



ORDER No. 40/2020
Rector of the Maritime University of Szczecin
20.05.2020

Consolidated text including Nos. 6/2022, 64/2022, 69/2022 and 49/2024
Effective from 01.09.2024.

Regarding: **Introduction of "Instruction on Uniforms for Students of the Maritime University of Szczecin"**.

Pursuant to Article 23 paragraph 1 and paragraph 2 item 2 of the Act of July 20, 2018. Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended) and § 17 paragraph 1 of the Statute of the Maritime University of Szczecin, it is ordered as follows:

§ 1.

1. The "Instruction on Uniforms for Students of the Maritime University of Szczecin" is introduced, hereinafter referred to as the Instruction.
2. The Instruction is attached to this order.

§ 2.

Students of the Faculty of Mechatronics and Electrical Engineering from the academic year 2019/2020 shall wear the uniforms as required for students of the Faculty of Marine Engineering.

§ 3.

The Campus Head shall be obliged to ensure that students of the Maritime University of Szczecin are provided with all uniform components in accordance with the Instruction.

§ 4.

Supervision and control of the implementation of this Order shall be the responsibility of the heads of the divisions according to the powers assigned to them.

§ 5.

Order No. 24/2007 of the Rector of the Maritime University of Szczecin dated 05.10.2007 on the principles of providing uniforms for full-time students of the Maritime University of Szczecin amended by Order No. 25/2010 of the Rector of the Maritime University of Szczecin dated 07.07.2010, Order No. 11/2019 of the Rector of the Maritime University of Szczecin dated 25.03.2019 and Order No. 64/2019 of the Rector of the Maritime University of Szczecin dated 04.10.2019 is hereby repealed.

§ 6.

This Order shall come into effect as of the date of signature.

RECTOR

dr hab. inż. kpt. ż.w. Wojciech Ślącza prof. AMS

**INSTRUCTION ON UNIFORMS
FOR STUDENTS OF THE MARITIME UNIVERSITY OF SZCZECIN**

§ 1.

General provisions

1. Full-time students, especially those in the fields covered the provisions of the STCW Convention and the STCW-F Convention, shall wear uniforms which are part of the maritime education programme and tradition.
2. Students referred to in paragraph 1 are required to wear the uniform received during activities being part of the educational process.
3. Students who have received a uniform are obliged to wear it during the inauguration of the academic year, School Day and other academic ceremonies.

§ 2.

Who receives a uniform

1. Uniforms are provided free of charge to full-time undergraduate students attending courses in the following fields:
 - 1) navigation,
 - 2) inland shipping,
 - 3) marine engineering,
 - 4) mechatronics.
2. Students not included in paragraph 1, who represent the University outside, may receive uniforms free of charge with the approval of the Vice Rector responsible for student affairs or the Chancellor. Students who are members of the Guard of Honour and are included on the list prepared by the Guard of Honour Commander.
3. Students not mentioned in paragraphs 1 and 2, with the approval of the Vice Rector in charge of student affairs or the Chancellor, may purchase uniforms for purposes related to the educational process. The uniform is sold at its purchase price plus VAT.

§ 3.

Uniform components and periods of use

1. The components of the uniform and their periods of use are specified in the following table of standards:

	Uniform component	Quantity	Engineering studies - 48 months			
			When to be worn and how long (months)			
			1st year of study	2nd year of study	3rd year of study	4th year of study
1	Battledress jacket	1	48			
2	Trousers (men)	1	48			
3	Skirt (women)	1	48			
4	Officer-type uniform	1		36		
5	Officer-type cap (men)	1	48			

6	Hat (women)	1	48			
7	Tie	1	48			
8	University emblem	1	48			
9	Year insignia	7	1 / 12	2 / 12	2 / 12	2 / 12
10	Shoulder board	8	2 / 12	2 / 12	2 / 12	2 / 12
11	"Szczecin" emblem	2	48	36		

2. In the case of retaking a course, semester or year of study, extension of credit terms, break in studies or vacation, the period of using relevant uniform components shall be extended accordingly.
3. In the event of an involuntary loss or destruction of all or part of the uniform before the expiration of its period of use, the student, with the approval of the Vice Rector in charge of student affairs or the Chancellor, shall receive a new uniform or its lost part, subject to paragraph 4.
4. In the case of an extension of the period of study (paragraph 2), in the situation specified in paragraph 3, upon the approval of the Vice Rector in charge of student affairs or the Chancellor, the student shall purchase a new uniform. It shall be sold to the student at the price it was bought plus VAT.
5. Templates and descriptions of the uniform components are specified in Appendix 1 to this Instruction.

§ 4.

Uniforms of the Guard of Honour

1. The student, upon becoming a member of the Guard of Honour, acquires the right to obtain free of charge, for the entire period of belonging to the Guard of Honour:
 - 1) components of uniforms listed in items 4-5, 7-9 and 11 of the table of standards specified in § 3, unless they received them earlier (students listed in § 2, paragraph 1),
 - 2) shoes, gloves,
 - 3) belt, bootstraps and jackets for participation in ceremonies.
2. A member of the Guard of Honour is exempt from the obligation to account for all uniforms taken, except for the components listed in paragraph 1, item 3.
3. The elements listed in paragraph 1, item 3 are subject to be returned by a student who stops being a member of the Guard of Honour, including upon graduation, unless the Guard of Honour Commander orders their earlier return. The service life of 100 months is specified for these elements for clearance purposes.
4. The Guard of Honour Commander shall notify in writing:
 - 1) the appropriate Dean's Office about the appointment of a student, not listed in § 2 (1), to the Guard of Honour for the purpose of including the uniform store room in the student's clearance sheet,
 - 2) uniform store room about the dates when the student starts and finishes their membership in the Guard of Honour for the purpose of providing and accepting relevant uniform items.

§ 5.

Management and provision of uniforms

1. The management of students' uniforms is carried out by the uniform store room run by the Campus administration, which:
 - 1) plans the budget,

- 2) submits requests for public contracts,
 - 3) distributes uniform components to students,
 - 4) keeps records of uniform items distributed to students and corresponding periods of use of the components,
 - 5) makes settlements with students.
2. The purchase of uniforms, including the components of the Guard of Honour uniforms listed in § 4 (1) (2) and (3), is carried out by the Public Procurement Department in accordance with the request for public procurement.

§ 6.

Clearing accounts with the student for the use of uniforms

When deleted from the register:

- 1) the student is obliged to reimburse by way of compensation the costs corresponding to the actual value of the uniform, taking into account its wear and tear calculated in proportion to the periods of use resulting from the Student Clearance Sheet, the template of which is given in Appendix No. 2 to this Instruction;
- 2) The financial value of uniforms referred to in p.1 above is determined according to the average prices provided by the Bursar's Office no later than April 30 of each calendar year; the prices provided by the Bursar's Office are valid for the yearly period from May 1 to April 30;
- 3) For the reimbursement referred to in p.1 the student may pay before the costs are calculated by the University; after the calculation, the overpayment shall be refunded; the application form for acceptance of the payment is specified in Appendix No. 3 to this Instruction;
- 4) The student may return unused uniform based on a decision of the Campus Head, after a positive opinion of the store keeper confirming that the condition of the returned uniform is the same as the original condition when it was delivered to the student.

§ 7.

Laundry and upkeep

The student is obliged to provide for the dry washing, maintenance and repair of their uniform.

TEMPLATES AND DESCRIPTIONS OF UNIFORM COMPONENTS

- 1) **Battledress jacket** – shown in template 1, is made of polyester-wool, fabric type 0119/E55/226, without shoulder boards, black in colour, with a lined collar, seven buttons 13 mm in diameter, two overlapping pockets with buttoned flaps (template 3). Sleeves finished with buttoned cuffs (template 3), lined on the inside; no inside pockets.
- 2) **Officer-type uniform** – according to template 2:
 - a) **Jacket** – navy type, made of polyester-wool, fabric type 0119/E55/226, black in colour, with two rows of buttons 25 mm in diameter (template 3), four buttons in each row; at the bottom of the jacket on the sides inside pockets with flaps; fastened left over right.
 - b) **Trousers** – navy type, of polyester-wool, fabric type 0119/E55/226; black in colour; without cuffs; two inside pockets on the sides and one hip pocket on the right side; on the waistband the trousers have a fastening regulator with three buttons placed horizontally in a row.
 - c) **Skirt** – shown in template 2 – of polyester-wool, fabric type 0119/E55/226, black, straight with a counterfold at the back, length: down to the knees or not more than 10 cm above the knees.
- 3) **Button** – template 3 – metal, golden in colour.
- 4) **Officer-type cap** (for men) or **hat** (for women) as shown in template 4:
 - a) **Officer-type cap** of navy type is made of white gabardine with a black lacquered visor, a ribbon of black crepe on the rim, above the visor a 12 mm wide belt with two sliders, attached with black convex buttons with a diameter of 13 mm, in front of the cap is the University emblem, as shown in template 6,
 - b) **hat for women** – template 4 – made of black felt with a turned-up brim of 50 mm in height, in the lower part of the hat a ribbon of white crepe 40 mm wide, ending in the back with a bow, in the front the University emblem is attached, as per template 6.
- 5) **SZCZECIN emblem** – template 5 – embroidered golden letters 15 mm in height, on a black cloth patch 23 mm wide.
- 6) **University emblem** – template 6 – embroidered in golden colour on a black cloth; 85 mm high, 55 mm wide at the top and 70 mm wide at the bottom, top and bottom edges rounded.
- 7) **Year insignia of the Faculty of Marine Engineering** - template 7 - black cloth, 40 mm wide and 100 mm high; the upper and lower edges rounded; in the upper part the faculty symbol; below it stripes representing the year of study; the patch is placed on the left sleeve of the battledress jacket and of the officer-type jacket.
- 8) **Year insignia of the Faculty of Mechatronics and Electrical Engineering** - template 8 - black cloth, 40 mm wide and 100 mm high; the upper and lower edges rounded; in the upper part the faculty symbol; below it stripes representing the year of study; the patch is placed on the left sleeve of the battledress jacket and of the officer-type jacket.
- 9) **Year insignia of the Faculty of Navigation** - template 9 - black cloth, 40 mm wide and 100 mm high; the upper and lower edges rounded; in the upper part the faculty symbol; below it stripes representing the year of study; the patch is placed on the left sleeve of the battledress jacket and of the officer-type jacket.
- 10) **Year insignia of the Faculty of Computer Science and Telecommunications** - template 10 - black cloth, 40 mm wide and 100 mm high; the upper and lower edges rounded; in the upper part the faculty symbol; below it stripes representing the year of study; the patch is placed on the left sleeve of the battledress jacket and of the officer-type jacket.
- 11) **Tie** - black, made of smooth fabric (no shine).

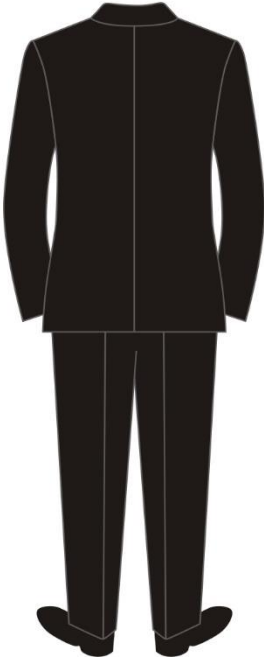
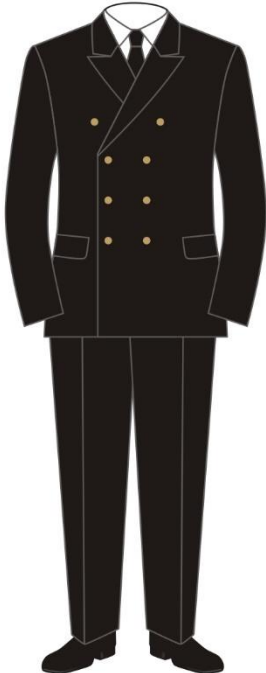
- 12) **Faculty of Marine Engineering shoulder board** - template 11 - black cloth, 55 mm wide and 80 mm high, stiffened with interlining; at one end the faculty symbol embroidered in golden colour, below it the stripes representing the year of study. The shoulder boards are placed on both shoulders of the shirt.
- 13) **Mechatronics and Electrical Engineering Faculty shoulder board** - template 12 - a shoulder board of black cloth, 55 mm wide and 80 mm high, stiffened with interlining; at one end the faculty symbol embroidered in golden colour, below it the stripes representing the year of study. The shoulder boards are placed on both shoulders of the shirt.
- 14) **Faculty of Navigation shoulder board** - template 13 - a shoulder board of black cloth, 55 mm wide and 80 mm high, stiffened with interlining; at one end the faculty symbol embroidered in golden colour, below it the stripes representing the year of study. The shoulder boards are placed on both shoulders of the shirt.
- 15) **The shirt** is to be provided by the student on their own. It is recommended that the shirt be white and have shoulder straps to allow the attachment of shoulder boards referred to in points 12-14.

Template 1. Battledress jacket

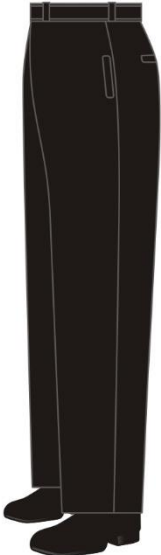


Template 2. **Officer-type uniform**

Jacket



Trousers and skirt

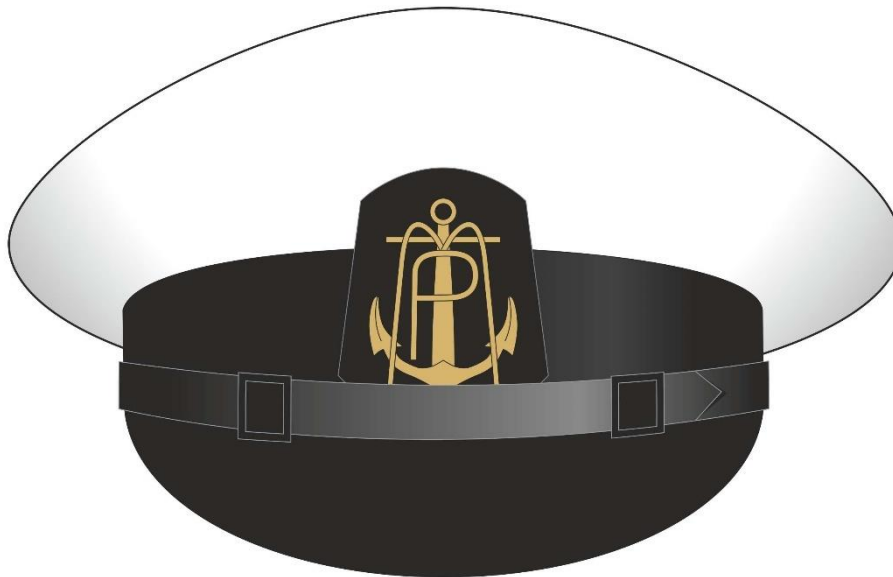


Template 3. **Button**



Template 4. **Officer-type cap** (for men) and **Hat** (for women)

Cap



Hat



Template 5. Emblem "SZCZECIN"



Template 6. Emblem of the University



Template 7. Year insignia of the Faculty of Marine Engineering



Template 8. Year insignia of the Faculty of Mechatronics and Electrical Engineering



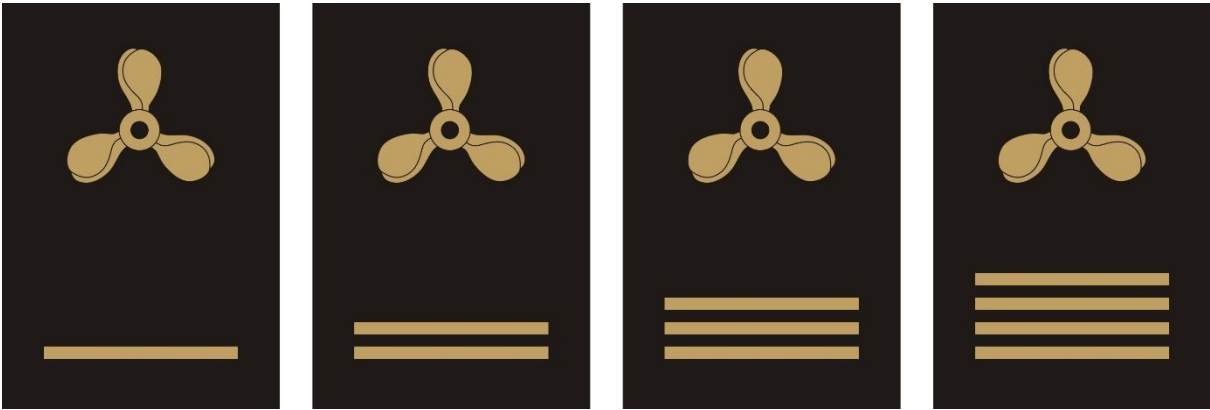
Template 9. Year insignia of the Faculty of Navigation



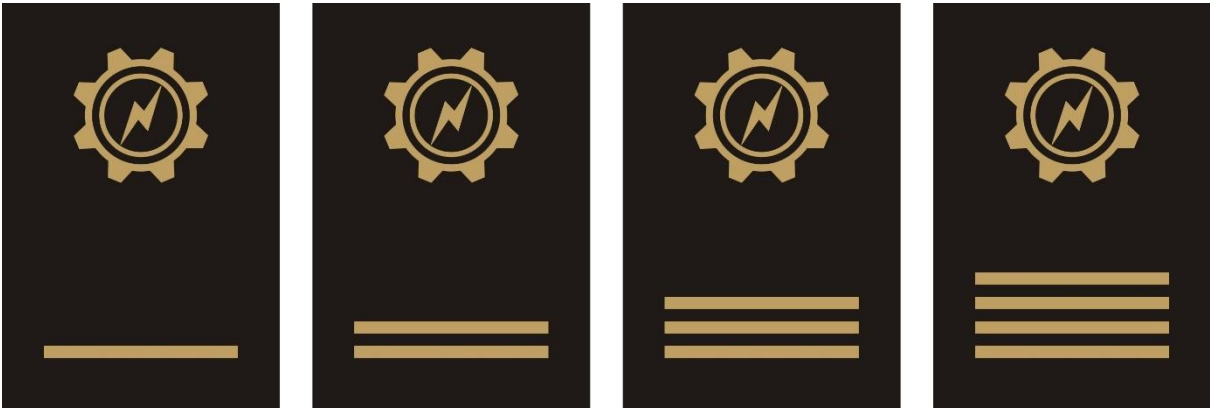
Template 10. Year insignia of the Faculty of Computer Science and Telecommunications



Template 11. **Shoulder boards** of the Faculty of Marine Engineering



Template 12. **Shoulder boards** of the Faculty of Mechatronics and Electrical Engineering



Template 13. **Shoulder boards** of the Faculty of Navigation



STUDENT CLEARANCE SHEET
based on the agenda of (date).....

Student:.....

Register number..... Field.....

	Name and period of use		Quantity	Gross unit price	Gross monthly due amount	Number of months	Gross total amount
1.	1st year insignia	1 per 12 months	1				
2.	2nd year insignia	1 per 12 months	2				
3.	3rd year insignia	1 per 12 months	2				
4.	4th year insignia	1 per 12 months	2				
5.	Emblem of the University	1 per 48 months	1				
6.	Emblem "SZCZECIN"	1 per 48 months	1				
7.	Emblem "SZCZECIN"	1 per 36 months	1				
8.	Officer-type cap (men)	1 per 48 months	1				
9.	Hat (women)	1 per 48 months	1				
10.	Tie	1 per 48 months	1				
11.	Tailor-made uniform skirt	1 per 48 months	1				
12.	Uniform trousers	1 per 48 months	1				
13.	Tailor-made uniform trousers	1 per 48 months	1				
14.	Battledress jacket	1 per 48 months	1				
15.	Tailor-made battledress jacket	1 per 48 months	1				
16.	Officer-type uniform	1 per 36 months	1				
17.	Tailor-made officer-type uniform	1 per 36 months	1				
18.	Shoulder boards	1 per 12 months	2				
To be paid:							

In words (amount):

Due to the cost of collection, the cost ofpartly worn components of uniforms referred to in the Student Clearance Card is not claimed if the total gross amount to be paid does not exceed PLN 35.00.

Done by Checked by Approved by

.....
Full name

.....
Year and field of study

.....
Register number

.....
Phone number

Cashier's Desk
Maritime University of Szczecin

Request for the acceptance of payment for the compensation for uniform components

Based on § 6 para. 3 of the Instruction on Uniforms for Students of the Maritime University of Szczecin,
please accept the payment of PLN for uniform compensation.

Please refund any overpayment by wire transfer to bank account no:

.....

In the event that additional payment is required after the final settlement, I undertake to pay the
indicated amount on the basis of a separate demand for payment.

.....
Applicant's signature

I confirm the payment of.....zł is appropriate.

.....

Signature of the Campus Head