

**ACADEMIC RULES AND REGULATIONS
THE NAVAL ACADEMY NAMED AFTER
WESTERPLATTE HEROES**



Gdynia 2015

RESOLUTION NO. 23/2015

adopted by the Senate of the Naval Academy named after Westerplatte Heroes
on 23 April, 2015

on adopting the Academic Rules and Regulations of the Naval Academy named after Westerplatte Heroes

Acting in compliance with the article 161, point 1 of the Act of Law as of 27 July, 2005 Law on Higher Education (*unified act*, the Journal of Laws as of 2012, point 572 with further amendments) adopts as follows:

& 1

The Senate adopts the Academic Rules and Regulations of the Naval Academy named after Westerplatte Heroes in content to the Annex to this Resolution.

& 2

The Academic Rules and Regulations of the Naval Academy named after Westerplatte Heroes in content to the Annex to this Resolution come into effect after approval by the Minister of Defense on 1 October, 2015.

& 3

1. The Resolution of the Senate no. 21/12 as of 23 April, 2013 on adoption of The Academic Rules and Regulations of the Naval Academy ceases to be in force.
2. The Resolution becomes effective on the day it is adopted.

**RECTOR-COMMANDANT
THE NAVAL ACADEMY
SPOKESMAN FOR THE SENATE**

**Tomasz SZUBRYCHT, Captain (Polish Navy), Professor
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I. General Provisions

& 1

1. The Academic Rules and Regulations of the Naval Academy named after the Westerplatte Heroes, referred to as “the Regulations”, defines the organization and the form of higher studies, hereinafter referred to as “studies”, and the rights and duties of students which arise from the Regulations.
2. The provisions of the Regulations are applicable to studies at the Naval Academy hereinafter referred to as “the Academy”.
3. The Rector is an official superior to all students of the Academy.
4. The Presidium of the Student Self-Government is a representative body of the Academy’s students created to represent their interests. Its activities are based on *the Act of Law as of 27 July, 2005 “The Law on Higher Education” (unified act, the Journal of Laws as of 2012, point 572 with further amendments)* hereinafter referred to as “the Law”, *the Statute of the Naval Academy named after the Westerplatte Heroes*, hereinafter referred to as “the Statute”, and the regulations of the student self-government.
5. Students who are not Polish citizens (international students) can study at the Naval Academy pursuant to the rules specified in the Law.

& 2

1. The terms used in these Regulations have the following meaning:
 - 1) a student – a person studying at the first or second cycle of study or at the unified master’s degree study who have been admitted to the Academy;
 - 2) the fundamental academic unit – the faculty or independent institute or department which can be composed of institutes, departments, laboratories, centers and other bodies cooperating with each other in a given field of study and research, as well as administrative support cells;
 - 3) an academic unit in charge of a program of studies – institute or department being part of the fundamental organizational body;
 - 4) learning outcomes – amount of knowledge, skills and social competencies acquired in the course of study at the first or second cycle of study;
 - 5) self-education outcomes – amount of knowledge, skills and social competencies acquired beyond the formal study system;
 - 6) program of study – a separate part of one or a few areas of education conducted at the Academy in accordance with the teaching program designed for the program of studies;
 - 7) ETCS points (European Credit Transfer System) – credit points defined in the European system of credit accumulation and transfer as a measure of the average work contribution by a learner, necessary to obtain the expected learning outcomes;
 - 8) education program – an account of coherent learning objectives defined by the Academy based on the National Framework of Qualifications for Higher Education, and an account of the educational process leading to obtaining these outcomes, together with ETCS points adopted for the particular modules;
 - 9) teaching program – an element of the teaching program, containing the account of the education process leading to obtaining the learning outcomes;

- 10) plan of studies – an element of the teaching program determining in detail the organization and the method of its execution; it contains names, codes and status of subjects, time set for teaching them (semester), forms of teaching and time set for them, ETCS points and the way of obtaining credit;
 - 11) subject – an element of the teaching program including specific topical content taught in the course of study, especially in the form of lectures, laboratories, tutorials, shops classes, seminars, foreign language classes, physical training specified in the teaching program; a subject or a group of subjects may constitute an education module, for which expected learning outcomes have been specified in the teaching program;
 - 12) Wirtualna Uczelnia. XP (Virtual School. XP) module – an Internet portal; a separate functional part of the Academy Integrated Management System – Uczelnia.XP, which ensures that:
 - a) students have access to an individual profile, time-table, grades (electronic student credit book), newsletters, announcements and can exchange correspondence with a selected academic teacher;
 - b) academic teachers can supplement partial and semester grades and exchange correspondence with the students of the learning groups they teach;
 - 13) officer candidate service – active military service performed by a candidates for a professional military.
2. Whenever a reference is made in this document to:
- 1) study, in general – it is understood as studies at the first or second cycle of higher education or unified master’s degree studies;
 - 2) profile, in general – it is understood as the practical or general-academic profile of a given program of study.

II. Organization of Studies

& 3

1. Studying at the Academy is based on programs of education designed for each program of study pursuant to the Law and the Statute.
2. The academy can offer:
 - 1) first cycle studies, leading to obtaining the first cycle qualifications and the degree of bachelor or engineer;
 - 2) second cycle studies, leading to obtaining the second cycle qualifications and the degree of master or master of engineering;
 - 3) unified master’s degree studies, leading to obtaining the second cycle qualifications and the degree of master or master of engineering.
3. The studies are offered in day-time or extramural forms.
4. The academic year lasts from 1 October to 30 September of the next year. It consists of two semesters (winter and summer) and includes classes (starting on the first week-day of October and ending on the last week-day of September), examination sessions (basic session and retake session), trade-focused practical training, and days free of classes, taking into consideration point 5 below.
5. The detailed organization of an academic year is specified by the Rector in the form of executive order, by 30 June. The order is made available on the Academy’s internet site.

6. The head of an academic unit works out time-tables of class-work and places them on the internet site of the fundamental academic unit and in the Wirtualna Uczelnia.XP module – not later than a week prior to the beginning of the classes.
7. The Rector or head of a fundamental academic unit, when justified, may cancel class-work on some days or time of day.

& 4

1. A student is admitted to the Academy following a valid decision by a duly authorized recruitment commission.
2. A student acquires the student rights at the moment of matriculation and after taking an oath in front of the Rector or head of a fundamental academic unit.
3. After taking an oath the student receives the student's ID and access to the Wirtualna Uczelnia.XP module.
4. A student's ID is a document that confirms his/her membership of the Academy's community.
5. Students are obliged to return their IDs by the day of completing the studies (with the exception of students of the last year of the first cycle study who are authorized to possess them until 31 October in the year of study completion) or when they have been dismissed.

& 5

1. The bachelor degree studies last at least six semesters, and the bachelor of engineering study lasts at least seven semesters.
2. The second cycle studies last from three to five semesters.
3. The unified master's degree studies last from nine to twelve semesters.
4. Extramural studies last one or two semesters longer than the corresponding day-time study.
5. The time length of study in particular programs, depending on their profile and form of study, are described in programs of education.

& 6

1. The program of education and subject curricula are available on the internet site of a fundamental academic unit at least seven days prior to the beginning of the academic year.
2. The information above is also available at the office of fundamental academic unit in charge of the program.
3. Point 1 does not apply to candidates for professional military.

& 7

1. The head of a fundamental academic unit appoints advisers to students of the same year of study out of the academic teachers.
2. Students are assigned to groups and sub-groups by the head of a fundamental academic unit.

& 8

1. Students are obliged to attend all meetings of programs other than lectures, unless it is stated otherwise in the teaching program. In justified cases the person teaching the particular subject may relieve a student of this obligation, with the reservation of point 3.
2. The requirement to attend lectures should be expressly stated in the teaching program and the curriculum.

3. Participation in classes fundamental in the marine sailing programs of study, specified by separate regulations established by the minister in charge of maritime industry, is mandatory. In the case of absence the teacher conducting classes shall specify the way the student has to fill in the gap in the knowledge caused by the absence.
4. A candidate for professional military is obliged to participate in classes, with the reservation of &14 and 15. In justified cases a decision to relieve a student of the obligation to participate in classes is made by the Deputy Rector for Military Affairs after seeking the opinion of the head of a fundamental academic unit, with the reservation of point 3.

& 9

1. If there are a few programs of study, a student declares selection of one of them within the time specified by the head of a fundamental academic unit. This does not apply to candidates for professional military.
2. Upon a consent of the head of a fundamental academic unit a student can undertake the study of more than one specialty, with the restriction of point 3.
3. In the case of persons serving as candidates for professional military an additional approval by the Rector is required.
4. If for organizational reasons it is not possible to admit all candidates willing to study a given specialty it is the head of the fundamental academic unit who decides about the order of admissions. He/she shall take into consideration the academic hitherto achievements as well as talents and interests of the student.

& 10

1. A student whose admission to the Academy is based on the recognition of learning outcomes achieved in the process of non-formal or informal learning is offered an individual teaching program or individual time-table of study.
2. & 14 point 1 does not apply to the student referred to in point 1.

III. Rights and Duties of the Student

& 11

The duties of the student are:

- 1) integrity in conduct;
- 2) inquisitiveness and diligence in the pursuit of the truth;
- 3) respect for national symbols of the Republic of Poland and for emblems of the Polish Armed Forces;
- 4) respect for all members of the academic community;
- 5) respect for the Polish language.

& 12

1. The student has the right :
 - 1) to take educational opportunities offered by the Academy;
 - 2) to acquire reliable and modern knowledge;
 - 3) to develop his/her own interests and make use of classrooms and facilities of the Academy;
 - 4) of association in science clubs and to participate in research and development projects;

- 5) of association in the existing student organizations and setting up new ones;
 - 6) to obtain assistance from the Academy's teachers and organizational bodies;
 - 7) receive recognition and awards;
 - 8) to obtain material assistance in compliance with the rules specified in the regulation for providing material assistance for students of the Academy;
 - 9) to medical care in compliance with the rules specified by separate provisions;
 - 10) to raise issues specified in the regulations for the self-government with the Academy's authorities through the students' self-government agency;
 - 11) to withdraw from the Academy (a written petition is to be submitted to the head of the fundamental organizational body in charge of the program);
 - 12) to see and get to know the evaluation of his/her written assignments in the semester during which he/she has carried out them.
2. Students who are handicapped or chronically ill are provided with special learning organization conditions which take into account their needs. Decisions in this respect are made by the head of a fundamental academic unit in response to a petition submitted by the student, with due regard to &15.
 3. A student can apply for
 - 1) transfer to another higher school;
 - 2) change of the program, its form or profile;
 - 3) participation in student exchange programs;
 - 4) a program in addition to the basic program or of selected subjects, including other higher schools;
 - 5) an individual teaching program or individual time-table of studies;
 4. The provisions in point 3 are applicable to candidates for professional military with due regard to the rules specified in separate regulations.
 5. A student is obliged to:
 - 1) respect the Academy;
 - 2) observe copy rights;
 - 3) immediately notify the fundamental academic unit of a change of name and phone number and address;
 - 4) timely pay fees arising from the regulations in place at the Academy.

& 13

The rules governing collection of fees for educational services provided as well as conditions and procedures for exemption from these payments are specified by the resolution of the Academy's senate.

IV. Individual Teaching Program

& 14

1. After completing the second semester of the first cycle or the first semester of the second cycle exceptional students can, upon a petition by the student concerned, and upon the review by the head of the academic unit of the undergraduate/graduate program (head of department), be offered an individual teaching program (ITP). The petition is approved by the head of the

fundamental academic unit. In the case of a candidate for professional military the approval by the Rector is required.

2. Within the ITP framework a student is provided with individually selected content and form of education, and is assigned a scientific adviser.
3. Designing ITP involves expanding the scope of knowledge within the studied undergraduate/graduate program or specialty, combining two or more specialties within one undergraduate/graduate program, as well as in participation of the student in research work. The study based on ITP may result in early completion of the academy course requirements but the time cannot be reduced by more than two semesters.
4. Approval for ITP is entered in the student credit book (if issued) and in the Uczelnia.XP system – through the change in the student's status.
5. Detailed rules governing the study based on ITP and earning credit are determined by the board of the fundamental academic unit.
6. When a student infringes the rules or does not make progress in learning the head of a fundamental academic unit can withdraw the approval referred to in point 1.

V. Individual Time-Table of Studies

& 15

1. In justified cases an individual time-table of studies (ITTS) can be offered, especially with regard to students who:
 - 1) study two or more programs;
 - 2) pursue part of their study at national or abroad higher schools;
 - 3) bring up children;
 - 4) are handicapped;
 - 5) are sportspersons and have significant sports achievements;
 - 6) participate in research work;
 - 7) attend practical training specified in the teaching program;
 - 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 in the process of non-formal or informal learning.
2. The approval for ITTS can be issued by the head of a fundamental academic unit upon a petition of a student submitted prior to the beginning of the semester in which the student applies for ITTS. Approval by the Rector is required with regard to candidates for professional military.
3. Approval for ITTS is entered in the student credit book (if issued) and in the Uczelnia.XP system – through the change in the student's status.
4. Individual Time-Table of Studies involves setting individual deadlines for completing program work specified in the teaching program.
5. Detailed rules governing the study based on ITTS and earning credit are determined by the board of a fundamental academic unit.
6. Detailed scope and rules of the study based on ITTS are specified for the student by the head of a fundamental academic unit for the period not longer than two semesters. ITTS-based study may result in early or late completion of the academy program requirements but the period cannot be longer than two semesters.

7. When a student infringes the rules or does not make progress in learning the head of a fundamental academic unit can withdraw the approval referred to in point 2.

VI. Individual Inter-Disciplinary Studies

& 16

1. When conditions referred to in article 8, point 2 of the Law are met, individual interdisciplinary studies can be structured, including at least two areas of education and leading to obtaining a diploma earned through completion of at least one undergraduate/graduate program offered at the Academy by a fundamental organizational body, authorized to award doctoral degrees in the area of knowledge associated with this program.
2. Detailed rules and conditions applicable to the individual inter-disciplinary studies shall be specified by the program development board consisting of representatives of the fundamental academic units involved.

VII. Credit and Examinations

& 17

1. Grades are entered in the Wirtualna Uczelnia.XP module, in the periodical individual student progress card, protocol and student credit book (if issued) by the academic teacher in charge of a given subject. In justified cases they can be entered by the head of department, head of the academic unit in charge of the undergraduate/graduate program or head of the fundamental academic unit.
2. The rules for registering students for successive semesters are based on ETCS. The Board of a fundamental academic unit specifies the status of subjects and requirements for earning credit in the plan of study.
3. Upon successful completion of the subjects taught a student earns credit without grade, credit with grade or credit by examination.
4. A foreign language can be used in tuition, earning credit, credit with grade or credit by examination.
5. Teaching can be carried out by the use of distant education methods and techniques. The rules governing the distant education are specified in special regulations.
6. The board of a academic unit adopts the rules for study in compliance with ETCS. The general requirement to complete a semester is to earn at least 30 ETCS points.
7. The teacher in charge of the subject notifies a student about the results of the examination and earned credit through the Wirtualna Uczelnia.XP module, and in the case of an oral examination after it has been completed.

& 18

1. The period for earning credit is a semester.
2. The student is entitled to two additional attempts to earn credit and one subject examination retake. In the cases of conditional qualification for the next semester, the student is entitled to one additional term to earn credit for the failed subject.

3. Upon a justified petition of a student or the student self-government agency, when authorized by the student, the head of the academic unit in charge of the undergraduate/graduate program can appoint a commission for grade verification earned for credit or during an examination, consisting of the deputy head of the fundamental academic unit in charge of student affairs, the head of the academic unit in charge of the subject as chair, a specialist in the area of knowledge in which a student is required to earn credit or pass an exam. The verification result is final and irrevocable.
4. Upon a petition of a student the head of a fundamental academic unit can appoint a commission to administer a commission-based examination, consisting of the deputy head of the fundamental academic unit in charge of student affairs, the head of academic body in charge of the subject as chair, a specialist in the field in which a student is required to pass an exam. When the head of the academic unit in charge of the undergraduate/graduate program is in charge of the subject in question the commission is chaired by the head of the fundamental academic unit or his/her duly authorized deputy.
5. Upon a petition of a student a representative of the student self-government agency can be present during the commission-based examination as an observer.
6. A student is entitled to a commission-based examination of a given subject once. The grade received at the examination is final.
7. A student is required to submit such petitions, referred to in points 3 and 4 within 7 days of failing to receive a positive grade on the examination or earning credit. The commission-based examination should be administered within 14 days of submitting the petition.
8. In the case of failing to earn credit or the commission-based examination the student can repeat the subject, the semester or the year of study. The decision in this respect is made by the head of the fundamental academic unit upon a written petition submitted by the student within 14 days of the date of failure to earn credit or of the examination.
9. The final date for earning credit for subjects specified in the plan of study and taking exams at the basic time and the retake time expires on the final day of the retake session period in the winter or summer semester, i.e. 15 March or 15 October, respectively.
10. The final date for earning credit for subjects specified in the plan of study and taking exams at the basic time and the retake time in the last semester of study expires on the final day of the retake session period in the winter or summer semester, i.e. 15 March or 15 July, respectively, unless it follows otherwise from the decision on the organization of the academic year.
11. To complete a semester the minimum number of ETCS points must be collected, and in the case of candidates for professional military obtaining positive grades for credit and on examinations as well as meeting all conditions arising from the teaching program are required.
12. A student is obliged to hand in the student periodic progress card and the student credit book (if issued) at the faculty office or the office of the fundamental academic unit by the dates referred to in points 9 and 10.

& 19

At the beginning of a semester an academic teacher in charge of a given subject is obliged to notify students of:

- 1) the subject content and learning objectives;
- 2) the requirements to meet to earn credit and pass the exam;
- 3) the principles governing the conduct of classes;

- 4) conditions for accepting reasons for absence and compensating for absence;
- 5) times of consultations;
- 6) the methods of notifying of the results of examinations and earned credit.

& 20

1. The head of a academic unit relieves the student of the obligation to participate in physical training upon a medical report.
2. In the event referred to in point 1 the academic teacher in charge of PT determines the way of completing requirements concerned with achieving the learning outcomes specified for this subject.
3. Points 1 and 2 do not apply to candidates for professional military.

& 21

1. A student attends practical training in compliance with the plan of study and the regulations for such training, adopted by the board of a fundamental academic unit.
2. Decisions concerned with practical training specified in the plans of study are made by the head of a fundamental academic unit or a duly authorized person in charge of practical training who can:
 - 1) give a student credit for the practical training based on a certificate of completion of practical training, issued by a workplace;
 - 2) give a student credit for the practical training based on his/her participation in research work if it meets the criteria specified in the teaching program;
 - 3) give a student credit for the practical training if he/ she concludes that the student received it while performing job duties or social activities, on condition that their character was in compliance with the requirements specified in the teaching program;
 - 4) allow the student to undergo the training at another period of time;
 - 5) recall the student from the training.

& 22

1. A student is obliged to take examinations at the time set by the teacher in charge of a subject communicated to the students not later than seven days prior to the end of class-work in the semester.
2. An exam can be administered in the oral or written form or both of them.
3. If a given subject is taught by a few teachers, the examination is administered by the teacher in charge of the subject.
4. Upon the petition of a student who failed to take an exam at the specified time, referred to in point 1, the head of the fundamental academic unit sets a new date, if the student submits evidence that the failure to take the exam was not through his/her own fault. The petition for setting a new date must be submitted within 7 days of the day the reason for failing to take the exam at the set time ceases to exist.
5. Inexcused failure to take an examination or earning credit results in obtaining a negative grade.
6. Examinations and credit are graded using the scale of grades as follows:
 - 1) very good – 5.0 (VG)
 - 2) more than good – 4.5 (G+)
 - 3) good – 4.0 (G)

- | | |
|-----------------|------------|
| 4) satisfactory | – 3.5 (S+) |
| 5) sufficient | – 3.0 (S) |
| 6) failing | – 2.0 (F) |

& 23

1. When a student fails to earn credit for a semester ,the head of a fundamental academic unit can:
 - 1) give approval for conditional qualification for the next semester of study, without the necessity for the student to repeat the failed subject, taking into account &18, point 2;
 - 2) require the student to repeat the failed subject;
 - 3) require the student to repeat the failed semester or year of study;
 - 4) make a decision to dismiss the student from the list of students.
2. Decisions by the head of a fundamental academic unit referred to in point 1, items 1-3 is made upon a written petition of the student submitted within 14 days of the date of failure to complete the semester.
3. The head of a fundamental academic unit, giving approval for conditional qualification of a student for the next semester specifies the date for earning credit for the semester.
4. When a student does not earn credit within the time limit specified , the head of a fundamental organizational body can:
 - 1) upon a written petition of the student, allow him/her to repeat the subject;
 - 2) upon a written petition of the student, allow him/her to repeat the semester or the year of study;
 - 3) dismiss the student from the list of students.
5. A semester of study can be repeated not more than twice. During the first year it is possible to repeat the second semester once.
6. The teacher conducting the classes takes into account the grades which the student repeating a semester or a year of study received on examinations and credit earned for subjects before. This can be the case only if the learning outcomes have not been changed.
7. Repeating a semester or a year of study may require a necessity for the student to compensate for differences in programs.
8. The provision in point 1, item 3 does not apply to candidates for professional military, with the reservation of point 8.
9. In cases justified by health problems or pregnancy, the head of a fundamental academic unit, after seeking the opinion of the Rector, can make a decision to allow a candidate for professional military to repeat a failed semester or year of study.

& 24

A candidate for professional military discharged from service, can upon his/her written petition continue to study at the Naval academy. The decision in this respect is made by the head of a fundamental academic unit. In this case the provisions in &45 are duly applied.

VIII. Conditions and Class Participation Policy with Respect to Exceptional Students

& 25

1. Exceptional students of senior high schools, hereinafter referred to as high school students, can attend classes, which correspond to their talents, offered within the programs.
2. A high school student files a petition for participation in such classes. He/ she must complete the petition form and submits it to the head of a fundamental academic unit, not later than 7 days prior to the planned beginning of the classes.
3. A decision approving participation of a high school student in the classes is made by the head of the appropriate fundamental academic unit.
4. High school students are obliged to observe the rules and regulations in place at the Academy.
5. High school students can participate in student team projects and activities of the student scientific community.
6. The head of a fundamental academic unit can, upon his/her own initiative, appoint a scientific counselor adviser to a high school student.
7. High school students attending classes at the Academy should, on their own, insure themselves against accidents.
8. Earning credit is subject to the regulations referred to in this document. After earning credit for specific subjects a high school student receives a certificate attendance in classes and earning credit for specific subjects.
9. Students admitted to the Academy for the program, within which they participated in classes before commencing the study and earned credit for them, can be relieved of the duty to earn credit for these subjects. A decision is made by the teacher in charge of the subject.
10. High school students admitted to the Academy for a different program can be relieved of the duty to earn credit for the subjects, for which they earned credit prior to the commencement of the study, if these subjects are included in the plan of study for this program and if the teacher in charge of the subject concludes that the achieved learning outcomes are sufficient enough.

IX. Rules and Procedures for Transfer and Recognition of Credit

& 26

1. A student can, upon a consent of the head of a fundamental academic unit, pursue part of his/her studies in another higher school in compliance with the principles set forth in relevant agreements or student exchange programs of which the Academy is signatory.
2. The head of a fundamental academic unit approves the individual teaching program which will be pursued in another higher school and specifies conditions, dates and methods for compensating for gaps in knowledge arising from differences between the respective programs.
3. Credit obtained for the classes conducted under an individual teaching program and the results achieved in another higher school are given the same recognition as those achieved in the Academy.
4. It is the responsibility of the head of a fundamental academic unit to give credit for subject work done during an student exchange with other higher schools.

5. If a student pursues one-year-long studies in another higher school, the head of a fundamental academic unit may assign the student the time for obtaining credit other than that specified in &18, point 1.

& 27

Transfer and recognition of work is subject to the following conditions:

- 1) the student achieved the expected learning outcomes and obtained not less than 30 ETCS points for completion of each semester;
- 2) one ETCS point corresponds to learning outcomes which a student is expected to achieve after, on average, 25-30 hours of work comprising classes which require direct contact with a teacher and classes which do not require such contact;
- 3) ETCS points have been transferred for:
 - a) obtaining credit for all subjects and practical training specified in the teaching program, however, the number of ETCS points does not depend on the grade conferred on the student, and to obtain to the points is a student must meet all the requirements for learning outcomes and, confirmed by credit earned for the subjects and training.
 - b) writing a diploma thesis and preparing for the defense examination.
- 4) the number of ETCS points which a student receives is the same as that accredited to the relevant subjects (modules) and training in this unit.

& 28

1. A decision approving transfer and recognition of subjects is made by the head of the receiving body upon a petition of the student, following the analysis of the documentation concerned with the studies pursued in another Academy's organizational body at the or outside the Academy.
2. To approve transfer of subjects, the head of the receiving unit takes into consideration the learning outcomes achieved in another Academy's academic unit or outside the Academy as the result of attended classes and training specified in the teaching program designed for the program of study pursued by the student.
3. Instead of earning points accredited to the subjects and training specified in the plan of study, a statement of correspondence of the learning outcomes referred to in point 1, can be a sufficient condition to meet for transfer of subjects for which credit was obtained in another Academy's academic unit or outside the Academy, including foreign higher schools.

X. Diploma Thesis

& 29

1. A diploma thesis can be in the form of a written document, published article, design, including a project or development of software or computer system, industrial design or technology development project.
2. A diploma thesis is done under supervision a supervising professor. The list of supervising professors is created by the board of the fundamental academic unit.

3. The form, detailed rules and dates for completing diploma theses, submission of theses and diploma examination procedures are specified in the *Regulations on Diploma Theses* adopted by the board of the academic unit.
4. The diploma thesis can be made in a foreign language, pursuant to the scope and conditions described in regulations referred to in point 3.

& 30

1. Diploma thesis titles together with names of supervisors are disclosed to students at least 6 months before the end of the diploma semester.
2. A student selects his/her supervising professor in the manner and time specified by the head of the fundamental organizational board.
3. A student can suggest the diploma thesis title suited to his/her interest, taking into account the time required by the regulations referred to in &29, point3.
4. Upon a justified petition of a student, the head of a fundamental academic unit can approve a change of a supervising professor.

& 31

1. A student is obliged to submit the diploma thesis at the place and time specified in the regulations referred to in &29, point 3.
2. Upon a justified petition of a student, the head of a fundamental academic unit can assign a different time for submission of the diploma thesis.
3. Failure to submit the thesis at the time referred to in point 1 and 2 results in dismissal of the student from the list of students. He/she, upon a petition filed to the head of the fundamental organizational body, has the right to submit the diploma thesis within five years immediately following the date of dismissal from the list of students.
4. When two years have passed since the date of dismissal from the list of students, repeated submission of the diploma thesis may require verification of the title pursuant to the rules specified in the regulations referred to in &29, point 3.
5. In the case of absence of the supervising professor or termination of his/her employment at the Academy, his/her immediate superior appoints a person to take over this duty. This change, upon a petition of the student, can be the grounds for moving the date for thesis submission.

& 32

1. The evaluation and review of a diploma thesis together with the grade conferred are performed by the supervising professor and the referee respectively.
2. The student has the right to read the evaluation and review of his/her diploma thesis.
3. If the grade conferred by the referee of the diploma thesis is negative (insufficient), the head of the fundamental academic unit appoints another referee. If the second referee grades the thesis as insufficient (failing), the procedure referred to in point4 is adhered to.
4. If the grade by the successive referee is insufficient (failing), upon a petition of the student (submitted within 14 days of the date the verdict was disclosed to him/her), the head of the fundamental academic unit can allow the student to repeat a year of study or semester. Failure to submit such a petition leads to dismissal from the list of students.

5. A candidate for professional military does not have the right to submit a petition referred to in point 4. In such a case he/she is dismissed from the list of students, with the reservation of &23, point 8.
6. The grade accredited to the diploma thesis is the arithmetical average of the grades conferred by the supervising professor and referee, expressed by two decimal digits, pursuant to the scale referred to I &37, point 3.

XI. Diploma Examination

& 33

1. The diploma examination is in the oral form and takes place in front of the examination board appointed by the head of a fundamental academic unit.
2. The scope of the diploma examination is determined by the board of the fundamental academic unit.
3. The condition to meet by a student in order to be allowed to take the exam is:
 - 1) collecting the minimum number of ETCS points arising from the plan of study and completion of the remaining program-related requirements;
 - 2) obtaining grades satisfactory or higher from a supervising professor and referee;
 - 3) submitting a statement of observance of copyrights (intellectual property rights for students are specified in *the Act of Law as of 4 February, 1994, on copyrights and related rights (unified text: the Journal of Laws as of 2006, point 631 with later amendments)*);
 - 4) submitting the diploma thesis to anti-plagiarism procedures, pursuant to separate regulations in place at the Academy;
 - 5) completing at least 5-month-long marine practical training – this applies to the students of the basic maritime-shipping programs required by separate regulations adopted by the minister in charge of maritime industries.
4. In justified cases the head of a fundamental academic unit may allow a student to take the diploma examination before its scheduled date.
5. The head of a fundamental academic unit may give an approval for an open to public conduct of the diploma examination.
6. It is the supervising professor or the student that files a petition for an open to public diploma examination. The petition supplemented with a list of invited guest shall be submitted at the dean's office or the fundamental academic unit office not later than 14 days before the scheduled date of the diploma examination.

& 34

1. The result of the diploma examination is computed by the examination board from the arithmetical mean of grades conferred for the examinee's answers rounded to two decimal digits.
2. The result of the diploma examination is announced after its completion.
3. In order to indicate the grade received on the diploma examination in the documentation of the study, the scale referred to in &37, point 1 is applicable to the grade computed in point 1.

& 35

1. If a student fails to take the diploma examination for reasons beyond his/her control, the head of the fundamental academic unit reinstates the date of the examination.
2. If a student does not take the examinations for other reasons which can be considered for a justifiable excuse for his/her absence, the head of the academic unit, upon a petition of the person interested submitted within 14 days immediately following the cessation of the reason, sets another date for the exam. Failure to submit such a petition leads to dismissal for the list of students.
3. When a student earns a grade average lower than 3.00 or fails to take the examinations for an inexcused reason, he/she will be dismissed from the list of students. In such a case, however, the head of the fundamental academic unit, upon a petition of the person interested submitted within 14 days immediately following the dismissal from the list of students, may appoint a second date for the examination, within the period of time of two years immediately following the date of dismissal from the list of students.

XII. Graduation

& 36

The date of graduation is the day of completing the diploma examination.

& 37

1. To calculate the study final grade the following are taken into account:
 - 1) arithmetical average computed from all the grades earned on examinations and credit in the course of study, excluding grades for credit or on examinations which were appealed pursuant to & 18, point 3;
 - 2) arithmetical average computed from the grades conferred by the supervising professor and the referee referred to in &32, point 6;
 - 3) the grade for the diploma examination referred to in &34, point 1.
2. The final grade for the studies is the sum of:
 - 1) 0.6 of the arithmetical average referred to in poin1, item 1;
 - 2) 0.2 of the arithmetical average referred to in point1, item 2;
 - 3) 0.2 of the grade for the diploma examination.
3. The final grade is entered in the diploma of graduation pursuant to the principle below:

Average obtained	Average obtained, grade in diploma
from 4.55 to 5.00	very good
from 4.20 to 4.54	more than good
from 3.80 to 4.19	good
from 3.40 to 3.79	satisfactory
to 3.39	sufficient

& 38

1. The graduate receives a diploma of completion of the study which confirms that the holder has been awarded the bachelor's degree, two copies of this document and the diploma supplement.

2. Upon a petition of the student, the copies of the diploma of completion of study may be written in a foreign language (English, French, Spanish, German or Russian) and supplement to the diploma in English. Foreign language equivalents of the final grade are presented in the table hereunder:

Grade obtained	Translation				
	English	French	Russian	German	Spanish
bardzo dobry	very good	tres bien		sehr Gut	muy bien
dobry plus	more than good	mieux que bien		mehr als Gut	mas que bien
dobry	good	bien		Gut	bien
dostateczny plus	satisfactory	passant		Befriedigend	satisfactorio
dostateczny	sufficient	suffisant		Ausreichend	sufficiente

XIII. Leaves

& 39

A student who is a candidate for professional military service is entitled to leaves pursuant to rules specified in separate regulations.

& 40

1. A student is eligible to the following kinds of leave
 - 1) sick leave;
 - 2) education (training) leave;
 - 3) leave in special cases (career's leave, compassionate leave, etc).
2. Leaves may be short-term, lasting up to two months and long-term.
3. To request a sick leave a student must have a medical certificate which states the he/she is, was or will be unfit for study work for a period of time specified in the certificate.
4. Leave for training/education is granted to a student who, upon the approval of the head of the fundamental organizational body, pursues part of his/her studies in another higher school or attends practical training or professional apprenticeship.
5. Leave in special cases can be granted if fate-related important, documented circumstances arise which prevent the student from attending classes for a longer period of time.
6. During leave the student retains his/her student right. Material assistance entitlements are specified in separate regulations.
7. Leave referred to in point1 is granted by the head of the organizational body upon a written petition of the student.

& 41

1. Granted leave can be regarded as reasons for postponing the planned date of study completion.
2. Leave can be granted at any time during an academic year.

3. Short-term leave does not relieve the student of his/her obligation to obtain credit and pass exams within the time specified by the head of the fundamental academic unit.
4. Long-term leave may lead to the necessity for a student to continue the studies with the beginning of the year (semester) of study for which leave was granted. The decision in this respect is made by the head of the fundamental academic.
5. The fact of granting long-term leave is entered in the student credit book (if issued) and in the Uczelnia.XP system.
6. The student does not bear tuition fees.
7. Upon the consent of the head of the fundamental academic, a student can attend Classes, earn credit and take examinations during the leave.

XIV. Change of Higher School, Program, Form of Study

& 42

1. A student, who earned credit for the first semester of the study, can move to the Academy from another higher school upon the approval of the head of the receiving fundamental academic unit, upon a written application of the student, if he/she have completed all conditions arising from the regulations in effect at the higher school he/she is to leave, confirmed by an appropriate statement.
2. The provision referred to in point 1 also applies to students who failed the first semester, if the number of ETCS points they obtained at another higher school is high enough to be allowed to continue the study, pursuant to the regulations on ETCS in effect at the receiving body.
3. The head of the fundamental academic unit admitting a student to a given semester of study, specifies the amount and scope of knowledge for the student to acquire and the date to bridge the knowledge gap arising from the teaching program.
4. A student attempting to move from the Academy to another higher school should complete all student obligations arising from the regulations in effect at the Academy.
5. Transfer of a student to a program run at the Academy by another fundamental academic unit is authorized upon a consent of the head of the fundamental academic unit, upon a petition of the student. The head of the receiving fundamental academic unit specifies the semester of study and the scope in knowledge necessary to acquire by the student and the time to bridge the gap in knowledge arising from the program.
6. Transfer of a student to another program, specialty, form of study within the fundamental academic unit is authorized upon a consent of the head of this body, upon a petition of the student. The head of the fundamental organizational body specifies the semester of study and the scope in knowledge necessary to acquire by the student and the time to bridge the gap in knowledge arising from the program.
7. Transfer of a candidate for professional military to another program or specialty is executed upon the consent of the Rector, pursuant to the rules referred to in point 6.
8. Transfer of a student to the study for candidates for professional military is executed pursuant to the conditions and manner specified by the Senate.

XV. Dismissal from the List of Students

& 43

1. The head of a fundamental academic unit makes a decision on dismissing a student from the list of students in either of the following cases:
 - 1) when a student fails to commence studies;
 - 2) when a student submits in the written form his/her resignation from the studies;
 - 3) when a student fails to submit a diploma thesis or take a diploma examination by the deadline;
 - 4) disciplinary dismissal from the Academy.
2. The head of a fundamental organizational body can also make a decision on dismissing a student from the list of students in either of the following cases:
 - 1) a student fails to make progress in learning;
 - 2) a student fails to earn credit by the deadline;
 - 3) a student fails to cover the required fees;
 - 4) a student fails to sign an agreement on conditions of payments for the study or educational services.
3. Failure to commence the studies is ascertained by the head of the fundamental organizational body when a student fails to take an oath or attend mandatory classes during the first semester of study for a period longer than three months or, in the case of candidates for professional military, report to the officer candidate service.
4. Lack of progress in learning is ascertained by the head of the fundamental academic unit, upon a petition of an academic teacher when a student fails to obtain credit for 60% of mandatory classes.
5. The head of the fundamental academic notifies the Rector immediately of dismissing a candidate for professional military from the list of students.

& 44

1. The student dismissed from the list of students follows the out-processing procedures through settling his/her all obligations towards the Academy.
2. A decision to dismiss a student from the list of students is attached to the student's personal file and it is recorded in the Uczelnia.XP system and the student credit book (if issued).

XVI. Reinstatement

& 45

1. A student who has been dismissed from the list of students during the first year of study may be reinstated, pursuant to the general admission to higher school regulations.
2. A student who was dismissed from the list of students during the second year or higher, can, upon the approval of the head of the fundamental academic unit, be readmitted to the study in the year or semester following the year or semester for which he/she obtained credit before dismissal.
3. A student can be readmitted to the study not more than twice. Readmission is possible at the beginning of an academic year or a semester. A student is subject to bar from readmission if on

the day of submitting a petition for reinstatement five years have passed since the dismissal from the list of students.

4. The head of a fundamental academic unit can allow readmission to the year or semester of study lower than, it would follow from the provisions in point two, or oblige a student to bridge the gap in knowledge arising from the program, if he/she concludes that since the moment of the dismissal the changes in the teaching programs or progress in knowledge in a given discipline has made the scope of knowledge the student acquired prior to the dismissal out of date. In such a case the provisions referred to in &27 are applicable, and it is the head of the fundamental academic unit who lists the subjects for which credit is recognized.
5. The provisions referred to in points 2-4 are not applicable to candidates for professional military.

XVII. Scholarships, awards and recognition

& 46

1. The rules applied to granting scholarships are set forth in the regulations on granting material support to civilian students of the Naval Academy.
2. The Rector can accord an award or recognition to a student pursuant to separate regulations.

XVIII. Disciplinary liability of students

& 47

1. A student who infringes the regulations in effect at the Academy or whose conduct is in violation of student self-respect is subject to disciplinary liability pursuant the Act of Law.
2. A student is held liable with respect to the Rector, disciplinary committee for students or arbitration by fellow students of the student self-government hereinafter referred to as "arbitration by fellow students".
3. Disciplinary penalties are as follows:
 - 1) admonition;
 - 2) reprimand;
 - 3) reprimand with warning;
 - 4) suspension of some student rights for a period up to one year;
 - 5) dismissal from the Academy.
4. The Rector can, upon his/her own initiative or upon a petition of the student self-government organ, appointed in the regulations for the self-government, refer the case to the arbitration by fellow students instead of the disciplinary procedures representative. The arbitration by fellow students is not authorized to impose penalties referred to in points 4-5.
5. For lesser offences the Rector imposes the penalty of admonition without referring to cases the disciplinary committee or arbitration by fellow students.
6. Disciplinary penalties are recorded in the written form, entered in the student file record and registered in the Uczelnia.XP system.
7. The accused student has the right to assistance by a defender he/she has chosen.
8. Procedures to follow in arbitration by fellow students are contained in the regulations for the student self-government.

9. Disciplinary liability procedures with respect to a candidate for professional military are described in separate regulations.

XIX. Final Provisions

& 48

A student has the right of appeal for decisions made by the head of the fundamental academic unit pursuant these regulations, to the Rector. An appellation is to be filed within 14 days of the date of service of the decision through the organ which made it.

& 49

1. The Regulations for Studies at the Naval Academy named after the Westerplatte Heroes effected by the Order no. 244/MOD of Minister of Defense as of 20 August, 2012 on approval of the regulations for studies at the Naval Academy named after Wseterplatte Heroes (the Journal of MOD Executive Orders as of 2012, point 325). with further amendments) ceases to be in force.
2. These Regulations come into effect on approval by the Minister of Defense.