduate studies or other forms of education with the University, as well as the property of other Participants,
- 6) regular payment of fees for postgraduate studies or other forms of education,
- 7) notifying UCEU about the change of personal data, including marital status, and submission of documents confirming these facts,
- 8) selecting the person supervising the diploma thesis and consulting the thesis content with him in the case of participation in postgraduate studies or in another form of education where such work is obligatory,
- 9) submitting the required exams and credits and the diploma dissertation before taking the final examination in the case of participation in postgraduate studies or other form of education where such conditions apply,
- 10) reading the Regulations and complying with its provisions.

VI. Duties of the head of postgraduate studies and of another form of education

§ 23

The tasks of the Head include:

- 1) organizing postgraduate studies or other forms of education and supervising the course, as well as preparing the necessary documentation and submitting it to UCEU,
- 2) taking care of promotion and advertising in cooperation with UCEU and the University Promotion Office,

- 3) organization of recruitment,
- 4) planning classes as part of postgraduate studies or other forms of education in cooperation with the University unit which is responsible for planning and organizing classes at the University,
- 5) supervising the work of teachers conducting classes and controlling the quality of education,
- 6) accepting the pass-exam protocols for classes from the teachers - on the basis of which they apply for the payment of remuneration,
- 7) reporting any comments and proposed organizational changes to the Vice-Rector for Education and Development,
- 8) making, at the written request of the Participant, decisions on changing the date of credits, exams, ending a semester, submitting a diploma thesis, completing postgraduate studies or other forms of education,
- 9) presenting - via UCEU - to the Vice-Rector for Education and Development a collective report on the course of each edition of postgraduate studies or other forms of education, including report of the final examination, reports / exams, list of teachers conducting classes with the number of hours completed and the gross rate per hour and other required documents, prepared at the request of the Vice-Rector for Education and Development,
- 10) providing the Rector with the financial statements for each edition on time up to 1 month after the end of classes,
- 11) performing other duties provided for in the Regulations.

VII. Completion of post-graduate studies or another form of education

§ 24

The condition for completing postgraduate studies is obtaining the appropriate number of ECTS points and meeting the requirements set out in the study program, including, in particular, submitting the diploma thesis, if such an obligation is provided for in the study program, and full payment of fees.

§ 25

The condition for completing another form of education is meeting the requirements set out in the program and paying the full fee.

§ 26

The person who conducts the diploma thesis at postgraduate studies may be a person who has at least a doctoral degree in a scientific discipline corresponding to the postgraduate studies conducted.

§ 27

1. The diploma examination at postgraduate studies takes place in front of a three-person commission appointed by the Vice-Rector for Education and Development.
2. The chairman of the commission may be the Vice-Rector for Education and Development or an academic teacher with the academic title of professor or the academic degree of habilitated doctor.

§ 28

The following grading scale is used for credits, exams and final examination:

bardzo dobry / excellent	bdb / A	5,0
dobry plus / very good	db plus / B	4,5
dobry / good	db / C	4,0
dostateczny plus / satisfactory	dst plus / D	3,5
dostateczny / poor	dst / E	3,0
niedostateczny / unsatisfactory	ndst / F	2,0
zaliczenie bez oceny / pass	zal. / passed	zal.

§ 29

1. After completing postgraduate studies, the Participant receives a certificate of completion of postgraduate studies.
2. The condition for receiving a certificate of completion of postgraduate studies is obtaining the learning outcomes specified in the program of these studies and obtaining the required number of ECTS points and - if the program of studies so stipulates - passing the exams, credits required by the course of study, submission of the diploma dissertation and final examination.

§ 30

1. After completing another form of education, the Participant receives a document confirming its completion (identity card, diploma, certificate, certificate or other).
2. The condition for receiving the document resulting from section 1 is to obtain the learning outcomes specified in the curriculum and, if provided for in the program, to pass the exams and credits required by the course of classes and pass the final examination.

§ 31

Documents confirming the completion of postgraduate studies or other forms of education are signed by the Rector and issued by UCEU within 30 days from the date of the exam.

§ 32

The University charges a fee for documents and duplicates of documents issued in connection with postgraduate studies or other forms of education in the amount specified by applicable law and in the UCEU price list of educational fees.

VIII. Final provisions

§ 33

1. The University has the right to make changes to the schedules and dates of classes or the amount of fees for postgraduate studies or other forms of education, about which the Participant will be notified each time in advance.
2. The University is not responsible for any accidents during the course or for lost or damaged property of the Participants.
3. Specimens of documentation related to postgraduate studies and other forms of education not included in the Regulations are specified in the Rector's order.

§ 34

These Regulations come into force on September 24, 2020.