



WYŻSZA  
SZKOŁA  
TURYSTYKI  
I HOTELARSTWA  
W GDAŃSKU

# **POSTGRADUATE STUDIES REGULATIONS**

**GDANSK 2024**

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## **I. General Provisions**

### **§ 1.**

1. The regulations of postgraduate studies specify:
  - a) the rules and procedure for conducting postgraduate studies at the Academy of Tourism and Hotel Management in Gdańsk, also referred to as Academy or WSTiH,
  - b) rights and obligations of students admitted to postgraduate studies,
  - c) rules of payment for postgraduate studies.
2. The terms used in the Regulations shall have the following meanings:
  - a) student – participant of postgraduate studies;
  - b) postgraduate qualifications – achievement of the assumed learning outcomes in a postgraduate program, confirmed by a certificate;
  - c) learning outcomes – the body of knowledge, skills and social competences acquired in the learning process by the learner;
  - d) ECTS (European Credit Transfer and Accumulation System) – a European system for the transfer and accumulation of credits, used to assess the progress of the learner in acquiring knowledge, skills, social competences and to confirm the completion of subsequent stages of education; ECTS determines the student's workload required for the implementation of a study program;
  - e) curriculum – a description of coherent learning outcomes and a program of postgraduate programs;
  - f) postgraduate studies program – a description of the learning process leading to the achievement of learning outcomes for partial qualifications, taking into account the characteristics of the second-cycle Polish Qualifications Framework (PQF) at PQF levels 6, 7 or 8, as defined in the regulations issued on the basis of Article 7(3) and (4) of the Act of 22 December 2015 on Integrated Qualifications System which enables at least 30 ECTS credits. The description includes: learning modules with the assumed learning outcomes and the number of ECTS credits assigned to them, methods of verification of the assumed learning outcomes achieved by the student and the plan of postgraduate studies;
  - g) study plan – an element of the study program specifying the total duration of studies and distinguishing the stages of study: determining the number of semesters, a set of courses together with their location and time in each semester, as well as the forms of their completion and the number of ECTS credits assigned to them.

### **§ 2.**

1. Postgraduate studies at WSTiH in Gdańsk are conducted on the basis of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2018, item 1668), hereinafter referred to as the "Act" and its implementing acts, the Statute and these Regulations of postgraduate studies.
2. The decision to establish and launch postgraduate studies is made by the Rector.
3. Postgraduate studies may be conducted in Polish or partially or entirely in a foreign language.
4. Postgraduate studies can be carried out using distance learning methods and techniques.
5. In postgraduate studies, it is not possible to:
  - a) obtain a leave from classes,
  - b) repeat studies.

6. Postgraduate studies can be carried out independently by the Academy or in cooperation with other universities, institutions and organizations, business partners, including foreign ones. In such cases, agreements are concluded regulating the duties and tasks of individual units providing non-degree postgraduate programs. The agreement is concluded by the Rector.
7. Detailed rights and obligations of the student in postgraduate studies and the terms of payment are specified in the agreement concluded between the Academy and the student, which is signed by the Rector.

### **§ 3.**

1. The Dean is responsible for the quality of education in postgraduate studies.
2. The Dean's tasks include:
  - a) supervision over the implementation of education, including approval of the curriculum for postgraduate studies,
  - b) cooperation with the head of postgraduate studies,
  - c) issuing decisions on the qualification of candidates for postgraduate studies,
  - d) issuing decisions on expulsion of a student from the list of postgraduate students.
3. The head of postgraduate studies is responsible for the implementation of postgraduate studies.
4. The head of postgraduate studies is appointed by the Dean or Vice-Dean.
5. The tasks of the head of postgraduate studies include, among others:
  - a) providing teaching staff and organization of studies, supervision over their course and proper implementation of classes,
  - b) development of a plan and curriculum of studies along with a schedule of classes to be carried out in a given semester,
  - c) conducting the qualification procedure,
  - d) exercising control over the documentation of studies, including, among others: syllabuses of subjects/modules, class registers, attendance lists of students, agreements with class teachers,
  - e) ongoing contact with students on issues related to the implementation of studies, consideration of students' applications,
  - f) setting the dates of submitting the final thesis/final exams and appointing the examination board (if the final exam is planned),
  - g) checking final papers (if the submission of papers is provided for in the study program),
  - h) preparing and submitting to the Academy a report on the progress of a given type of studies and their evaluation.
6. The amount of fees for postgraduate studies is determined by the Chancellor in consultation with the Dean.
7. The Dean's Office is responsible for collecting and archiving the documentation of postgraduate studies (study plans and programs, syllabuses of individual subjects/modules, records of students, credit reports, examination protocols, personal files of students).

## **II. Rights and obligations of postgraduate students**

### **§ 4.**

1. The student has the right to:

- a) participate in classes carried out as part of the postgraduate study program,
- b) use of teaching rooms, equipment and teaching and scientific resources,
- c) use the library, reading room and library system of the Academy under the conditions specified in the Regulations for access to the library collections of WSTiH,
- d) receive free teaching materials prepared by lecturers in paper/electronic form,
- e) submit comments and postulates regarding the organization of the teaching process and administrative services.

#### § 5.

2. The student is obliged, in particular, to:

- a) comply with the Regulations and other internal regulations of the University,
- b) complete subjects and pass exams on time,
- c) timely submit the final thesis or pass the final exam, if such are the requirements for a given postgraduate program, no later than 6 months from the date of the last didactic class,
- d) report any changes to their personal data (e.g. change of name, address) and present relevant documents;
- e) pay tuition fees on time.

### **III. Recruitment for postgraduate studies**

#### § 6.

1. A participant of a non-degree postgraduate program may be a Polish citizen or a foreigner who has a full qualification obtained in the higher education and science system at least at level 6 (has a higher education diploma of at least the first degree).
2. At least 1 month before the start of classes, the head of a non-degree postgraduate program publishes, among others, the method of admission for non-degree postgraduate programs, the date and place of submission of documents and the amount of fees.
3. Admission to postgraduate studies is determined by meeting the admission requirements for postgraduate studies and the order of applications.
4. Admission to postgraduate studies takes place on the basis of submitted documents.
5. Candidates applying for admission to postgraduate studies are required to submit the following documents to the Dean's Office of the Academy:
  - a) application for admission to postgraduate studies together with a personal questionnaire containing consent to the processing of personal data,
  - b) a copy or a copy of the diploma certified by the Academy of graduation entitling to take up postgraduate studies,. In the case of graduating from a university abroad, the candidate submits the original diploma (the Academy may ask for a translation into Polish), as well as a document confirming the nostrification of the diploma or a certificate of exemption from the nostrification procedure,
  - c) a current and signed photograph of the candidate, meeting the requirements applicable to the issuance of identity documents (35 mm x 45 mm),
  - d) ID card or other document confirming the candidate's identity – to be presented at the Dean's Office,

- e) a completed and signed contract for postgraduate studies (2 copies) – after receiving information about qualification for studies.
  - f) Confirmation of other documents required by the qualification and admission requirements for postgraduate studies.
6. In the case of foreigners, a diploma of higher education in the Republic of Poland or a diploma of higher education abroad issued by an authorized university operating in the higher education system confirming the completion of: three-year studies or first-cycle studies lasting at least 3 years is required.
  7. The decision on admission or refusal of admission to non-degree postgraduate programs is prepared by the head of non-degree postgraduate programs. Decisions on admission or refusal of admission to postgraduate studies are issued by the Dean.
  8. In the event of non-admission to studies, the University returns the original documents to the candidate.

#### **IV. Organization of postgraduate studies**

##### **§ 7.**

1. Education in non-degree postgraduate programs is conducted on a semester basis and may be launched in the period: October/November or January/February/March of a given academic year.
2. Postgraduate studies last no less than 2 semesters.
3. With the start of classes, the head announces the curriculum.
4. The curriculum enables the student to obtain at least 30 ECTS credits.
5. Postgraduate studies are carried out on the basis of an education program developed by the head of postgraduate studies and approved by the Dean.
6. The curriculum of postgraduate studies may include optional courses.
7. Joining postgraduate studies is conditioned by:
  - a decision on qualification for postgraduate studies;
  - payment of the fee for the first semester of studies or for the entire course before their commencement;
  - conclusion of a contract on studying at postgraduate studies.
8. A postgraduate student receives a credit card each semester.
9. All subjects/modules provided for in the plan and program of postgraduate studies end with an exam or credit.
10. The postgraduate program may provide for the submission of a final thesis by the student or passing the final exam.
11. After obtaining a credit/passing an exam in a subject/module/obtaining a positive grade for the final thesis/passing the final exam (depending on the study program), the student receives ECTS credits.
12. The following grading scale is used for exams and credits as well as for the assessment of the final thesis:
  - very good - 5.0
  - good plus - 4.5
  - good - 4.0
  - satisfactory plus - 3.5
  - satisfactory - 3.0
  - unsatisfactory - 2.0

pass without grade - credited.

13. The condition for completing postgraduate studies is:
  - a) obtaining credits provided for in the plan of postgraduate studies, obtaining the learning outcomes required by the curriculum and obtaining the required number of ECTS credits;
  - b) obtaining a positive grade for the final thesis (if provided for in the curriculum) or passing the final exam (if provided for in the curriculum) with at least a satisfactory result;
  - c) payment of the entire fee for postgraduate studies, the amount of which is specified in the agreement concluded between the student and the Academy.
14. The date of graduation is the date of passing the final exam/the date of obtaining a positive grade of the final thesis. In the case of studies in which there is no final thesis/final exam, the date of graduation is the date of taking the last exam in the subject/module covered by the study program or the date of obtaining the last credit.
15. In the event of an unsatisfactory grade in the exam/passing the subject/module, failure to pass the course, lack of a positive grade in the final thesis, lack of a positive grade in the final exam, the student has the right to a retake.
16. The student has the right to one retake for each subject/module and for the final exam or final thesis.
17. In the event of an unjustified failure to take the exam or final exam (if any) or failure to submit the final thesis (if planned) within the set deadline, the student receives an unsatisfactory grade included in the final result of the postgraduate studies.

## § 8.

1. The Academy issues certificates of completion of postgraduate studies to graduates of postgraduate studies in accordance with the conditions set out in the executive regulations to the Act, according to the template adopted by the Academy on the basis of the Rector's ordinance.
2. Certificates of completion of postgraduate studies are issued within 30 days from the date of completion of postgraduate studies.
3. The certificate of completion of postgraduate studies includes the final result of studies aligned to the full grade according to the rule:  
up to 3.50 satisfactory  
from 3.51 to 4.50 good  
from 4.51 very good
4. The basis for calculating the final result of studies determined by entering the grade is:
  - a) arithmetic average of grades from exams/credits of subjects/modules provided for in the postgraduate study program,
  - b) final thesis grade, if provided for in the study program,
  - c) final examination grade, if provided for in the study program.
5. A certificate of completion of postgraduate studies may be issued without specifying the final grade. In this case, the formula "*with a positive result*" is written on the certificate of completion of postgraduate studies.
6. If the program of postgraduate studies provides for the submission of a final thesis or a final examination, the final result on the certificate of completion of postgraduate studies is 0.7 of the arithmetic mean determined in accordance with paragraph 4 a) and 0.3 of the grade from the final thesis or final examination.

7. The certificate is issued on the condition that the liabilities to the Academy are paid for the fees for postgraduate studies, the fee for issuing the certificate and the submission at the Academy Dean's Office of the circulation card certifying the settlement of all liabilities towards the Academy, including those related to the return of books borrowed from the library.
8. In the event of loss of the original certificate of completion of postgraduate studies, the graduate may apply to the Academy for a duplicate.
9. The Academy charges fees for issuing a certificate of completion of postgraduate studies and its duplicate in the amount specified in the implementing regulations to the Act.
10. A student of postgraduate studies may receive a certificate of completing or conducting postgraduate studies. The certificate is issued by the head of the dean's office. The condition for issuing a certificate of proceeding with postgraduate studies is to settle liabilities towards the Academy.

### **Postgraduate Tuition Fees**

#### **§ 9.**

1. Postgraduate studies are fully paid.
2. The terms of payment for studies are specified in a written agreement concluded between the Academy and the student.
3. The fee for postgraduate studies can be paid:
  - a) in the fully required amount before starting postgraduate studies,
  - b) in two instalments: the first instalment must be paid before the start of the first semester of postgraduate studies, and the second instalment before the start of classes in the second semester.
4. The tuition fee may be paid by the employer or other entity referring the student to postgraduate studies.
5. The costs of credits and exams are included in the price of postgraduate studies.
6. If postgraduate studies are not launched due to an insufficient number of students, the fees paid are refundable.
7. The amount of fees for individual postgraduate studies is determined by the Chancellor of the Academy in consultation with the Dean and announced together with information about the organization of studies and the start of recruitment, at least 1 month before the start of the next edition of postgraduate studies.
8. The Academy charges fees for issuing a certificate of completion of postgraduate studies, its duplicate and for the confirmation of a document issued in connection with the course or completion of postgraduate studies intended for legal use in foreign countries in the amount and procedure determined by separate regulations.

### **V. Resignation from studies, deletion and resumption of postgraduate studies**

#### **§ 10.**



1. The Dean may remove a student from the list of participants of postgraduate studies at the request of the head of studies in the case of:
  - a) failure to take up studies,
  - b) resignation from postgraduate studies,
  - c) failure to complete the classes provided for in the postgraduate program within 6 months from the date of the last didactic class,
  - d) failure to pay the fee for postgraduate studies within the set deadlines and after an unsuccessful request for payment.
2. Resignation from postgraduate studies by the Student must be made in writing and is effective on the date of receipt by the Academy of the resignation submitted in person at the Dean's Office of the Academy or sent by traditional mail to the address of the Academy's registered office or by e-mail.
3. In the event of resignation, the refund of a part of the fee paid takes place on the basis of a written request submitted to the Dean's Office of the Academy,
4. In case of resignation:
  - a) up to 14 days before the start of classes - the candidate receives the entire tuition fee,
  - b) on the day of commencement or after the commencement of classes – no refund of tuition fees will be granted.
5. A student who has been expelled from the list of students may resume studies after a break of no more than 2 years and only in the case of the next edition of postgraduate studies.
6. The conditions for resuming studies are specified by the head of postgraduate studies.
7. The Student may appeal against the decision on expulsion to the Rector within 14 days from the date of delivery of the written decision on expulsion. The Rector's decision is final.

## **VI. Final provisions**

### **§ 11.**

1. Decisions issued by the Dean on the basis of these Regulations may be appealed to the Rector within 14 days from the date of receipt of the Dean's decision.
2. The Rector's decision is final.

### **§ 12.**

1. In matters not covered by these Regulations, decisions are made by the Rector.
2. Documentation of postgraduate studies is archived in the Academy Archives.
3. The Regulations enter into force on the date of signing and apply to postgraduate studies that will begin in the calendar year 2024 and the subsequent ones.