

DECYZJA NR 118/2020

**REKTORA-KOMENDANTA AKADEMII MARYNARKI WOJENNEJ
im. Bohaterów Westerplatte**

z dnia 20 października 2020 r.

w sprawie: wprowadzenia Regulaminu studiów Akademii Marynarki Wojennej w języku angielskim

Na podstawie art. 23 ust. 1 ustawy z dnia 20 lipca 2018 r. *Prawo o szkolnictwie wyższym i nauce* (tj. Dz. U. z 2020 r. poz. 85, z późn. zm.) oraz § 4 ust. 2 Statutu Akademii Marynarki Wojennej im. Bohaterów Westerplatte zarządza się, co następuje:

§ 1

Wprowadzam wersję angielską Regulaminu studiów Akademii Marynarki Wojennej.

§ 2

Regulamin, o którym mowa w § 1 stanowi załącznik do niniejszej decyzji.

§ 3

Decyzja wchodzi w życie z dniem podpisania.



**REKTOR-KOMENDANT
AKADEMII MARYNARKI WOJENNEJ**

kontradm. prof. dr hab. Tomasz SZUBRYCHT

**Academic Regulations
of the Westerplatte Heroes Naval Academy
Gdynia**



Gdynia 2020

MINISTRY OF NATIONAL DEFENSE

DECISION No. 329

Department of Science and Higher Education

by the Minister of Defense as of 2 Sep, 2019

on approval of the Academic Regulations of the Westerplatte Heroes Naval Academy

Acting in compliance with the article 445 of the Act of Law as of 20 July, 2018 Law on Higher Education (the Journal of Laws as of 2018, point 16 with further amendments¹) adopts as follows:

&1 The Academic Regulations of the Westerplatte Heroes Naval Academy adopted by its Resolution No. 23/2019 as of 18 April, 2019 is approved.

&2 The Resolution referred to in &1 is an Annex to the Decision.

&3 Decision No. 11/NSzW/MON on approval of the Academic Regulations of the Westerplatte Heroes Naval Academy as of 10 August, 2015 ceases to be in force.

&4 The Decision enters into force on the date it is signed.

Under authorization from the Minister of Defense: Deputy Head Department of Science and Higher Education: Jakub Mykowski

¹ Amendments to the Law were published in Journal of Laws of 2018: points 2024 and 2245, and of 2019: points 276, 447, 534, 577, 730 and 823.

DECISION No. 10/DNSiW
by the MINISTER OF DEFENSE as of 17 Aug, 2020
on the approval of the amendment to the
Academic Regulations of the Westerplatte Heroes Naval Academy

Acting in compliance with the article 445 of the Act of Law as of 20 July, 2018 Law on Higher Education (the Journal of Laws as of 2020, point 85 with further amendments¹) adopts as follows:

& 1. The amendment to the Academic Regulations of the Westerplatte Heroes Naval Academy adopted by its Senate Resolution No. 9/2020 as of 23 April, 2020 and No. 19/2020 as of 28 May, 2020 is approved.

& 2. The Resolutions referred to in &1 are an Annex to the Decision.

& 3. The Decision enters into force on the date it is signed.

Under authorization from the Minister of Defense: Deputy Head Department of Science and Higher Education: Jakub Mykowski

¹ Amendments to the mentioned Law were published in Journal of Laws of 2020: points 374,695,875 and 1086.

**ANNOUNCEMENT of
THE RECTOR-COMMANDANT OF THE WESTERPLATTE HEROES NAVAL ACADEMY in GDYNIA**

No. 2 of 27th August 2020

**on: announcement of the uniform text of the Academic Regulations of the Westerplatte
Heroes Naval Academy in Gdynia**

On the basis of paragraph 23 of Section VI of Annex 10 *Rules of operation of the senate* to the Statute of the Naval Academy, approved by the decisions of the Minister of Defense No. 232/DNiSW of July 21, 2020 on the approval of the amendment to the Statute of the Westerplatte Heroes Naval Academy and No. 301 / DNiSW of August 28, 2019 on the approval of the Statute of the Westerplatte Heroes Naval Academy and on the basis of the decision of the Minister of Defense No. 10 / DNiSW of August 17, 2020 on the approval of the amendment to the Academic Regulations of the Westerplatte Heroes Naval Academy and No. 329 / DNiSW of September 2, 2019 on the approval of the Academic Regulations of the Westerplatte Heroes Naval Academy.

**I announce
the uniform text of the Academic Regulations of the Naval Academy**

constituting an appendix to this announcement, taking into account the Decisions of the Minister of Defense No. 10 / DNiSW approved by the Minister of Defense of August 17, 2020 on the approval of the amendment to the Academic Regulations of the Westerplatte Heroes Naval Academy and No. 329 / DNiSW of September 2, 2019 on the approval of the Academic Regulations of the Westerplatte Heroes Naval Academy, changes introduced by resolutions:

- 1) by the resolution of the AMW Senate No. 9/2020 of 23 April 2020 on: changing the academic regulations of the Naval Academy;
- 2) Resolution of the AMW Senate No. 23/2019 of April 18, 2019 on the adoption of the academic regulations of the Naval Academy.

**RECTOR-COMMANDANT
POLISH NAVAL ACADEMY**

Rear-Admiral Professor Tomasz SZUBRYCHT, PhD, DSc

Annex to the Announcement of
Rector Commandant of the Naval Academy
No. 2 as of 27 August, 2020

**Academic Regulations
of the Westerplatte Heroes Naval Academy
Gdynia**

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I. General Provisions

§ 1

1. The academic regulations of the Westerplatte Heroes Naval Academy in Gdynia, hereinafter referred to as the "regulations", defines the organization and form of higher study as well as the student's rights and obligations.
2. The provisions of the regulations shall apply to the study at the Westerplatte Heroes Naval Academy, hereinafter referred to as the "Academy".
3. The Vice-Rector for Education is the superior of all students of the Academy.
4. The student government is the sole representative of all students of the Academy on the basis of the Act of Law applicable to higher education, the Statute of the Westerplatte Heroes Naval Academy, hereinafter referred to as the "statute" and the regulations of the student government.
5. Persons who are not Polish citizens (foreigners) can study at the Academy in accordance with the provisions as set out in the Act.

§ 2

1. The terms used in these regulations shall have the following meaning:
 - 1) learning outcomes - the knowledge, skills and social competences acquired in the learning process;
 - 2) Electronic Student Service System (ESOS) - an internet portal which is a separate functional part of the integrated university management system. The portal provides:
 - a) for students - access to an individual profile, class schedule, grades (electronic index), messages, announcements, timetable of academic teachers and allows correspondence with a selected academic teacher;
 - b) for academic teachers - supplementing partial and semester grades and correspondence with students with whom they teach;
 - 3) field of study - a separate part of one or several areas of education, implemented at the university in the manner specified by the program of study;
 - 4) faculty or independent institute - a type of organizational unit of the Academy that organizes and conducts scientific and didactic activities within scientific disciplines, of which at least one is subject to evaluation and meets the conditions enabling education in at least one field of study;
 - 5) program of study - a description of the form of study specified by the Academy, the number of semesters, the number of ECTS points, the scope of knowledge and skills as well as the learning process leading to obtaining specific learning outcomes within disciplines;
 - 6) course - an unit of the program of study covering specific thematic content, implemented in the form of didactic classes, in particular in the form of a lecture, laboratory, tutorials, workshop classes, discussion session, seminar, foreign language

course, physical education classes or internships specified in the study program; a course may be taught in more than one form of classes; a course or group of courses may constitute a learning module for which the assumed learning outcomes have been assigned in the curriculum;

- 7) ECTS credits (European Credit Transfer System) – credit points defined in the European system of accumulation and transfer of credits as a measure of the student’s average workload necessary to achieve the assumed learning outcomes;
 - 8) candidate service - active military service performed by the candidates for professional officers;
 - 9) course status - required or elective subject;
 - 10) student- a person studying at a higher education school.
 - 11) academic teacher – a person employed in a given higher education school who is competent as well as experienced to conduct classes properly or a different person with such powers and experience within the meaning of the Act of Law
2. The terms used in the Regulations shall have the following meaning:
- 1) study (without detailed specification) - first-cycle, second-cycle or uniform master's degree study;
 - 2) profile (without detailed specification) - a practical or general academic profile of a specific field of study;
 - 3) faculty shall also refer to an independent institute;
3a) Vice-Rector – shall refer to Vice-Rector for Education
 - 4) Vice-Dean - shall refer to Vice-Dean for Education as well as the Deputy Director of an independent institute in charge of education;
 - 5) military study - study designed to train candidates for professional officers and other military personnel;
 - 6) Act of Law – shall refer to the Act of Law as of 20 July, 2018 Law on Higher Education (the Journal of Laws as of 2020, points 85, 374,695).

II. Organization of Study

§ 3

1. Study at the Academy is based on programs of study designed for the individual fields in accordance with the procedure specified in the Act, its implementing regulations, statute and regulations issued pursuant to it, as well as other Acts of Law in their parts applicable to higher education and science.
2. The Academy may run:
 - 1) first-cycle study, leading to the first-degree qualification labelled as bachelor or engineer;
 - 2) second-cycle study, leading to second degree qualification labelled as Master of Science or Master of Engineering;

- 3) uniform master degree study, leading the second degree qualification labelled as Master or Master of Engineering.
3. Study comprises full-time and part-time programs.
4. The academic year runs from October 1 to September 30 the following year. It consists of two semesters (winter and summer) and includes didactic classes (starting not later than the first full week of October and ending on the last working day of September), examination sessions (basic and retake), apprenticeships and non-teaching days including point 5.
5. The detailed organization of the next academic year shall be determined by the Rector in the form of a directive issued no later than by 30 June of the preceding academic year. The directive shall be made public on the Academy's website.
6. The Vice-Dean develops the timetables and publishes them on the faculty website not later than one week before classes begin.
7. The Vice-Rector or the Vice-Dean may, in justified cases, cancel the didactic classes on specific days or hours subject to point 8.
 8. Classes for candidates for professional officers may be cancelled upon the consent of the Vice- Rector exclusively.
 9. The rules of releasing from classes for the candidates for professional officers are set by the Rector.

§ 4

1. Admission of students to the Academy is based on the provisions set out in the Act.
2. Student acquires student rights upon taking the oath.
3. After taking the oath, the student shall receive a student ID and access to ESOS.
4. Student ID is a document confirming the student's affiliation to the Academy's community.
5. Students are required to return their IDs on the day of graduation (except for final year students of the first-cycle who have the right to use it until October 31 of the year of graduation) or if they are removed from the list of students.

§ 5

1. First-cycle study lasts at least six semesters, and in the case engineering programs at least seven semesters.
2. Second-cycle study lasts from three to five semesters.
3. Uniform Master's degree study lasts from nine to twelve semesters.
4. Part-time study may last one or two semesters longer than the corresponding full-time study.
5. The duration of study in individual fields, depending on their profile and form of education, is specified in the programs of study.

§ 6

1. The program study and course cards are available on the BIP website of the Academy and the faculty website, at least seven days before the beginning of the academic year.
2. The above information is also available in the faculty in charge of the field of study.
3. Point 1 is not applicable to military study.

§ 7

1. The Vice-Dean shall appoint supervisors of study years from among academic teachers.
2. The Vice-Dean shall assign the students to groups and subgroups.

§ 8

1. The presence and attendance of a student in classes conducted in the form other than lecture is obligatory, subject to point 2. In justified cases, the teacher may release the student from this obligation.
2. The requirement to attend lectures should be specified in the course card unless stated otherwise in different regulations.
3. A candidate for a professional officer is obliged to participate in classes, save as provided in § 14 and § 15.

§ 9

1. If there are several specialties in the, the student declares the selection of one of them within the time limit set by the Vice-Dean.
2. Upon the consent of the Vice-Dean, the student may take up study in more than one specialty, subject to point 3.
3. In the case of persons doing the candidate service, the consent of the Vice-Rector is additionally required.
4. If organizational considerations do not allow admission of all interested persons to a specific specialization, the order of admission is decided by the Vice-Dean, who takes into account the student's previous academic record.
5. The final decision to commence a specialty is made by the Vice-Dean taking into account, in particular the economic justification for conducting such a course.

§ 10

A student admitted to the study on the basis of the acknowledged learning outcomes follows an individual study plan or individual organization of studies.

III. Student Rights and Responsibilities

§ 11

The student responsibilities comprise in particular:

- 1) timely fulfilment of the requirements of the study plan;

- 2) fair conduct;
- 3) inquisitive and diligent pursuit of truth;
- 4) respect for the national symbols of the Republic of Poland and the signs of the Armed Forces of the Republic of Poland;
- 5) showing respect to all members of the academic community;
- 6) respect for the Polish language;
- 7) compliance with the law and good academic practices;
- 8) taking care of the student's honor and good name of the Academy;
- 9) respect for Academy property;
- 10) compliance with copyright;
- 11) timely payment of fees laid out in the regulations in force at the Academy;
- 12) compliance with the decisions and orders of the Academy authorities.

§ 12

1. The student has the right in particular to:
 - 1) take full advantage of the conditions and educational opportunities offered by the Academy;
 - 2) obtain reliable and up to date knowledge;
 - 3) develop his/her own interests and use teaching rooms and equipment of the Academy;
 - 4) join university student organization as well as participate in scientific research, development and implementation programs;
 - 5) join the existing student organizations and set up new ones;
 - 6) receive assistance from academic teachers and Academy bodies;
 - 7) obtain prizes and awards;
 - 8) receive material assistance on the terms set out in the applicable regulations;
 - 9) health protection and medical care on the principles set out in separate regulations;
 - 10) apply to the Academy's authorities through the student government in matters specified in the applicable regulations;
 - 11) resign from study;
 - 12) have access to their own written assignments and to the evaluation of his/her performance/progress within two weeks of the results being announced.
2. Students who are disabled or chronically ill are provided with special conditions for the organization of study, taking into account their needs. The decision in this matter is made by the Vice-Rector at the student's written request, subject to § 15.
3. The student may apply for:
 - 1) transfer to another university;
 - 2) change of the field of study or its form or profile;
 - 3) participation in student exchange programs;
 - 4) approval to take up study outside the basic field or study selected course, also at other higher schools;

- 5) taking up study based on an individual study plan or an individual organization of study.
4. The provision in point 3 is applicable to candidates for the professional military to in accordance with the rules laid out in separate and applicable regulations.

§ 13

The rules for fees payable for educational services provided as well as the procedure and conditions for exemption from these fees are laid down by the Rector.

IV. Individual Study Plan

§ 14

1. After completing the second semester of first-cycle study and uniform master's degree study or the first semester of second-cycle study from the beginning of the study an individual study plan (IPS) can be made available to particularly gifted students or those accepted following the recognition of learning objectives obtained at their own request. The approval is issued by the Vice-Dean of a given Faculty for the specific profile. Prior approval by the Vice-Rector for Education is required for a candidate for the professional military to be accepted for such a program.
 2. As part of IPS, the student is allowed to make individual selection of content and forms of education, and an academic counsellor is assigned to him/her. The counsellor, on his approval, is appointed by the Vice-Dean.
3. Developing IPS involves extending the scope of knowledge within the studied field or specialty, combining two or more specialties within one or several fields, as well as the student's participation in research. Study based on IPS may lead to shortening the period of study, however, by no more than two semesters.
4. Approval for IPS is entered in ESOS by changing the student status.
5. The rules for study based on IPS and meeting the requirements to pass courses are laid down by the Vice-Rector.
6. The detailed scope of IPS and the rules for their implementation are defined by the Vice-Dean, for a period not longer than two semesters.
7. If the student breaks the established rules or fails to make the required progress in education, the Vice-Dean may withdraw the approval referred to in point 1.

V. Individual Time-Table of Study

& 15

1. In justified cases an individual time-table of study (ITTS) can be offered, especially with regard to students who:
 - 1) study two or more programs (fields of study);
 - 2) pursue part of their study at national or abroad higher schools;

- 3) bring up children;
 - 4) are handicapped;
 - 5) are athletes and have significant sports achievements;
 - 6) participate in research work;
 - 7) attend practical training specified in the program of study;
 - 8) do internship prior to obtaining a position of an academic teacher;
 - 9) have been admitted to the Academy following the recognition of learning objectives obtained.
2. Approval for study based on ITTS may be given by the Vice-Dean, at a justified student's request, submitted after completing the semester and before the beginning of the semester in which the student seeks to follow the ITTS path. In the case of candidates for professional military, prior approval by the Vice-Rector is required. In exceptional situations, justified, in particular, by the student's significant achievements, disability, sudden illness or raising children, it is permissible to submit an application at other times than those specified in this point.
 3. Approval of ITTS is entered in ESOS by changing the student status.
 4. The Individual Time-Table of Study involves setting individual dates for meeting the teaching requirements specified in the programs of study.
 5. The rules for the study based on ITTS and meeting requirements to pass course are laid down by the Vice-Rector.
 6. The detailed scope of ITTS and the rules for their implementation are laid down by the Vice-Dean for a period not longer than two semesters.
 7. If the student infringes the ITTS rules or fails to make the required academic progress, the Deputy-Dean may withdraw the approval referred to in point 2.

VI. Proper Completion of Coursework Notations and Exams

§ 16

1. Grades are entered into ESOS and into the report on completion of subject requirements by the academic teacher responsible for the specific course. In justified cases, they may be entered by the Vice-Dean.
2. Registration of students for subsequent semesters is made on the basis of their ECTS points and after they have fulfilled the requirements for their courses.
3. The fulfilment of the course requirements includes: obtaining fail/pass notation or grade for proper completion of the coursework or passing an exam.
4. Didactic classes and testing may be conducted in a foreign language.
5. Didactic classes can be conducted using distance learning methods and techniques. The rules for the implementation of such activities are governed by specific provisions.
6. The Vice-Rector issues the study rules in accordance with ECTS.

7. The academic teacher informs the student via ESOS about the results of written exams and fulfilment of coursework requirements, and in the case of an oral exam the information is communicated on its completion.

§ 17

1. The period to fulfill coursework requirements is a semester.
2. The student has the right to have two attempts to fulfill coursework requirements and one re-sit exam for each course.
3. The student may take the end-of-course exam after receiving a notation or grade for proper completion of coursework.
4. The scope of the exam is specified in the course card.
5. If the student fails to receive a notation or grade for proper completion of coursework, he /she may be enrolled in the next semester conditionally: with the necessity of repeating the courses or without such a necessity - in such a situation the student is allowed one additional coursework completion attempt.
6. If the student fails to pass end-of-course exams, he / she may be enrolled in the next semester conditionally with the necessity to repeat the courses.
7. The decision on the matters referred to in points 5 and 6, shall be taken by the Vice-Dean within 7 days from the date of receiving the student's written request submitted within 7 days of failure to successfully complete a given semester, referred to in points 13 or 14.
8. At a justified request of a student, the Deputy-Dean for Education and Student or Doctoral Student Affairs may express a consent that a commission-based examination be carried out, appointing a commission composed of Dean or Deputy-Dean as chairperson, head of the organizational unit offering the course, a specialist in the area of knowledge subject to verification by exam.
9. At a student's request, an adult person selected by the student may participate in an observer role in the commission-based examination.
10. A student is entitled to a commission-based exam in a course once. The grade obtained on the commission-based examination is final.
11. At a justified request of a student or the student self-government, submitted with the authorization of the student, the Vice-Dean may express a consent to a commission-based verification of the coursework completion grade or end-of-course examination grade, by appointing a commission composed of Dean or Vice-Dean as a chairperson, head of the organizational unit offering the course, a specialist in the area of knowledge subject to receiving a notation or grade for proper completion of coursework or verification by exam . The verification result is final.
12. The student is obliged to submit the applications referred to in points 8 and 11, within 7 days of receiving the fail grade or fail notation for proper completion of coursework. The Vice-Dean makes a decision within 7 days from the date of receiving the student's written application. The commission-based examination as well as commission-based

verification of the grade should take place within 14 days of the date of making the decision.

13. The deadline for obtaining notations for proper completion of courses included in the program of study and for passing exams during the end-of-term period for basic and re-take examinations is the final day of the retake session in the winter or summer semester, i.e. March 15 or October 15, respectively. Obtaining a notation or grade for proper coursework completion during the conditional period should take place no later than 2 months after the end of the retake session.
14. The deadline for obtaining credits from the classes included in the program of studies and for passing exams on the basic and retake dates of the last semester is the day of the retake session in the winter or summer semester, i.e. March 15 or July 15, respectively, unless it is stated otherwise in the directive referred to in § 3 paragraph point 5.
15. The condition for successful completion the semester is obtaining the minimum number of ECTS credit points specified in the study plan and receiving positive notation or grades for proper completion of courses and pass examination grades, as well as fulfilling all the requirements laid down in the program of study.

§ 18

The academic teacher responsible for a course is obliged to inform the students during the first class of the subject about:

- 1) content and learning outcomes;
- 2) the conditions for proper coursework completion notation or an examination grade and the scope of knowledge necessary to obtain them;
- 3) the rules concerned with conduct of didactic classes;
- 4) the conditions for excusing absences;
- 5) consultation hours;
- 6) the method of informing about the results of examinations and proper coursework completion evaluation.

§ 19

1. The Vice-Dean relieves the student of the obligation to participate in physical education classes on the basis of a medical certificate or report.
2. In the case referred to in point 1 the academic teacher responsible for physical education classes defines the method of obtaining learning outcomes defined for this course.
3. Points 1 and 2 do not apply to candidates for professional officers.

§ 20

1. The student does professional internships in compliance with the program of study and regulations applicable to internship.

2. Decisions regarding the completion of student practical training required by the program of study are made by the Vice-Dean or a head or a training supervisor authorized by him/her, who may:
 - 1) give positive notation/grade for internship completion to the student on the basis of the certificate of internship completion issued by the employing organization;
 - 2) give positive notation/grade for internship to the student, recognizing it as completed if the student has participated in scientific research provided it complies with the requirements laid down in the program of study;
 - 3) give positive notation/grade for internship to the student if he / she deems that he / she did it while performing professional work or participating in social activities, provided that its character complies with the requirements of the study program;
 - 4) allow the student to do internship at other time;
 - 5) withdraw the student from the internship course.

§ 21

1. The student is obliged to take examinations on the dates set by the teacher responsible for the course and communicated to students no later than seven days before the end of the semester.
2. If a course is taught by several academic teachers, the examination shall be conducted by the teacher responsible for that course or a different one appointed by him/her.
3. At the written request of a student who missed the exam within the time limit referred to in point 1, he/she is allowed to re-sit the exam as a “first sitting” if the student proves that the failure to sit the exam was not his/her fault. Failure to sit the exam or the final test without valid excuse results in receiving an unsatisfactory grade.
4. The student gets a fail grade for the unexcused failure to take an exam or proper coursework completion verification.
5. Exams and proper coursework completion are graded according to the following grading scale:
 - 1) very good – 5.0 (very good);
 - 2) good plus – 4,5 (good +);
 - 3) good – 4.0 (good);
 - 4) satisfactory plus – 3.5 (satisfactory +);
 - 5) satisfactory – 3.0 (satisfactory);
 - 6) fail – 2.0 (fail).
6. The final grade for the course is defined according to the regulations specified in the course card.

§ 22

1. If a student who fails to complete the semester, the Vice-Dean may:
 - 1) grant a conditional admission to the next semester, subject to § 17 points 5 and 6;

- 2) decide whether the student should repeat the failed semester;
 - 3) decide to remove him/her from the list of students.
2. The decision of the Vice-Dean concerning the matters referred to in point 1, sub-points 1-2, is taken at the student's written request, submitted within 7 days of failure to successfully complete a given semester, referred to in § 17 point 13 or point 14.
 3. The Vice-Dean, granting the student consent to the conditional admission, sets the date to complete the semester requirements, subject to § 17 point 13 or point 14. With regard to a student who has failed to complete the semester by that date, he/she may:
 - 1) at the student's written request, make a decision granting consent to repeat the course;
 - 2) at the student's written request, make a decision granting consent to repeat the semester or a year of study;
 - 3) decide to remove him/her from the list of students.
 4. The semester of study as well as a course included in a given semester may be repeated no more than once. A student may repeat not more than three courses during one semester.
 - 4a. The provision in point 3, sub-point 1 does not apply to the first year of study. The provision in point 3, sub-point 2 does not apply to the first year of study.
 5. The teacher responsible for the course may transfer the examination and proper coursework completion grades obtained previously by the student who repeats a semester or year of study. This is only possible if the learning outcomes have not changed.
 6. To repeat a semester or year of study the student may be required to make up for differences in the program.
 7. The provisions in sub-points 1 point 2 do not apply to candidates for professional officers, subject to the provisions of point 8.
 8. In cases justified by complex health circumstances or pregnancy, the Vice-Rector, in consultation with the Rector, may decide that the candidate for professional officer should repeat the failed semester or year of study.

§ 23

1. A student dismissed from the candidate's service as a result of other circumstances than a valid decision of removing from the list of students or a decision of disciplinary punishment of removing from the candidate's service may continue studies at the Academy at his/her written request, submitted within 7 days from the date of receiving the decision of dismissal from the candidate's service. The decision in this matter is made by the appropriate Dean for Education – within 7 days of submitting the application.
2. The Vice-Dean while making the decision referred to in point 1, grants a student's admission to the given semester of study and sets the required differences in the program to be made up for as well as the deadline for completing necessary courses.

3. The condition for continuing the studies at the Academy, in case referred to in point 1, is absolute settlement of all financial liabilities towards the higher education school resulting from the dismissal from the candidate's service.

VII. Conditions and Procedures Applicable to Attending Classes by Outstanding High-School Students

§ 24

1. Very gifted high-school students, hereinafter referred to as "high-school students", may participate in classes provided for in the programs of study which are consistent with their talents.
2. Application for participation is submitted the high-school student to the Vice-Dean, no later than 7 days before the planned start of classes.
3. The decision granting consent to the high-school student's participation in classes is made by the Vice-Dean.
4. High-school students are obliged to comply with the rules and regulations in force at the Academy.
5. High-school students may participate in projects carried out by student teams and in the student research-focused activities.
6. The Deputy-Dean may, on his/her own initiative, appoint the high-school student a supervisor.
7. High-school students attending classes at the Academy should get, on their own, insured against accidents.
8. Notations or grades for proper coursework completion are awarded to high-school students in accordance with the rules set out in these regulations. After completing a course the student receives a certificate of participation in the classes and successful completion of the specific courses.
9. High-school students admitted to the Academy in the academic discipline who participated in and successfully completed courses required in it before commencing their study at the Academy may be exempted from the obligation to obtain notations or grades for their proper completion again. The decision is made by the teacher.
10. High-school students admitted to the field of study other than the one they attended may be exempted from the obligation to obtain notations or grades for courses they attended in the said field of study and if the course leader considers that the obtained learning outcomes are sufficient.

VIII. Credit transfer¹

§ 25

1. A student, following the consent by the Vice-Dean, shall complete part of his/her study at another university in accordance with the rules set out in the agreements and student exchange programs to which the Academy is a signatory.
2. The Vice-Dean shall approve the individual study plan which will be pursued at another university, and determine the conditions, dates and manner of making up for differences in the programs.
3. Notations or grades received for proper coursework completion under an individual study plan and the results obtained at another school shall be transferrable at the Academy.
4. Transfer of notations or grades for proper coursework completion during student exchange programs with other schools is done by the Vice-Dean.
5. The Vice-Dean may decide on a date by which the student who pursues annual study has to meet proper coursework completion other than that specified in § 17 point 1.

§ 26

Course transfer is possible on the condition that:

- 1) one ECTS point corresponds to 25-30 hours of student work covering classes run by the school and his/her individual work related to these classes;
- 2) ECTS points are a measure of the average student workload necessary to obtain the outcomes;
- 3) ECTS points are granted for completing coursework and internships provided for in the study program, the number of ECTS points does not depend on the grade obtained, and the condition for granting them is that the student meets the requirements for achieving the assumed learning outcomes, which is confirmed by a notation or grade for coursework or internship;
- 4) in the receiving organization the student obtains the number of ECTS points that is assigned to the relevant course (modules) and internships in this organization.

§ 27

1. The decision on the transfer and recognition of coursework is made by the Deputy-Dean of the receiving organization, at the student's request, after getting acquainted with his / her documentation of the coursework completed in another organizational unit of the Academy or outside the Academy.
2. When deciding on the transfer of notations grades for proper coursework completion, the Deputy-Dean of the receiving organization takes into account the learning outcomes obtained by the student in another organizational unit of the Academy or outside the

¹ This chapter defines the conditions for the transfer and of credit earned by the student at the organizational unit of the home school or at another, including a foreign one.

Academy as a result of the coursework and internships, as specified in the study plan of the academic discipline the student is studying.

3. The condition for recognizing notations or grades for coursework completed in another organizational unit of the Academy or outside the Academy, including foreign universities, instead of the points assigned to a course and internships required in the study plan, may be acknowledgement of the convergence of the obtained learning outcomes as specified in point 1.

IX. Diploma thesis

§ 28

1. A diploma thesis is an independent elaboration of a scientific or practical problem or a technical achievement demonstrating the general knowledge and skills of a student related to the studies in a given area of specialization.
2. The student works on the diploma thesis under the supervision of a supervisor. The list of supervisors is produced by the Vice-Dean – in agreement with the Heads of the Departments.
3. The form, detailed rules and deadlines for completing and submitting diploma theses, as well as the rules for the diploma examination are laid down by the Vice-Dean.
4. The diploma thesis may be written in a foreign language following the conditions specified by the Vice-Dean.

§ 29

1. The choice of thesis supervisor and its title is made by the student in the manner and time specified by the decision of the Vice-Dean.
2. The student may propose the title of the diploma thesis agreed with the supervisor.
3. At a justified request of a student, the Vice-Dean may agree to change the thesis supervisor.

§ 30

1. The student is obliged to submit the diploma thesis at the place and time specified by the Vice-Dean.
2. At a justified request of a student, the Vice-Dean may set a different date for submitting the diploma thesis.
3. If the student fails to submit the thesis within the time limit specified in points 1 or 2 results in his/he removal from the student list. Such a student, following a petition addressed to the Vice-Dean, has the right to submit the diploma thesis and take the diploma examination within two years of the date of removal from the list of students.
4. In the case of absence of the diploma thesis supervisor or termination of his/her employment at the Academy, his/her direct superior shall appoint a person to take over

this obligation. At the student's request, this change may constitute grounds for postponing the deadline for submission of the thesis.

§ 31

1. The opinion related to the thesis, its review and assessment, are prepared by the supervisor and reviewer, respectively.
 - 1a. The supervisor evaluates the student's thesis with regard to potential copyright infringement in the anti-plagiarism system in accordance with the regulations specified in separate provisions.
 - 1b. The evaluation of the thesis in the anti-plagiarism system is conducted before its submission to the reviewer.
 - 1c. In case of failing to achieve a positive result of the anti-plagiarism evaluation, the thesis is not submitted to review as well as it is not admitted to the defense. In case of a blatant violation of copyright by a student, a disciplinary action shall be taken against him/her according to the regulations specified in separate provisions.
2. The student has the right to read the anti-plagiarism evaluation, the opinion concerning his/her thesis and its review.
3. If the reviewer grants an unsatisfactory grade, the Vice-Dean shall appoint another reviewer. If the second reviewer grants an unsatisfactory grade for the thesis, then the thesis defense is not allowed.
4. The grade granted for the diploma thesis is the arithmetic average of the grades granted by the supervisor and reviewer(-s) expressed with accuracy to hundredths with the use of the scale specified in § 36 point 4.

X. Diploma examination

§ 32

1. The diploma examination takes place before a commission appointed by the Vice-Dean in the form as specified the study program.
2. The scope of the diploma examination is determined by the Vice-Dean.
3. The condition for admitting a student to the diploma examination is obtaining the minimum number of ECTS points as specified in the study program and meeting the other program requirements.
4. If the diploma examination takes place in the form of oral defense of the diploma thesis, additional conditions to be met by the student to be allowed to take the exam are as follows:
 - 1) submitting the diploma thesis by the deadline set by the Vice-Dean;
 - 2) submitting a copyright compliance statement;
 - 3) submitting the diploma thesis to the anti-plagiarism procedure and receiving its positive result (acceptable similarity index).

5. In justified cases, the Vice-Dean may allow the student to take the diploma examination before the scheduled date.
6. The Vice-Dean may grant consent to a public diploma examination.
7. The request for a public diploma examination shall be submitted by the thesis supervisor or student. Such a request, supplemented with a list of invited persons, should be submitted to the Vice-Dean not later than 14 days before the scheduled date of the diploma examination.

§ 33

1. The result of the diploma examination is calculated by the examination board on the basis of the arithmetic average of the grades granted for the answers given by the examinee - rounded to 2 decimal places with the use of the scale specified in § 36 point 2.
2. The result of the diploma examination is announced after its completion.

§ 34

1. If the student fails to take the diploma examination for reasons beyond his/her control, the Vice-Dean shall allow the student to re-sit the exam as a "first sitting".
2. In the event of a student's failure to take the diploma examination for other reasons which may constitute grounds for justifying his/her absence, the Vice-Dean, at a request of the person concerned, submitted within 7 days of the date of cessation of the reason, shall set, within 7 days of the date of submitting the application by the student, the next date for the examination. If this person fails to submit his/her application, he/she will be removed from the list of students.
3. If the student obtains the result below 3.00 on the diploma examination, or fails to justify his/her absence within 14 days from the date of the cessation of the justified reason for his/her absence, he/she is removed from the list of students. In this case, the Vice-Dean, at the request of the person concerned, submitted within 14 days of the date of his/her removal from the list of students, may set the second (final) date of the exam, but no later than one year from the date of removal of that person from the students' list.

XI. Graduation

§ 35

The date of graduation is the date of passing the diploma examination.

§ 36

1. The basis for calculating the final grade for studies, when the study program provides for taking the diploma exam in the form of oral defense of the diploma thesis is:
 - 1) 0,6 of the arithmetic average of all on examination and credit grades obtained during the period of studies, excluding credit or examination grades questioned in accordance with the procedure as provided for in § 17 point 11;

- 2) 0,2 of the grade of the diploma thesis (§ 31 point 4);
 - 3) 0,2 of the grade of the diploma examination (§ 33 point 1).
2. The basis for calculating the final grade for studies, when the study program provides for taking the diploma examination in writing, without the requirement to write a diploma thesis, is:
- 1) 0,75 of the arithmetic average of all examination and proper coursework completion grades obtained during the course of study, excluding coursework completion or examination grades questioned in accordance with the procedure provided for in § 17 point. 11;
 - 2) 0,25 of the grade of the diploma examination (§ 33 point. 1).
3. The final grade for study is decided upon by the examination commission on the basis of the final average for studies calculated in accordance with points 1 or 2 – rounded to 2 decimal places – using the scale specified in point 4.
4. The final grade shall be entered in the diploma of graduation in accordance with the principle as follows:

Average obtained	Grade
4.60 – 5.00	very good
4.20 – 4.59	good+
3.80 – 4.19	good
3.40 – 3.79	satisfactory+
3.00 – 3.39	satisfactory
up to 2.99	unsatisfactory

§ 37

1. A graduate receives a diploma confirming his professional title and two copies and the diploma supplement, including, at the graduate's request, a copy in a foreign language, in accordance with the table in point.
2. At the graduate's request, the university may issue an additional copy of the diploma in one of the following foreign languages: English, French, Spanish, German or Russian and a diploma supplement. Equivalent translations of the final grade are presented in the table below:

Grade obtained	Translation				
	English	French	German	Russian	Spanish
5,0	Very Good	Très Bien	Sehr Gut	Отлично	Muy Bien
4,5	Good Plus	Bien Plus	Gut Plus	Хорошо С Плюсом	Bien Plus
4,0	Good	Bien	Gut	Хорошо	Bien
3,5	Satisfactory Plus	Suffisant Plus	Befriedigend	Удовлетворительно С Плюсом	Suficiente Plus
3,0	Satisfactory	Suffisant	Ausreichend	Удовлетворительно	Suficiente

VIII. Leaves

§ 38

A student who is a candidate for a professional officer is entitled to leave in accordance with the rules laid down in separate regulations.

§ 39

1. The student may be granted:
 - 1) medical leave;
 - 2) training leave;
 - 3) leave in special circumstances - including absence from classes with the possibility of participating in the verification process of obtained learning outcomes.
2. Leaves can be short-term (up to 2 months) and long-term (up to 12 months).
3. Medical leave may be granted on the basis of a sick note excusing a student's absence for reason of illness and the period it is valid for.
4. A training leave is granted to a student pursuing, at the consent by the Vice-Dean, a part of the studies at another university, or an internship or apprenticeship.
5. Leave in special circumstances is granted to students in the event of special circumstances that prevent them from participating in classes for a long time, and will be duly documented by him/her.
6. During his/her leave the student retains the rights of the student. The right to material assistance is defined by separate provisions.
7. Leave referred to in point 1 is granted by the Vice-Dean at the student's written request.

§ 40

1. Granting leave may justify postponing the planned date of graduation.
2. Leave may be granted at any time of the academic year.
3. A short-term leave does not relieve the student of the obligation to obtain credit for subjects and pass examinations within the time limit set by the Vice-Dean.
4. In the event of long-term leave the student may be required to continue his/her studies at the beginning of the year (semester) of studies for which he was granted leave. The decision on this matter is taken by the Vice-Dean.
5. The fact that long-term leave is granted is entered in ESOS.
6. The student does not pay tuition fees for the period of leave.
7. At the consent by the Vice-Dean, during the leave the student may participate in didactic classes as well as earning credit activities and examinations.

XII. Change of School, Program of Study or Form of Study

§ 41

1. A student who has completed the first semester of study may transfer from any university to the Academy, at the consent by the Vice-Dean, admitting the student upon his/her written application, provided that he/she has fulfilled all his/her obligations laid down in the regulations in place of the university which he/she is leaving, confirmed by an appropriate certificate.
2. The Vice-Dean admitting a student for a given semester of study, determines the academic content not covered in the curriculum of the student's former university that must be mastered by the student and the deadline for meeting this requirement.
3. A student applying for a transfer from the Academy to another university should fulfill all obligations arising from the provisions in force at the Academy.
4. The transfer of a student to a program conducted at the Academy by another organizational unit shall be made at the consent by the Vice-Dean, admitting student upon his request. The Vice-Dean shall define the semester of study and determine the academic content not covered in the curriculum of the student's former Academy's unit that must be mastered by the student and the deadline for meeting this requirement.
5. The transfer of a student at his / her request to another program, specialization or form of study shall be made at the consent of the Vice-Dean upon the student's request. The Vice-Dean shall define the semester of studies and determine the academic content not covered in the curriculum of the student's former program, specialization or form of study that must be mastered by the student and the deadline for meeting this requirement.
6. The transfer of a candidate for professional military to another program or specialization takes place at the consent by the Vice-Rector. The appropriate Vice-Dean shall define the semester of studies and determine the academic content not covered by the student that must be mastered and the deadline for meeting this requirement.
7. The transfer of a student to the study for candidates for professional military takes place under the conditions and in the manner specified by the Senate.

XIII. Removal from the List of Students

§ 42

1. The Vice-Dean shall make a decision to remove a given person from the list of students in the event of:
 - 1) failure to commence study;
 - 2) resignation from study, in writing;
 - 3) failure to submit the diploma thesis or pass the diploma exam within the time limit;
 - 4) expulsion from the Academy as a result disciplinary action;
 - 5) as a result of dismissal from a candidate's service subject to § 23.

2. The Vice-Dean may also decide to remove a person from the list of students in the case of:
 - 1) failure to complete a semester or year by the specified date;
 - 2) failure to pay due fees;
 - 3) confirmed absence from compulsory classes.
3. Failure to commence study shall be confirmed by the Vice-Dean if the student fails to take the oath or attend compulsory classes during the first semester of study for more than two months or, in the case of candidates for professional military, he/she fails to report to the candidate service.
4. Absence from compulsory classes is acknowledged, at the written request of an academic teacher, by the Vice-Dean when the student fails to be present at at least 50% of compulsory classes. Regulations § 8 to be applied respectively.
5. The Vice-Dean shall immediately notify the Rector of the removal from the list of students of a candidate for professional military with the exception of the case specified in paragraph 1 point 5.
6. The appropriate Vice-Dean for Education shall be notified about the dismissal of a student from a candidate's service by the Rector subject to point 5.

§ 43

1. A person removed from the list of students complete out-processing procedures with the Academy by settling all obligations towards him.
2. The decision to remove the student from the list of students of the Academy is attached to the student's personal file and entered in ESOS.

XIV. Resumption of Study

§ 44

1. Re-admission to university of the student removed from the list of students in the first year of study shall be based on generally applicable recruitment rules for higher education.
2. The student who was removed from the list of students in the second or higher year may, at the consent by the Vice-Dean, resume study in the year or semester of study following the year or semester which he/she was in good standing before the removal.
3. Study may be resumed no more than twice. Resumption is possible from the beginning of the academic year or semester. It is unacceptable if more than three years have passed since on the day of submission of the application for resumption of study since the removal date from the list of students.
4. The Vice-Dean may issue a decision allowing resumption of study in the year or semester lower than specified in paragraph 2, or oblige the student to make up for the curriculum differences, if he considers that since the removal, due to the changes in the study programs or the progress in the field, the knowledge that the student has previously

acquired is no longer sufficient. In such cases, the provisions of § 26 shall apply, whereby the Vice-Dean shall specify those courses which he/she recognizes as properly completed by the student.

5. The provisions of points 2–4 do not apply to candidates for professional military.

XV. Scholarships, Prizes and Awards

§ 45

1. The rules for granting scholarships are laid down in the relevant regulations. A student shall be granted a scholarship on the basis of rules laid down in Regulations of benefits for the Academy students and in the order of the Rector as a part of scholarships granted from the Academy's own fund specified in the article 420 point 1.
2. The Rector may reward to a student with a prize or an award.

XVI. Disciplinary Liability of Students

§ 46

1. A student shall be liable to disciplinary action in respect of conduct which violates the provisions in force at the Academy and of conduct unbecoming a student.
2. The Rector or the disciplinary commission for students shall be deemed to be authorised for dealing with student discipline.
3. Disciplinary penalties may be imposed:
 - 1) a caution;
 - 2) a reprimand;
 - 3) a reprimand and a warning;
 - 4) suspension of certain student rights for up to one year;
 - 5) expulsion from the Academy.
4. The Rector may, on his/her own initiative or at the request of the student government, refer the matter to the disciplinary ombudsman.
5. The Rector imposes a caution for minor offenses.
6. Disciplinary penalties are documented in writing, placed in the student's file and entered in ESOS.
7. Any student who is the subject of disciplinary proceedings has the right to be assisted at the hearing by a defender of his or her own choice.
8. A foreign military student shall bear disciplinary liability under the rules set out in relevant international agreements concluded regarding the implementation of the study.

XVII. Transitional and Final Provisions

§ 47

1. Pursuant to the regulations the student shall have the right to appeal against decisions taken by the Deputy-Dean to the Vice-Rector. An appeal shall be submitted within 14 days of the date of delivery of the decision by the authority that issued it.
2. In matters related to the rules and procedure of study not covered by the regulations, the decision is made by the Vice-Rector.

§ 48

1. *The academic regulations of the Westerplatte Heroes Naval Academy effected by Decision No. I1/ NSzW / DNISW by Minister of National Defense of August 10, 2015 regarding the approval of the academic regulations at the Westerplatte Heroes Naval Academy shall expire.*
2. In cases not completed with the final verdict, from the date of entry into force of the regulations, the provisions applicable up to now shall apply.

§ 49

The Regulations shall enter into force upon approval by the Minister of National Defense.