



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

Gdansk, 2022

I.
GENERAL PROVISIONS

§ 1

1. The Regulations specify:

- 1) the principles of organization of postgraduate studies and other forms of education, as well as the related rights and obligations of participants in postgraduate studies and other forms of education, hereinafter referred to as "Participants".
- 2) rules of admission to postgraduate studies and other forms of education.

§ 2

1. Gdansk University of Physical Education and Sport, hereinafter referred to as the "University", conducts postgraduate studies and other forms of education.
2. Postgraduate studies and other forms of education may be conducted in Polish or in a foreign language.
3. Substantive supervision over postgraduate studies and other forms of education is exercised by the Vice-Rector for Education.
4. Postgraduate studies and other forms of education are administered by the University Center for Continuing Education, hereinafter referred to as "UCEU".

§ 3

The terms used in the Regulations mean:

- 1) **learning outcomes** – knowledge, skills and social competences acquired in the learning process
- 2) **another form of education** – the process of acquiring knowledge carried out at the University in the form of a course, training, workshop, seminar, webinar
- 3) **qualification** – a set of learning outcomes in the field of knowledge and skills as well as social competences acquired in formal education, non-formal education or through informal learning, in accordance with the requirements established for a given qualification, the achievement of which has been verified in validation and formally confirmed by an authorized entity certifying
- 4) **partial qualifications** – these are all qualifications included in the Integrated Qualifications System, which are not full qualifications
- 5) **Polish Qualifications Framework (PQF)** – a description of eight qualification levels identified in Poland corresponding to the relevant levels of the European Qualifications Framework, referred to in Annex II to the Council Recommendation of 22 May 2017 on

the European Qualifications Framework for Lifelong Learning and repealing the Recommendation of the European Parliament and of the Council of 23 April 2008 on the establishment of the European Qualifications Framework for lifelong learning (Official Journal C 189 of 15/06/2017, p. 15), formulated by means of general characteristics of learning outcomes for qualifications at particular levels, defined in terms of knowledge, skills and social competences

- 6) **program of postgraduate studies** – description of the education process leading to the achievement of the assumed learning outcomes for specific postgraduate studies
- 7) **ECTS points** – credits defined in the European credit accumulation and transfer system as a measure of the average workload of a learner necessary to achieve the assumed learning outcomes
- 8) **sectoral qualifications framework** – a description of the levels of qualifications functioning in a given sector or industry, corresponding to the relevant levels of the Polish Qualifications Framework
- 9) **post-graduate studies** – a form of education for which candidates with full qualifications, at least at level 6, are admitted, i.e. completion of first-cycle studies in the system of higher education and science, lasting at least 2 semesters, and in the case of teacher studies, not shorter than 3 semesters
- 10) **participant** – a person undergoing education as part of post-graduate studies or other forms of education.

§ 5

1. Postgraduate studies take place in a semester or a year cycle and may not last less than 2 semesters.
2. Postgraduate studies enable obtaining partial qualifications at the level of 6, 7 or 8 of the PQF.
3. A participant in 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.
4. Postgraduate studies are conducted in a part-time form.
5. Postgraduate studies may be conducted using distance learning methods and techniques.
6. Postgraduate studies are carried out in accordance with the postgraduate study programmes.
7. The program of postgraduate studies defines:
 - 1) learning outcomes for partial qualifications taking into account the characteristics of the second degree of the PQF at the level of 6, 7 or 8 of the PQF, specified in the regulations

issued on the basis of Art. 7 sec. 3 and 4 of the Act of 22 December 2015 on the Integrated Qualifications System,

- 2) description of the process leading to learning outcomes,
 - 3) the number of ECTS credits assigned to the classes.
8. The program of postgraduate studies enables obtaining at least 30 ECTS credits.
9. Postgraduate study programs in the field of substantive preparation for teaching a subject or conducting classes, pedagogical preparation, preparation for work in schools and special centers must meet the education standards specified by the minister responsible for higher education on education standards preparing for the teaching profession.

§ 6

1. Other forms of education may take place in a cycle shorter than one semester.
2. Other forms of education may be one-time or cyclical. Other forms of education are provided in accordance with the curricula of other forms of education. The program of other forms of education is a description of the education process leading to the achievement of the assumed learning outcomes.

II.

TERMS OF FINANCING POSTGRADUATE STUDIES AND OTHER FORMS OF EDUCATION

§ 7

1. Postgraduate studies and other forms of education are tuition-fee based.
2. The University charges fees in advance.
3. Postgraduate studies are payable annually no later than 14 days before the planned start date of classes or per semester no later than 14 days before the planned start date of each semester.
4. Other forms of education are payable no later than 14 days before the first planned classes.
5. The amount of fees referred to in par. 1 shall be determined by the Rector by way of an order based on the calculation of costs related to the conduct and administration of postgraduate studies or other forms of education, drawn up in accordance with the template specified in the Rector's order.
6. In the case of postgraduate studies lasting longer than 2 semesters, the cost calculation referred to in sec. 5, is subject to updating. The update is carried out after every two consecutive semesters. The update consists in recalculating the costs of conducting

postgraduate studies. The update is carried out by the Bursar at the request of the head of postgraduate studies.

7. Notwithstanding the principles set out in para. 6, the Bursar updates the calculation of the costs referred to in par. 5, at the request of the Vice-Rector for Education or the Rector.
8. On the basis of the update referred to in par. 6 or 7, the amount of the fees referred to in sec. 5.
9. The principles of collecting fees by the University from the participant for the provision of educational services related to post-graduate studies and other forms of education are set out in a written agreement, the template of which is specified by the Rector in the order. The agreement specifies in particular the manner and dates of payment of fees.
10. In special cases, at the participant's substantiated request, the Rector or the Vice-Rector for Education authorized by him/her may divide the fees into installments or postpone the payment date.

III.

CREATION AND CLOSING DOWN OF POSTGRADUATE STUDIES AND OTHER FORMS OF EDUCATION

§ 8

1. The Rector, by means of an order, at the written request of the Vice-Rector for Education:
 - 1) creates and closes down post-graduate studies and other forms of education,
 - 2) appoints heads of post-graduate studies or other forms of education, hereinafter referred to as "Heads".
2. Only employees of the University may function as "Heads".

§ 9

1. Postgraduate studies or other forms of education are created on request.
2. The originator of postgraduate studies or other forms of education, hereinafter referred to as the "Applicant", submits an application for the establishment, the template of which is set out in Appendix 1, in paper and electronic form at UCEU.
3. The application referred to in par. 1 should contain:
 - 1) name of postgraduate studies or another form of education,
 - 2) occupation code (if applicable),
 - 3) the form of implementation,
 - 4) indication of the candidate for the "Head", along with his contact details,

- 5) program of postgraduate studies (attachments no. 2a, 2b, 2c) and the schedule of implementation of the postgraduate studies program (attachment no. 3) or
 - 6) the program of another form of education (Appendix 4) and the schedule for the implementation of the program of another form of education (Appendix 5),
 - 7) list of staff implementing the program (Annex 6),
 - 8) enrolment rules, including information on the required documents to be submitted by the candidate,
 - 9) the expected number of participants or admission limit,
 - 10) duration of postgraduate studies or another form of education,
 - 11) proposed fee for postgraduate studies or another form of education,
 - 12) information on the didactic base and facilities used to conduct classes – in the event that classes are conducted outside the University,
 - 13) initial cost calculation of post-graduate studies or other forms of education.
4. The program of post-graduate studies (Appendix 2a, 2b, 2c) and the schedule of implementation of the post-graduate program (Appendix 3) require a positive opinion of the Senate Committee for Education.
 5. In the event of obtaining a positive opinion referred to in par. 4, the Chair of the Senate Committee for Education shall submit the program of postgraduate studies and the schedule for the implementation of the program of postgraduate studies to the Rector.
 6. The program of postgraduate studies and the schedule for the implementation of the program of postgraduate studies are determined by the Senate of GUPES.
 7. The program of another form of education (Appendix 4) and the schedule for the implementation of the program of another form of education (Appendix 5) are determined by the Vice-Rector for Education and approved by the Rector by means of an order.

§ 10

1. The establishment of post-graduate studies or other forms of education is admissible provided that the cost calculation is approved by the Bursar and the Vice-Rector for Education.
2. The applicant is obliged to introduce changes in the calculation of costs at the request of the Bursar or the Vice-Rector for Education.

§ 11

1. Changes in the program and schedule of postgraduate studies resulting from changes in the law or aimed at its improvement are made at the request of the Head or Vice-Rector for Education.

2. Changes in the program and schedule of implementation of the program of other forms of education resulting from changes in the law or aimed at its improvement are made at the request of the Head.
3. The changes referred to in par. 1 require a positive opinion of the Senate Committee for Education and are approved by the Senate.
4. The changes referred to in par. 2 require a positive opinion of the Vice-Rector for Education and are approved by the Rector by means of an order.

§ 12

1. The liquidation of post-graduate studies or other forms of education takes place at the written request of the Head or Vice-Rector for Education.
2. The application in question shall be submitted to the Rector.
3. The application is accompanied by:
 - 1) justification for closing down,
 - 2) position of the Vice-Rector for Education on the liquidation of post-graduate studies or other forms of education,
 - 3) draft termination of cooperation agreements – in the case of post-graduate studies or other forms of education conducted in cooperation with another entity.

IV.

ENROLMENT FOR POSTGRADUATE STUDIES AND OTHER FORMS OF EDUCATION

§ 13

The Vice-Rector for Education publishes the educational offer of post-graduate studies and other forms of education through UCEU, including in particular:

- 1) enrolment conditions,
- 2) the minimum number of participants or the limit of places,
- 3) required documents,
- 4) amount of fees,
- 5) date and place of submission of documents,
- 6) programs of postgraduate studies and other forms of education.

§ 14

1. Admission to postgraduate studies and other forms of education may be applied for by persons meeting the conditions specified in detail in the enrolment rules referred to in the application contained in § 9 section 3.
2. Persons who are not Polish citizens may undertake and pursue post-graduate studies and other forms of education in accordance with separate regulations or on the basis of agreements concluded by the University with foreign entities.

§ 15

1. UCEU accepts applications and documents from candidates applying for admission to postgraduate studies or other forms of education.
2. In the event of refusal or resignation, UCEU returns the documents submitted by the candidates upon written request.
3. Documents are returned by post only in Poland.

§ 16

Enrolment for postgraduate studies or other forms of education is conducted by UCEU in cooperation with the Head.

§ 17

Information about the acceptance and the date of commencement of postgraduate studies or other forms of education shall be sent to the candidate by e-mail to the e-mail address or by telephone via SMS.

§ 18

1. Admission to postgraduate studies or another form of education is conditional upon:
 - 1) paying the tuition fee for postgraduate studies or another form of education by the candidate,
 - 2) concluding a written agreement with the University on the terms of participation and payment.
2. The fee for postgraduate studies or another form of education does not include the costs of:
 - 1) food, transport, accommodation of the participant,
 - 2) personal equipment and equipment for classes,
 - 3) use of devices during practical classes that are not the property of the University, if the University uses them for a fee (e.g. ski lifts, sailing equipment, etc.),
 - 4) other, related to the organization of classes, if additional costs arise on the part of the University, not covered by the calculation referred to in § 9.
4. The Participant is obliged to notify UCEU of each payment.

5. At the written request of the participant, containing the necessary data, the University issues an invoice for the fees charged.
6. The participant receives a copy of the agreement referred to in § 18.
7. For the duration of postgraduate studies or other forms of education, the participant is obliged to have:
 - 1) purchased accident insurance,
 - 2) a valid medical certificate confirming that there are no health contraindications to participate in the classes, if such a requirement has been included in the enrolment rules.
8. The participant submits written statements confirming possession of the documents referred to in sec. 6.
9. The Participant bears sole responsibility for the consequences resulting from the untruthfulness of the statement referred to in sec. 7.
10. By concluding the agreement referred to in sec. 1 point 2, the candidate submits a written statement that he has read the content of these Regulations, accepts them and undertakes to comply with them, and also consents to the processing of personal data contained in the documents submitted by him in connection with education at postgraduate studies or other forms of education.

V.

COURSE OF POSTGRADUATE STUDIES AND OTHER FORMS OF EDUCATION

§ 19

The detailed schedule of postgraduate studies or other forms of education is determined by the Head.

§ 20

1. The achievement of the learning outcomes by the participant is confirmed by test and examination records of grades, hereinafter referred to as "records of grades".
2. The records of grades are signed by the persons conducting a test or an examination.

§ 21

The Vice-Rector for Education, at the request of the Head, removes the participant from the list of participants in the case of:

- 1) written resignation of the participant,
- 2) failing to pass the classes provided for in the program of postgraduate studies or another form of education,

- 3) failure to pay the fee on time, after a prior written request for payment within a period not shorter than 3 days from the date of receipt of the request.

§ 22

1. The fee for postgraduate studies or another form of education:
 - 1) is refundable in full – in the event of resignation from postgraduate studies or other forms of education before their commencement date is longer than one month to the scheduled date of commencement of classes;
 - 2) is refundable in half – in the event of resignation within less than a month from the scheduled start date of classes;
 - 3) is nonrefundable – in the event of removal from the list of participants due to:
 - a) resignation during classes,
 - b) failing to obtain a credit.
2. In justified cases, the fee for postgraduate studies or another form of education may be returned 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 to the date of completion of the classes.
3. A resignation or an application for a refund of all or part of the fee together with the justification shall be submitted in writing to UCEU.
4. The decision on the refund of the fee is made by the Rector or an authorized vice-rector, after obtaining the opinion of the Head.

§ 23

1. A person who has interrupted postgraduate studies may resume them, with the obligation to make up for curricular differences and obtain the necessary credits as well as cover the related costs and fees.
2. The conditions for resuming postgraduate studies are determined by their Head.

§ 24

1. UCEU keeps personal files of participants of postgraduate studies and other forms of education.
2. The documents required in the application constituting Annex 1 are collected in the personal files of the participants.
3. After completing the edition of postgraduate studies or other forms of education, UCEU transfers personal files to the GUPES Archive.

VI.
RIGHTS AND RULES OF A PARTICIPANT OF POSTGRADUATE STUDIES
OR OTHER FORMS OF EDUCATION

§25

1. The participant has the right to:

- 1) obtain information on the applicable programs of postgraduate studies and other forms of education, as well as the schedules for the implementation of postgraduate studies and other forms of education, which are posted on the University's website and, at the request of the participant – sent directly to the e-mail address provided by him;
- 2) apply for changing the dates of credits, exams, completion of a semester, completion of postgraduate studies or another form of education;
- 3) request consultations during the duty hours of academic teachers or persons conducting classes at the University;
- 4) receive a certificate of attending classes;
- 5) use the library resources of the University;
- 6) gain access to their written final or examination work;
- 7) sit two make-up final tests and two make-up exams for each course in which he/she received an unsatisfactory grade in the basic term or failed the course;
- 8) apply for a credit before an examination board if the participant was refused credit for classes or an exam or was awarded a lower grade in his/her opinion; this right is exercised within seven days of the announcement of the result. The application for a credit before an examination board is exam is heard by the Vice-Rector for Education. If the application is accepted, the Vice-Rector for Education, after consulting the Head, sets a date for passing the classes or exam. The examination before an examination board takes place before a committee appointed by the Vice-Rector for Education. The committee consists of: the chairperson, an academic teacher or a person conducting classes in which the participant failed the course or exam or passed it with a lower grade, and another specialist in the same or related discipline with at least a doctoral degree. The chairman of the committee is the Vice-Rector for Education or a teacher authorized by him or her, holding the title of professor or the academic degree of doctor habilitated. The committee may not be chaired by a person who failed the participant or who passed him/her with a lower grade. At the Participant's written request, no more than two persons indicated by the Participant (e.g. an academic teacher) may participate as observers in the exam. The grade

for passing the classes or exam before the board is a new, final grade. In the event of failure to pass the exam before the board, resulting in failure to obtain credit for the semester or year within the specified period, the Vice-Rector for Education, at the request of the Head, removes the participant from the list of participants. In special cases, the Rector may grant permission to repeat a semester or classes;

- 9) receive a document confirming the completion of post-graduate studies or another form of education according to the template specified in separate regulations, after the participant meets the formal requirements;
- 10) sit an examination confirming the qualifications of a sports instructor or sports coach in an individual mode, which may be determined by the Rector in special cases for persons 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 the exam in an individual mode confirming the qualifications of a sports instructor or sports trainer pays the fee as for the entire instructor or trainer course according to the applicable price list. The decision on admission to the examination on an individual basis is made by the Rector or an authorized Vice-Rector;
- 11) evaluate and express opinions about classes,
- 12) take up more than one post-graduate study or more than one another form of education organized by the University,
- 13) use the forms of support for people with disabilities offered by the University – in the case of participants with a disability certificate.

2. The participant's duties include:

- 1) complying with the regulations in force at the University and its facilities,
- 2) participating in all program didactic classes – circumstances justifying absence from classes covered by the schedule of classes are events preventing participation in them, in particular: a) illness, b) pregnancy, giving birth to a child or the need to take personal care of a child, participation in sports competitions or in preparation for them, d) important family matters. Absence can be excused by the teacher, and in case of doubt – by the Head. The participant is obliged to complete the learning outcomes related to the missed classes and to confirm them within the time limit indicated by the teacher,
- 3) showing respect to the employees of the University and persons conducting classes, and observing academic principles and principles of social coexistence,
- 4) taking care of the good name of the University,

- 5) respecting the property of the University and the property of all other entities co-organizing postgraduate studies or other forms of education with the University, and the property of other participants,
- 6) writing the final and examination papers independently and timely, if such are expected in the program of postgraduate studies or other forms of education,
- 7) performing other duties imposed by the Manager,
- 8) paying the fees in time,
- 9) notifying UCEU of a change in personal data, including the marital status, and submitting documents confirming these facts,
- 10) passing the required exams and credits before taking the final exam in the case of participation in postgraduate studies or other forms of education, if such conditions apply,
- 11) reading the Regulations and complying with its provisions.

VII.

DUTIES OF THE HEAD OF POSTGRADUATE STUDIES AND THE HEAD OF OTHER FORMS OF EDUCATION

§ 26

The duties of the Head include:

- 1) organization of postgraduate studies or other forms of education and supervision over their course, as well as preparation of the necessary documentation and submitting it to UCEU, promotion of postgraduate studies or other forms of education in cooperation with UCEU and the University Promotion Office,
- 2) organization of enrolment of participants in cooperation with UCEU,
- 3) planning classes as part of postgraduate studies or other forms of education in cooperation with the University unit responsible for planning and organizing classes at the University,
- 4) supervision of the work of teachers who conduct classes and control of the quality of education,
- 5) accepting records of grades from persons conducting classes,
- 6) submitting any comments and suggestions for organizational changes to the Vice-Rector for Education,
- 7) making decisions on changing the dates of credits, exams, completion of a semester, completion of postgraduate studies or other forms of education, at the participant's written request,

8) submitting, through UCEU, a collective report on the course of each edition of postgraduate studies or another form of education to the Vice-Rector for Education, including, among others, a protocol of the final exam, records of grades, the list of staff implementing the program along with the number of hours completed and the gross rate per hour, and financial statements for each edition within 1 month after the end of classes, as well as other required documents, prepared at the request of the Vice-Rector for Education.

VIII. COMPLETION OF POSTGRADUATE STUDIES OR OTHER FORMS OF EDUCATION

§ 27

The condition for completing postgraduate studies is to obtain the learning outcomes specified in the program of these studies and to obtain the required number of ECTS credits, and – if provided for in the study program – to pass exams, credits and the final exam required in the course of study and to pay all required fees.

§ 28

The condition for completing another form of education is to obtain the learning outcomes specified in the program and – if provided for in the program – to pass exams, credits and the final exam required in the course of classes and paying all required fees.

§ 30

1. The diploma examination in postgraduate studies is held in front of a three-person committee appointed by the Vice-Rector for Education.
2. The chairman of the committee may be the Vice-Rector for Education or an academic teacher holding the academic title of professor or the academic degree of doctor habilitated.

§ 31

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

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

§ 32

1. After completing postgraduate studies, the participant receives a certificate of completion of postgraduate studies.
2. After completing another form of education, the participant receives a document confirming its completion (identity card, diploma, certificate, or other).

§ 33

Documents confirming the completion of postgraduate studies or other forms of education are signed by the Rector or the authorized Vice-Rector for Education, prepared and issued by UCEU within 30 days of their completion.

§ 34

The University may charge fees for duplicates of documents issued in connection with postgraduate studies or other forms of education in the amount specified by applicable law and included in the price list of educational fees specified by the Rector's order.

IX.

FINAL PROVISIONS

§ 35

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. The University shall immediately inform the participants about these changes.
2. The University is not responsible for accidents during classes and for lost or damaged property of participants.
3. The participant has the right to appeal against decisions made by the Head on the basis of these Regulations to the Rector within 14 days from the date of delivery of the decision. The Rector's decision is final.
4. Templates of documents related to postgraduate studies and other forms of education not included in the Regulations are specified in the Rector's order.
5. In matters not covered by these Regulations, the decision is made by the Rector or an authorized Vice-Rector.
6. Documentation regarding the organization and course of postgraduate studies and other forms of education is archived in the Archives of the University.

§ 36

These Regulations apply from October 1, 2022.