

**REGULATIONS OF STUDIES OF WROCLAW MEDICAL UNIVERSITY  
FROM THE 2018/19 ACADEMIC YEAR**

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## CHAPTER I GENERAL PROVISIONS

### § 1

1. Wrocław Medical University, hereinafter referred to as the 'University' offers higher education (first-cycle studies, second-cycle studies, uniform Master's studies), hereinafter referred to as 'studies', completed as full-time or part-time studies.
2. Part-time studies are payable.
3. The studies are conducted according to educational programs, including study programs, approved by an appropriate body of the Student Government and adopted by the appropriate Faculty Council.

### § 2

1. The provisions of these Regulations of Studies, hereinafter referred to as 'Regulations' shall apply to the studies referred to in § 1 sec. 1.
2. Provisions of the Regulations do not apply to doctoral studies, post-graduate studies, and the University of the Third Age.
3. The Regulations determine organisation and the course of studies.
4. The Regulations are adopted by the University Senate at least five months before the beginning of the academic year.
5. The Regulations enter into force at the beginning of the academic year, after consultation with the university resolution body of the Student Government. If, within 3 months from the adoption of the Regulations, the University Senate and the university resolution body of the Student Government fail to agree on its content, the Regulations shall enter into force by means of another resolution of the University Senate approved by a majority of at least two-thirds of its statutory members.

### § 3

1. Persons are admitted to the University according to the rules specified in the resolution of the Senate on the conditions and procedures for recruitment for full-time and part-time studies in a given academic year.
2. A person admitted to the University acquires student's rights upon matriculation and taking an oath, the content of which is specified in the University's Statute. A person admitted to the University confirms the fact of taking the oath in writing.
3. The student receives a student ID after taking the oath.
4. The student's rights and obligations expire on the day of graduation or following the removal from the register of students. A person who completed first-cycle studies retains the student's rights to the 31st of October of the year of his or her graduation, with the exclusion of the right to financial assistance granted from State Budget funds.
5. A person admitted to the University/student is obliged to conclude an agreement with the University on the terms of payment for educational services and other fees connected with studying. The agreement is concluded in writing and if concluded otherwise it shall be null and void. A template of the agreement adopted by the University's Senate will be posted at the University's [website www.umed.wroc.pl](http://www.umed.wroc.pl).
6. The fees are determined by the Rector. The rules of collecting fees for educational services and the procedure and conditions for releasing all or part thereof are determined by University's Senate.

### § 4

1. The Student Government is formed by students of the first- and second-cycle studies as well as uniform Master's studies conducted by the University.
2. The Student Government bodies are the sole representative of all students and act on the basis of the Rules of the Student Government.

### § 5

1. The superior to all students is the Rector of the University, and their immediate superior is the Faculty Dean.
2. Within the scope of powers granted on behalf of the Rector, there are Vice-Rectors, and on behalf of the Dean – Deputy Deans.
3. The Deans of relevant Faculties are responsible for the organisation and supervision of the education process

- in particular fields, forms, and levels of study.
4. The Dean performs his or her duties in cooperation with relevant bodies of the Student Government.

#### § 6

Dean of the relevant Faculty:

- 1) appoints and dismisses the year tutor as well as his or her deputy, from among the people conducting classes in a given field of study, in collaboration with the Student Government.
- 2) defines the duties and responsibilities of the year tutor as well as the period during which they carry out their function.

#### § 7

Students are represented by year representatives, who are elected in accordance with the terms and conditions specified in the Rules of the Student Government.

## CHAPTER II STUDENT RIGHTS AND OBLIGATIONS

#### § 8

The student has the right, in particular, to:

1. develop his or her scientific, cultural, and sporting interests and use for this purpose the teaching rooms, equipment, and resources of the University, including the University library collection as well as the assistance provided by academic teachers and University's authorities,
2. be trained by the Student Government in terms of student rights and obligations;
3. join student associations according to the terms specified in the Act on Higher Education and internal rules of the University.
4. participate in scientific, development and implementation research,
5. submit postulates to University's authorities regarding the course of studies and other important matters for the academic environment,
6. actively and passively participate in elections to the collective bodies of the University and the bodies of the Student Government,
7. obtain awards and merits,
8. receive financial support on the terms specified in separate Rector's regulations and orders,
9. study within the framework of the Individual Study Organisation and on the terms set out herein,
10. participate in lectures of other fields of study, and in other forms and classes at the University, with the consent of and according to terms specified by the lecturer and the Dean/Deans.
11. complete a part of the studies in another higher education institution, including those located abroad, on the terms set out in separate regulations or contracts/agreements,
12. protect his or her personal data within the scope defined by separate rules of law,
13. apply for a loan or a student loan on the terms specified in separate provisions.

#### § 9

The obligations of the student include:

1. acquiring knowledge, skills, and gaining social competences in order to undergo preparation for future professional work,
2. behaving in accordance with the contents of the oath,
3. becoming familiar with the content and observing the regulations in force at the University, in particular:
  - 1) these Regulations,
  - 2) the Senate's resolution on the principles of charging for educational services and the procedure and conditions for exemption from these fees,
  - 3) Rector's orders regarding the amount of fees for educational services provided,
  - 4) the regulations governing the management of intellectual property rights at Wroclaw Medical University,
  - 5) the regulations for the use of research infrastructure.
4. observing the ethical rules of the medical professions and the Student's Ethics Code,
5. compliance with the subject-related regulations,
6. signing an agreement on the terms of payment for studies or educational services submitted by the University

- related to the education of students, not earlier than after the decision on admission to the university and no later than within 30 days from the beginning of classes,
7. timely payment of fees required by the University for educational services and other charges related to the completion of studies,
  8. active participation in all forms of didactic classes and organisational activities,
  9. timely obtaining of credits for subjects, passing exams, completing traineeships or practical classes, and meeting other requirements provided for in the curriculum,
  10. complying with deadlines arising from a course of study,
  11. taking care of student's dignity, the good reputation of the University and maintaining good customs of the academic community, as well as respect for the University's property,
  12. protection of patients' personal data,
  13. indicating correspondence address in the territory of the Republic of Poland within 14 days of the date of its establishment, and in the case of the first-year students no later than 30 days prior to the start of the academic year,
  14. informing the Dean's office about any changes of personal data, marital status, the registered address, place of residence, and correspondence address as well as about any changes of material conditions (if they affect the granting and amount of material support) immediately after such a change occurs. In the event of a failure to comply with this obligation, any negative consequences shall be borne by the students,
  15. performing timely and compulsory health examinations and vaccinations within the time limits provided for in applicable regulations.
  16. completing occupational health and safety training,
  17. use of a mailbox in the student.umed.wroc.pl domain. and a regular use of the student's individual account in the 'Virtual University',
  18. complying with the following prohibitions:
    - 1) drinking alcohol or being present on the premises of the University in the condition indicating alcohol consumption,
    - 2) being in possession of, taking and distributing drugs of a non-medical nature and psychoactive substances or being present on the University premises under their influence,
    - 3) entering the University premises with life- and health-threatening objects,
  19. filing the questionnaire on the evaluation of the teaching process after each cycle of classes, but not later than before the end of the academic year.

#### § 10

1. The student is obliged to collect their student ID.
2. The student ID is a document which certifies the status of the student. The validity of the student ID is verified every term.
3. Students have the right to hold a student ID until the graduation date, suspension of student rights, or removal from the register of students, and – in the case of first-cycle graduates - by October 31 of the year of graduation.
4. In the case of destruction or loss of the student ID, the student is obliged to immediately notify the relevant Dean's Office.

#### § 11

1. For violation of the regulations in force at the University, behaviour contrary to the contents of the oath and for acts that threaten the dignity of the student, the student bears disciplinary responsibility under the rules set out in separate regulations.
2. A copy of the final decision of the Disciplinary Commission for Students is attached to the student's personal file.

### **CHAPTER III ORGANISATION OF THE ACADEMIC YEAR AND ORGANISATION OF CLASSES**

#### **A. Organisation of the academic year**

#### § 12

1. The academic year for all years of studies begins not later than 1 October and lasts until 30 September of the

- following calendar year, unless the Rector orders otherwise.
2. A detailed division of the academic year is determined by the Rector by order after consultation with the Student Government, at least by 15 June of the calendar year in which the academic year begins.
  3. The Rector may change the division of the academic year during its course.
  4. The academic year includes 30 didactic weeks, including:
    - 1) a winter term (15 weeks),
    - 2) a half term,
    - 3) a summer term (15 weeks),
    - 4) a holiday break,
    - 5) two examination sessions (winter and summer).
  5. Division of the academic year provides for the last term week to be intended for the students to catch up before the examination session.
  6. If necessary, the Dean may announce days or hours when University classes are not conducted during the academic year provided that they do not change the duration and division of the academic year.
  7. If necessary, the Dean may announce days or hours when classes are not conducted for students of the faculty under his authority during the academic year provided that they do not change the duration and division of the academic year.
  8. The provisions referred to in sec. 6 and 7 do not apply to students conducting their traineeships or completing part of the study program at other higher education institutions.

## **B. Organisation of classes**

### § 13

1. Didactic classes are carried out in the forms specified by the separate resolution of the Senate.
2. The rules for determining the number of student groups in particular forms of didactic classes are set out in a separate resolution of the Senate.
3. The participation of the student in didactic classes is mandatory, subject to sec. 4.
4. No justification and necessity to redo the classes will be required if the student misses 10% of such classes in a given didactic class or subject.
5. Each subsequent absence from classes, subject to sec. 6 and 7, requires justification and redoing the classes, in agreement with the person conducting the classes, immediately after the cause of absence has ceased, in accordance with regulations pertaining to a given subject.
6. A student participating in the performance of research work or other work of a scientific nature performed at the University may be exempted from participation in certain didactic classes. The decision on that matter is made by the Dean in agreement with the person conducting the classes.
7. An absence of a student who participates in the sessions of collegiate bodies of the University or officially represents the University outside from classes during such sessions will be justified and he or she will not have to redo them following the presentation of a justification certified by a competent authority.
8. If classes are not held due to reasons beyond the control of students, the classes will be carried out at their request on a different date agreed with the teacher who conducts these classes.
9. At the request of the student, the Dean may agree to undertake the subject(s) from higher years in the same field of study.
10. The subjects from the higher years of studies undertaken by the student become compulsory for them, and a failure to receive credit for them results in their repetition. This provision does not apply to persons repeating a term/year of study.
11. In justified cases, the student may, following the consent of the person conducting the classes, take notes from classes for his or her personal use in an alternative form (recording, photographs) using technical devices or the assistance of third parties, in a manner which does not disrupt the course of classes.

## **C. Study program, including a study plan**

### § 14

1. The studies are carried out in accordance with the learning outcomes to which the study program are adapted, including study plans, in accordance with guidelines established by the Senate, after obtaining a written opinion of the relevant Student Government body.

2. Study programs, including study plans for the new academic year, should be adopted by the end of April of the calendar year in which the academic year starts.
3. Students who began their studies before adapting the education profiles and programs study according to the existing education programs until the end of the study period provided for in the study program, including the study plan.
4. The Faculty Dean announces the study program, including the study plan, at the University website [www.umed.wroc.pl](http://www.umed.wroc.pl) or in the 'Virtual University' IT system or on appropriate Faculty notice boards no later than 3 months before the beginning of the academic year.
5. Dean of the relevant Faculty establishes and announces the schedule of classes in a given term at the University website [www.umed.wroc.pl](http://www.umed.wroc.pl) or in the 'Virtual University' IT system or on relevant Faculty notice boards no later than 14 days before the beginning of a term.
6. The responsibility of the Dean of the relevant Faculty is to monitor the validity of medical examinations and vaccinations of the students subordinate to him and to summon the students if such documents have to be supplemented.

#### § 15

1. The regulations of the subject are established by the person responsible for the subject and made known to the students by:
  - 1) presenting the regulations during the first class of the subject,
  - 2) placing these regulations on the information board of a relevant didactic unit or posting them on the didactic unit website before the start of classes.
2. The regulations of the subject specify, in particular:
  - 1) the subject curriculum, containing learning outcomes, the topic of classes, and a list of recommended subject literature,
  - 2) the form of participation in the classes, the method for the constant control of learning outcomes as well as the conditions and procedure for making up classes, as well as the credit schedule,
  - 3) the manner and procedure for announcing the results and providing insight to written papers, the final test and exam, as well as the principle of determining the total mark for a given subject,
  - 4) the form of the exam and the scope of the material for the exam,
  - 5) dates and places of consultations,
  - 6) other information necessary to carry out the teaching of the subject.
3. The rules for creating the syllabus are specified in a separate resolution of the Senate on establishing the guidelines for the Faculty Councils regarding the determination of education programs and study plans.
4. If the classes in a given subject are conducted by several persons who are employed by different units, the decision on the appointment of the subject coordinator is made by the Dean.
5. Students and the person conducting the didactic classes are obliged to comply with the regulations of the subject.

### **D. Conditions of the completion of studies by the students with disabilities**

#### § 16

1. The University will ensure the organisation and proper implementation of the didactic process for the special needs of students with disabilities, hereinafter referred to as 'students with disabilities', including the adaptation of the conditions of studying to the type of disability, considering the premises and logistics as far as it is possible.
2. The student with a disability, the health condition of whom prevents them from full participation in the implementation of the didactic process, may submit a request to modify the conditions of completing the studies to the Dean by changing or adapting:
  - 1) forms of participation in classes, including by enabling educational assistants of students with disabilities, including the sign language interpreter, to participate in them;
  - 2) forms of recording of didactic materials;
  - 3) procedure for obtaining credits and taking exams.
3. The application referred to in sec. 2, is subject to an opinion made by the Rector's Plenipotentiary for students and doctoral students with disabilities.
4. In the event of a negative consideration of the application referred to in sec. 2, the student may appeal against the Dean's decision to the Rector within 14 days from the date of delivery of the decision.

#### § 17

1. If the disability does not allow the student to:
  - 1) participate in classes - the student may submit an application to the Dean for permission to study under Individual Curriculum on the terms set out in these Regulations of Studies;
  - 2) participate in physical education classes - a student may submit an application to the Head of the Physical Education and Sports Study Centre for permission to complete the subject in a different form while complying with the learning outcomes specified for the subject,
  - 3) prepare notes on their own - the student may use additional technical devices during classes, allowing full participation in them, i.e. sound or sound and image recording devices, or use the help of an educational assistant of a student with a disability.
2. If the disability prevents the student from using didactic materials, the student may apply to the Dean for their preparation in an alternative form, including forms such as:
  - 1) a document printed in a larger font,
  - 2) an electronic document,
  - 3) an audio recording.
3. The student may apply to the Dean for changing the procedure for obtaining credit or taking exams due to disability, including for:
  - 1) prolonging the duration of tests or exams,
  - 2) preparation of examination materials in alternative written forms,
  - 3) using additional technical equipment during tests or exams (such as using text-to-speech software, braille devices, alternative keyboards etc.),
  - 4) changing the written test to oral or oral to written.

#### § 18

The Plenipotentiary of the Rector for students and doctoral students with disabilities provides support within the scope referred to in § 16 and § 17.

### **E. PARTICIPATION IN CLASSES OF EXTREMELY GIFTED STUDENTS**

#### § 19

1. Participation of exceptionally gifted students in classes provided for in the course of studies in the fields consistent with their exceptional skills is allowed.
2. The application should be sent to the Vice-Rector for Didactics.
3. The application should include:
  - 1) the area of education (subjects and forms of classes) consistent with the type of exceptional skills confirmed by the recommendation of the principal of the school attended by the student,
  - 2) declaration of participation in classes or willingness to get credit for subjects.
4. In the case of underage students, a written consent of the parents or legal guardians is required to participate in the classes selected by the student.
5. The consent to participate, referred to in sec. 1, is granted by the Vice-Rector for Didactics in agreement with the Dean of the relevant Faculty on the basis of the submitted application containing a recommendation of the principal of the school attended by the student.
6. The students, mentioned in sec. 1:
  - 1) have the right to use the teaching rooms and facilities of the University as well as to receive the assistance of its employees and bodies; they are also entitled to participate in the student scientific associations,
  - 2) are obliged to comply with the regulations and rules applicable at the University,
  - 3) receive credit for the classes according to the terms defined in these Regulations.
7. The students, mentioned in sec. 1 and admitted to study at the University, may not be released by the teacher of the subject from the obligation to participate in classes or to receive credit for the course in connection with getting credit by them prior to the commencement of the studies.

### **CHAPTER IV INDIVIDUAL MULTI-AREA STUDIES**

#### § 20

1. The University may conduct individual multi-area studies covering at least two areas of education and leading to obtaining a diploma in at least one field of study.
2. In order to organise individual multi-area studies, an inter-faculty organisational unit at the University may be established. The conditions and procedure for creating, liquidating, and transforming inter-faculty organisational units at the University are set out in the Statute.
3. The appropriate Faculty Council or an appointed inter-faculty organisational unit is responsible for establishing study programs, including plans for individual multi-area studies.
4. The procedure and conditions for the implementation of education within individual multi-area studies are the same as for education implemented within one area of education. It is allowed to conduct individual multi-area studies in the form of Individual Curriculum.

## **CHAPTER V CONDITIONS AND COURSE OF STUDIES ACCORDING TO THE INDIVIDUAL CURRICULUM (INDIVIDUAL PROGRAM OF STUDY, INDIVIDUAL TIMETABLE)**

### § 21

1. A student may obtain permission to study under the Individual Curriculum (hereinafter referred to as the 'IC') conducted in the form of:
  - 1) Individual Program of Study (hereinafter referred to as the 'IPS'),
  - 2) Individual Timetable (hereinafter referred to as the 'IT').
2. The Individual Curriculum may not cause the prolongation of studies or the increase in the costs of the conducted didactic classes.

### **A. Individual Program of Study**

#### § 22

1. The IPS is a form of education for:
  - 1) exceptionally gifted and outstanding students in the field of their chosen scientific disciplines,
  - 2) students holding positions in the bodies of the Student Government specified in the regulations of the Student Government accepted by the Vice-Rector for Didactics,
  - 3) persons in relation to whom learning outcomes have been confirmed. The conditions for confirming learning outcomes, including: the rules, place limits, and the manner of appointment and the mode of operation of the verification commissions are determined by the University's Senate.
2. In addition to the classes provided for in the curriculum, the IPS program may also include the student in the course of research and didactic activity in a chosen discipline, acquainting him/her with the basic elements of research methodology and pedagogical preparation.
3. Conditions for completing studies by the students admitted to the studies as a result of confirming the learning outcomes are specified in separate provisions adopted by the Senate of the University.

#### § 23

1. The organisation and implementation of IPS at the University is the responsibility of the Rector's Plenipotentiary for the Individual Program of Studies (hereinafter referred to as the 'Plenipotentiary').
2. The Plenipotentiary shall submit an annual report on the implementation of the ICS at the University to the Vice-Rector for Didactics by the end of a calendar year.

#### § 24

1. The ICS may be completed by the students mentioned in § 22 sec. 1 point 1 and 2 in the form of:
  - 1) uniform Master's degree studies:
    - a) after the second year of studies in the field of theoretical subjects,
    - b) after the third year of studies in the field of clinical subjects,
  - 2) first-cycle studies - starting from the second year of studies,
  - 3) second-cycle studies.
2. The IPS may be completed by students who implement the individual multi-area studies referred to in § 20

and those referred to in § 22 sec. 1 pt. 3, during the following types of studies: uniform Master's degree, first- and second-cycle ones.

#### § 25

1. The IPS recruitment of students referred to in § 22 sec. 1 pt. 1 and 2 takes place at the Faculties in the following manner:
  - 1) a student who applies for the IPS should obtain a mean grade calculated in accordance with § 50 sec. 2 of the Regulations in the current course of study (calculated between the first year until the day of submitting the application) and it should not be lower than 4.5;
  - 2) a student who has obtained a mean grade of less than 4.5 and is distinguished for their significant and documented scientific output may also apply for the IPS;
  - 3) a student who meets the conditions of recruitment for the IPS has to submit the following documents to the Dean by September 15:
    - a) an application,
    - b) a certificate issued by a supervisor of a student research group, confirming their active scientific activity or documented scientific output (e.g. participation in grants, publications, papers),
    - c) a list of subjects related to the chosen discipline to be completed as part of the IPS;
    - d) a written opinion of the academic supervisor.
  - 4) The consent for the continuation of studies within the IPS is given by the Dean after consulting the Plenipotentiary and on the basis of the documents referred to in pt. 3 submitted by the student.
2. The persons referred to in § 22 sec. 1 pt. 3 are obliged to submit a written application to the Dean of the relevant Faculty for permission to study a given education field, at a given education level, and in an education profile within the IPS.

#### § 26

1. The Dean assigns a academic supervisor from among the academic teachers working in the discipline chosen by the student, holding at least a doctoral degree, and – in the case of clinical fields – also a specialisation, to the student who has been given consent to study under the IPS.
2. The Dean appoints a academic supervisor for the period of the academic year, for which the student obtained the Dean's consent to study under the IPS.
3. The academic supervisor cannot take care of more than 2 IPS students simultaneously.
4. In consultation with the student, the academic supervisor develops a detailed annual education program and performs a control and advisory role in its implementation.
5. The academic supervisor is accountable to the Plenipotentiary for the implementation of the IPS.

#### § 27

1. The student who studies under the IPS has the right to determine the schedule of classes in the term individually.

If the IPS student is required to participate in clinical classes, during and on the principles of the organisation of classes established for all students in a given year, the student is obliged to participate in these classes or complete these classes at a later time at the same number of course hours after agreeing with the subject teacher and the academic supervisor.
2. The IPS student has the right to:
  - 1) take an exam in the subject with a chosen examiner.
  - 2) choose the form of the exam in agreement with the examiner.
3. The IPS student is allowed to receive credit and take exams on the dates agreed with examiners (also outside the examination session).
4. Students who complete their studies according to the IPS and education programs are required to comply herewith with the exception of timely deviations in an individual plan.

#### § 28

1. After finishing the summer examination session, the Dean informs the Plenipotentiary about the achievements obtained by the student.
2. In justified cases, the Plenipotentiary may apply to the Dean for removing student's permission to study under the IPS.
3. The term as part of the student's IPS is completed based on the documentation provided by the student, to which the opinion of the academic supervisor and the Plenipotentiary should be attached. Documentation should be submitted to the Dean's Office of the relevant Faculty by the end of a given term.

4. In exceptional cases, the student may choose not to study according to the IPS, after obtaining the opinion of the academic supervisor, at his or her own written request addressed to the Dean, submitted to the Dean's Office of the appropriate Faculty no later than one week before the start of the term. The resignation becomes valid starting from the day of the start of the next term (it cannot be implemented during the term). The student resigning from the IPS is obliged to pass all started courses and make up for any educational differences resulting from the standard education program, including a study plan.
5. The Dean may withdraw the consent, referred to in § 25 sec. 1 pt. 4, in cases when specified conditions for the IPS completion are violated by the student, no scientific progress is observed, or at the request of the student.
6. The graduate receives a certificate of completed IPS from the Dean's Office of the appropriate Faculty along with an attached opinion issued by his or her academic supervisor. The certificate is signed by the Plenipotentiary and the Dean.

## **B. Individual Timetable**

### § 29

1. The IT includes determining the individual dates and methods of implementing didactic classes resulting from the study program, including the study plan.
2. The student may seek permission for an IT if
  - 1) they are affiliated with the national sports team, reserve national team, university team or university sports team,
  - 2) they study two or more courses,
  - 3) they study within individual multi-area studies,
  - 4) they are appointed to collective bodies of the University,
  - 5) they are a single parent,
  - 6) they are disabled,
  - 7) they have important unforeseen or personal reasons.
3. Permission for the completion of studies according to the IT is granted by the Dean at the request of the student.
4. The Dean may withdraw the consent referred to in sec. 3 in cases when the specified conditions for the IT completion are violated by the student, no scientific progress is observed, or at the request of the student.
5. As part of the IT, the student has the right to determine individual dates of completing didactic classes resulting from education programs with the teacher, including study plans and the groups that they wish to be assigned to. Classes must be completed no later than by the end of the term of a given academic year.
6. The IT is organised for a period not longer than one academic year.

## **CHAPTER VI EVALUATION OF THE PROGRESS IN LEARNING**

### § 30

1. The periods when credit may be received during the academic year include the following terms: winter and summer.
2. The condition for passing the term/year by the student and getting an entry in the student book allowing them to study in the next term/year is:
  - 1) receiving credit for all didactic classes (including optional subjects and traineeships),
  - 2) obtaining positive grades in all exams provided for in the study plan for a given year and making up any possible program differences,
  - 3) obtaining the required number of ECTS points provided for in the study plan for a given term/ year.
3. Teaching the subject ends with an exam or credit with or without a grade. Detailed conditions for receiving credit are defined in the syllabus and the rules of the subject.
4. Grades earned for passed tests/examinations are entered into electronic protocols by the persons responsible for the subjects and made known to the students via the 'Virtual University' computer system.
5. During every test or examination, the student is obliged to show their student ID, and in the absence thereof, their ID card at the request of the person administering a test or an examination. The person administering a test or an examination is obliged to check whether the student has been allowed to take such a test or an examination.

§ 31

1. If the student fails to receive credit for the term/year, the Dean may grant the student, at his or her own request:
  - 1) conditional entry in the student book allowing the student to study in the next term, subject to § 44; or
  - 2) the consent to repeat the term/year, subject to § 45.
2. The application referred to in sec. 1 is submitted by the student to the Dean of the relevant Faculty no later than 7 days from the date of the student's term completion settlement by the Dean.

## A. Scale of grades

§ 32

1. The following grading scale is applied at the University:

Numeric value	Grade in words	Abbreviation
5.0	very good	bdb
4.5	four and a half	pdb
4.0	good	db
3.5	three and a half	ddb
3.0	satisfactory	dst
2.0	unsatisfactory	ndst

2. If the subject ends with non-graded credit, the entries 'passed' or 'failed' are entered into the electronic protocol.
3. In addition to the grade scale used for examinations in all fields of study, an auxiliary ECTS (European Credit Transfer System) grade scale is adopted:

ECTS letter rating	Grade	Grade in words
A	5	very good
B	4.5	four and a half
C	4	good
D	3.5	three and a half
E	3	satisfactory
FX	2	unsatisfactory - some missing information needs to be obtained in order to receive credit
F	2	unsatisfactory - a lot of missing information needs to be obtained in order to receive credit

- If the student's grades are given on a scale that is different than the one applicable at the University, the grades should be converted according to the following formula before calculating the mean for the studies, except for the grades issued by foreign Universities, subject to sec. 5:

<b>grade awarded according to a different scale</b>	<b>grade valid at the University</b>
unsatisfactory (1.0)	unsatisfactory (2.0)
poor (2.0)	satisfactory (3.0)
satisfactory (3.0)	three and a half (3.5)
good (4.0)	good (4.0)
very good (5.0)	four and a half (4.5)
excellent (6.0)	very good (5.0)

- If the student obtains grades granted by a foreign university, the decision on their conversion into the grading system applied at the University is made individually by the Dean of the relevant Faculty.
- The annual grade is calculated using the arithmetic mean of final grades issued in a given academic year in the conducted didactic courses. The arithmetic mean is rounded off to two decimal places. If the third decimal number is equal to or greater than 5, the grade mean is rounded up.

## **CHAPTER VII CREDIT AND EXAMINATIONS**

### **A. General rules of receiving credit**

#### § 33

- The basis for obtaining credits for a subject is to achieve and recognise the learning outcomes assigned to the subject and defined in the syllabus of the subject.
- The condition for completing the subject 'diploma seminar' during the last term of study is to submit a diploma thesis by the student in the fields where it is required and to complete the individual stages of this thesis as agreed with the supervisor in previous terms.
- A student who uses or has used unauthorised assistance, scientific materials or equipment (without the consent of the lecturer or examiner) during a test or examination does not get credit for this subject. In case of such an incident, the lecturer or examiner notifies the Dean of the relevant Faculty. The Dean conducts a disciplinary conversation with the student and informs the Disciplinary Prosecutor for Students or the Rector about this fact, who makes a decision on initiating disciplinary proceedings.
- The person responsible for the subject is obliged to issue and enter the grades into the electronic protocol within 14 working days from the date of the conducted examination or test (but no later than the end of the re-sit session).
- The term completion audit conducted by the Dean should be carried out within 7 calendar days after the date of the end of the re-sit session but no later than the date enabling the proper implementation of reporting in the POL-on system.

### **B. Receiving credit for classes and tests allowing to re-sit an examination**

#### § 34

- The Dean admits a student to an examination session on condition that they have completed all classes in all subjects in a given term within due time, including sec. 9.
- Credit for a subject that ends with an examination is received on the basis of credits for all forms of classes conducted as part of this subject and a positive examination grade.
- Receiving credit for a subject not covered by an examination requires receiving credit for all forms of classes conducted within this subject.
- In exceptional circumstances and at the student's request, the Dean may admit a student who has failed to receive credit for more than two subjects to the examination session and on condition that credit for this subject is received in the same academic year.
- The student has the right to retake a test once after agreeing on the date with the subject lecturer.

6. In the event of failing to pass the test mentioned in sec. 5 the student has the right to take the test covering all material included in this subject's program. The date of the test should be agreed not later than two working days prior to the planned date of the examination in this subject.
7. In the event of failing to pass the test mentioned in sec. 6 on the subject that ends with an examination, the student is not allowed to take the examination on the first date.
8. A student who is not allowed to take the examination at the first attempt has the right to re-sit the test allowing to take the examination, however, not later than before the start of the re-sit session. After passing the test allowing to re-sit the examination, the student may take the retake examination at the first attempt. If the student fails to pass the test, they cannot receive credit for the subject.
9. In the event of failing to pass the test mentioned in sec. 6 in a subject not ending in an examination, the Dean may conditionally admit the student to the session and give permission for a conditional entry for the next term.
10. The dates of the tests mentioned in sec. 6 and 8 are determined by the person conducting the subject in agreement with the student.
11. The interval between subsequent tests should be at least 2 days.

### **C. Examinations**

#### § 35

1. The exam in a given subject is a verification of the achieved level of learning outcomes specified in the curriculum.
2. The condition for taking an examination is the student's previous completion of the didactic classes in a given subject.

#### § 36

1. The examination is carried out by the person responsible for a given subject, hereinafter referred to as the 'examiner'. The Dean may authorise other persons conducting the subject to carry out the examination.
2. The form of the examination is specified in the syllabus and the rules of the subject.
3. The Dean, in consultation with the examiner and at the request of the student, may agree for the examination to be taken in a foreign language.

#### § 37

In agreement with the year prefect, the date of the examination is determined by the examiner or coordinator of a given subject, and it is made known to students, the year tutor, and the Dean not later than two weeks before the beginning of the examination session.

#### § 38

1. The examination may consist of two parts - a practical and a theoretical one. Both parts of the examination are treated synonymously, i.e. in order to pass an examination a student needs to obtain at least a satisfactory grade in each part of the examination, and admission to the second part of the examination is conditioned by passing the first part subject to the reservation that none of these parts can be divided into further components of the examination with separate grades. The theoretical examination may be written (including a test type) or oral.
2. The intervals between the dates of the examination in the same subject should not be shorter than 4 working days from the date of announcement of the results of the last examination.
3. During a single day, a student may take an exam only in one subject.
4. It is allowed to take the examination before the beginning of the examination session, i.e. during the so-called early examination, subject to prior obtaining by the student of credit for classes in this subject and obtaining the consent of the person responsible for the subject. Obtaining an unsatisfactory grade in the early examination deprives the student of the right to take the examination at the first attempt. The conditions of admission to the early examination are specified by the person responsible for the subject.
5. The student has the right to submit their complaints following the exam to the examiner/coordinator of the subject and/or the Dean as to the form and content of the examination question.

#### § 39

1. In case of obtaining an unsatisfactory grade in the examination, the student has the right to re-sit the examination twice in each failed subject.

2. The re-sit examination may take place in the current form determined by the person conducting the classes or the person responsible for the subject.
3. At the student's request, the first or second re-sit examination may be an examination taken before an examination board referred to in § 42.
4. The student is obliged to take re-sit examinations not later than by the end of the re-sit session.

#### § 40

1. A student who did not take the examination or one of its parts on the agreed date without justification obtains an unsatisfactory grade which is entered in the examination record following the deadline mentioned in sec. 2.
2. The student should inform the examiner about the reason for a failure to take the examination no later than within 3 working days from the agreed date of the examination.
3. The justification in the original form must be submitted to the examiner, who hands it over to the Dean's Office of the relevant Faculty.
4. If the justification is accepted, the examiner reinstates the examination date in the subject to the student subject to the reservation that:
  - 1) the examination is held no later than within 14 days following the end of the examination session;
  - 2) the re-sit examination/examination taken before an examination board is held no later than within 14 days following the end of the examination session.
5. In the event of a failure to appear at the appointed date of the examination, to consider the justification, to submit the justification or to admit the student to any of the examination dates, the student is given an unsatisfactory grade that is entered into the protocol in the form of electronic print-outs.

### **D. Assessment of learning outcomes by a committee**

#### **Final attempt subject test before a faculty committee**

##### § 41

1. The student or the subject lecturer or the relevant body of the Student Government may make a written request for the final attempt subject test before a faculty committee. One can apply for the final attempt subject test before a faculty committee both on the first and second re-sit examination date.
2. The Dean may consider the application and order the final attempt subject test before a faculty committee, which should take place no later than 7 days after the date of the application submission.
3. The composition of the faculty committee is determined by the Dean. The position of the committee chairman is held by the Dean, or the Deputy Dean, or a member of the Faculty Council, a senior academic staff member, appointed by the Dean. The committee also includes: an academic teacher responsible for the conducted subject and another academic teacher conducting a subject in a given or related discipline. At the student's request, the year tutor and/or a representative of the Student Government may participate in the final attempt subject test before a faculty committee as observers.
4. The result of the final attempt subject test before a faculty committee is decisive for completing or failing the subject. The committee's decision is final.

#### **Examination before a faculty committee**

##### § 42

1. At the written request of the student, examiner, or the relevant authority of the Student Government submitted within 3 days from the date of announcing a negative result of an examination, the Dean, if they deem the request justified, may order an examination before a faculty committee which should take place not later than 7 days after the date of request submission.
2. In case of an unjustified absence of a student at the examination before a faculty committee, the student loses the right to take the examination before a faculty committee on another date.
3. In the event of a justified absence of the student, the Dean arranges a new date for the examination before a faculty committee, which becomes final.
4. One can apply for an examination before a faculty committee both on the first and second re-sit examination date.

5. The result of the examination before a faculty committee is final.
6. If the application is deemed justified, the Dean orders:
  - 1) in relation to the oral examination - an oral examination before a faculty committee,
  - 2) in relation to the written examination - a verification of the thesis by a faculty committee or an oral examination before a faculty committee.
7. In exceptional cases, the Dean may, at the student's request, order a written examination. During the examination before a faculty committee, the questions are randomly selected by the student.
8. The composition of the faculty committee is determined by the Dean. The position of the committee chairman is held by the Dean, or the Deputy Dean, or a member of the Faculty Council, a senior academic staff member, appointed by the Dean. In addition, the committee includes an examiner or another academic teacher conducting a subject in a given or related discipline. The committee cannot be chaired by a person who conducted the questioned examination. At the student's request, the year tutor or a representative of the Student Government may participate in the examination before a faculty committee as observers.
9. In particularly justified cases, the Dean may order the examination before a faculty committee on their own initiative.
10. The result of the examination before a faculty committee is determined by voting. In the event of an equal number of votes, the vote of the chairman of the committee is decisive. The examination grade invalidates the questioned grade and ultimately determines the result of the examination in the subject.
11. The arrangement of the examination before a faculty committee after the scheduled summer re-sit session requires an individual consent of the Vice-Rector for Didactics.

## **E. Availability of written works for inspection**

### § 43

1. Each student's written work is kept by an examiner or a person conducting didactic classes for a period of 12 months - in the case of tests, and for 24 months - in the case of examinations. The method of storing works is determined by the head of the unit in which the works are stored.
2. The student has the right to inspect their graded written work and the answer sheet in the case of tests for a period of two weeks from the date of announcement of results or on a later date after consultation with the examiner or the person conducting the classes. The examiner provides the student with the key to open and/or closed questions during their inspection of examination works.
3. The student has the right to inspect their examination work in the period that allows them to become familiar with its substantive assessment. The student may only inspect the answer key/template of the set to which they have given answers.

## **CHAPTER VIII CONDITIONAL CONSENT FOR UNDERTAKING STUDIES IN THE NEXT TERM**

### § 44

1. At the request of the student, the Dean may agree to a conditional entry for the next term by way of an administrative decision, which would specify the deadline for fulfilling the condition, which would be no later than the end of the following academic year.
2. The student may apply for the conditional entry if they:
  - 1) have failed to complete not more than two subjects, excluding program differences resulting from the mobility of students referred to in § 56, or
  - 2) have to make up for program differences.
3. It is not possible to obtain a conditional entry if:
  - 1) the student has failed to complete more than two subjects, excluding program differences resulting from the mobility of students referred to in § 56,
  - 2) a failure to receive credit or a failure to pass an examination concerns a subject that the student has already failed to complete once.
  - 3) the student has already been granted a conditional entry due to a failure to complete the subject a year earlier.
4. If the student fails to fulfil their obligations resulting from the conditional entry, the Dean makes a decision to repeat the term/year or to remove them from the record of students.

## **CHAPTER IX REPETITION OF A TERM OR YEAR**

### **§ 45**

1. At the request of the student, the Dean may give consent to repeat the term/year of study by them in the case of:
  - 1) not being admitted to the examination session,
  - 2) failing to complete a term/year.
2. The student may obtain consent to repeat the term/year not more than twice during the entire period of study - in the case of uniform Master's studies and not more than once in the case of first- and second-cycle studies unless the cause of the failure to complete the term/year was a long-term illness or another important random event.
3. The student who has obtained the consent to repeat the term/year is required to make up for the learning outcomes resulting from the study program, including the study plan specified in the administrative decision issued by the Dean.
4. The student who repeats a term/year is exempt from subjects that have been completed by them at an earlier time if the program of such a subject has not been changed.
5. The student repeating a term/year pays a fee for repeating specific classes.
6. For a subject conducted in different terms or in different forms of didactic classes, the student is only obliged to repeat the classes for which they have not received credit.
7. The rules and amount of fees to be paid for the repetition of specific classes due to unsatisfactory academic performance are regulated by the agreement between the University and the student.

## **CHAPTER X CONDITIONS OF GRANTING LEAVE TO STUDENTS**

### **§ 46**

1. At the request of the student, the Dean may give their consent to grant leave in the event of the occurrence of any important circumstances preventing class participation subject to sec. 8.
2. The Dean grants leave if the application is submitted during the term. On the basis of the documented application, leave is granted from the start of the subsequent term unless leave is caused by a long-term illness or exceptionally important personal or random circumstances.
3. The application referred to in sec. 1 and 2 should be submitted to the Dean not later than within 14 days from the occurrence of circumstances justifying the application.
4. Leave may be granted for one term (short-term leave) or for an academic year (long-term leave). Each leave should be completed when the student is able to attend classes from the beginning of the study term, in which the course of studies was interrupted.
5. Granting of leave is confirmed with an entry into the electronic system.
6. During the entire period of studies, the student may be granted leave twice unless the cause of leave is a long-term illness or extremely important random or personal circumstances.
7. During leave, the student retains their student's rights including the right to use financial assistance within the scope specified in the regulations on granting financial aid benefits set out in a separate order of the Rector.
8. During Dean's leave, the student may, following the Dean's consent, participate in some classes and receive credit or take examinations subject to sec. 2.
9. In the event of granting leave for health reasons, the student is required to submit a medical certificate that confirms their ability to continue education before recommencing studies.
10. Granting leave prolongs the planned completion of studies by the duration of such leave.
11. The Dean may require the student who returns from their leave to make up for program differences within a specified time if such occur.

## **CHAPTER XI TRAINEESHIPS**

### **§ 47**

1. The principal organisational unit of the University providing education in a given field of study, at a given level of education, and in a given form and profile of studies is obliged to include traineeships in the education program if it is specified in mandatory provisions in order to achieve all learning outcomes.

2. Traineeships are an integral part of the education program and are subject to mandatory completion.
3. The substantive scope of traineeships and the necessary documents describing such traineeships are determined by the traineeship program.
4. The completion of the traineeship is approved by the Dean or by the traineeship manager/supervisor appointed by the Dean of the relevant Faculty.
5. The completion of an abroad traineeship may be approved if the traineeship program corresponds to the requirements provided for in the education program for a given traineeship. The condition of the aforementioned approval is to obtain the consent of the Dean of the relevant Faculty after consulting the opinion of the traineeship supervisor of the Faculty Coordinator of the ERASMUS+ Program for it to be implemented before it is started.
6. In exceptional cases, at the student's request, the Dean may agree for the student to conduct a traineeship earlier or to conduct a traineeship that is not included in the study program.
7. The Council of the relevant Faculty shall determine the detailed rules for organising and conducting traineeships at the University in particular fields of study.
8. At the student's request, the Dean may grant their consent to conduct an individual traineeship agreed individually by the student within the framework of the agreement concluded with the entity in which the traineeship is to be carried out.

## CHAPTER XII DIPLOMA THESIS

### § 48

1. The diploma thesis is an independent elaboration on a specific scientific problem that reflects the general knowledge and skills of the student related to a given field of study, level, and profile of education and it confirms the ability to analyse and draw conclusions independently.
2. In particular, the diploma thesis may be a written work, the first authorship of a published article, in which the sole co-author is the supervisor, a project work, including the design and writing of a program or computer system, as well as a construction or technological work.
3. The diploma thesis may be prepared in one of the congress languages with the consent of the promoter and in agreement with the Dean of the relevant Faculty. If the thesis has been written in a foreign language, it must contain a title and an abstract in Polish.
4. The Dean determines the detailed conditions for the preparation of diploma theses at the Faculty.
5. The student retains proprietary copyrights to the diploma thesis; however, the University has priority regarding the publication of the student's diploma thesis. If the University does not publish the diploma thesis within 6 months following its defence, the student who has prepared it may publish it unless the thesis is part of a collective work. If the thesis contains the results of tests that are confidential due to the requirements of legal protection, the thesis may be published only after such results are protected.
6. The student prepares the diploma thesis under the supervision of a chosen supervisor: in the case of a BA thesis - the supervisor has to have at least the master's degree and in the case of an MA thesis - the supervisor has to have at least the academic degree of Doctor, hereinafter referred to as the 'supervisor'.
7. In the event that the student fails to choose their supervisor within the deadline determined by the Dean, the Dean is obliged to appoint the supervisor.
8. At the student's justified request, the Dean may change the supervisor provided that this does not extend the deadline for submitting the thesis and completing studies.
9. In the case of a prolonged absence of the supervisor that could delay student's graduation, the Dean is obliged to appoint another supervisor.
10. The diploma thesis may be prepared with the consent of the Dean at another higher education institution, including a foreign one, based on signed agreements and arrangements with these higher education institutions.
11. The student submits the diploma thesis in three copies in Polish subject to sec. 3 (one copy for the supervisor, reviewer, and one copy for archiving purposes).
12. The copy of the diploma thesis for archiving purposes must be submitted in two forms: paper and digital, and meet the requirements specified in the regulations for writing diploma theses in individual fields of study.
13. Before the diploma thesis is submitted to the Dean's Office of the relevant Faculty, it is subject to an anti-plagiarism procedure defined in a separate order of the Rector, with the use of anti-plagiarism software integrated with the National Repository of Written Diploma Theses.
14. With the submitted diploma thesis, the student is required to enclose a statement on the independent

- performance of the thesis.
15. In the event of a suspicion that the student plagiarised the thesis, the Rector initiates disciplinary proceedings.
  16. The correctness of the preparation of the copy of the diploma thesis for archiving purposes in terms of meeting the criteria referred to in sec. 12 is verified by a Dean's Office employee in the student's presence.
  17. In order to evaluate the diploma thesis, a reviewer with at least the academic degree of Doctor is appointed by the Dean.
  18. In the case of a negative evaluation of the diploma thesis by the reviewer, the Dean may, at the student's request, set an additional date for submitting the diploma thesis. A failure to meet the deadline will result in the student being removed from the record of students referred to in sec. 19.
  19. If the thesis is not submitted within the deadline, the Dean shall remove the student from the record of students. The student has the right to appeal against the Dean's decision to the Rector within fourteen days after the date of delivery of the decision. The Rector's decision is final.
  20. If the reviewer fails to submit a signed review within the prescribed period or due to other important circumstances, the Dean may release the reviewer from his or her duties and entrust his or her duties to another academic teacher.
  21. The student has the right to become familiarised with the review of the diploma thesis.
  22. The student is required to submit the diploma thesis within the deadline determined by the Dean; however, it cannot be later than 30 June of a given academic year.
  23. At the request of the supervisor or the student, the Dean may agree to extend the deadline for submitting the thesis but it cannot be later than 15 September of a given academic year in the event of:
    - 1) a long-term illness of the student,
    - 2) the inability to complete the thesis within the specified time for justified reasons.

## CHAPTER XIII DIPLOMA EXAMINATION

### § 49

1. The condition for admission to take the diploma examination is:
  - 1) to obtain the following as provided for in the education program, including the study plan:
    - a) to receive credit for all subjects or traineeships, if they are required to be completed before the diploma examination,
    - b) to obtain the required number of ECTS points, specified for a given field and level of study,
  - 2) to obtain a positive grade in the diploma thesis if required by the field of study.
2. The detailed rules related to the diploma examination are determined by the Dean.
3. The decision on admitting the student to the diploma examination is made by the Dean.
4. The diploma examination takes place on the date determined by the Dean but not later than by 30 September of a given academic year. In justified cases, at the request of the supervisor or student, the Dean may determine a different date of the diploma examination.
5. The diploma examination may be oral and/or written, and may also be carried out in a practical form.
6. The diploma examination may be open, at the written request of the student or supervisor submitted to the Dean of the appropriate Faculty not later than 7 days before the planned date of the examination. In such a case, the persons indicated by the student or supervisor may take part in such an examination.
7. The Dean, at the request of the student, may agree to conduct the diploma examination in a foreign language, in which the diploma thesis has been prepared.
8. The diploma examination takes place before an examining board appointed by the Dean, which is composed of:
  - 1) in the case of first-cycle studies - the Dean or Deputy Dean, or a member of the Faculty Council having at least the academic degree of Doctor as a chairman, the thesis supervisor, and the reviewer;
  - 2) in case of second-cycle studies and uniform Master's studies - the Dean or Deputy Dean, or a member of the Faculty Council having at least the post-doctoral degree as a chairman, the thesis supervisor, and the reviewer.
9. The presence of all appointed board members at the examination is obligatory.
10. At the request of the student, submitted at least 7 days before the scheduled date of the examination, the representative of the Student Government may participate in the examination.
11. When assessing the results of the diploma examination, the grades applied are the ones specified in § 32 sec. 1.

12. The diploma examination is considered passed in the case of obtaining positive grades in:
  - 1) the diploma thesis defense, and
  - 2) theoretical and/or practical exam in the fields where the aforementioned examination is valid.
13. In the case of obtaining a negative grade in the diploma examination, the Dean specifies the second examination date, which is the final one.
14. If the diploma examination on the second date is not passed, the Dean may grant their consent for the student to repeat the term/year of studies.

## CHAPTER XIV AVERAGE OVERALL GRADE

### § 50

1. The basis for calculating the final result of studies, based on which a grade is entered into the diploma, is:
  - 1) in the field of medicine and medicine and dentistry - the arithmetic mean calculated from all examination grades,
  - 2) in the fields of study where it is required to pass a diploma examination, the basis for calculating the average overall grade is:
    - a) the arithmetic mean calculated from all examination grades - A,
    - b) the diploma thesis grade - B (the arithmetic mean of the grades of the supervisor and the reviewer given for the diploma thesis),
    - c) the diploma examination grade - C (the arithmetic mean obtained in the defence of the diploma thesis and the practical and/or theoretical examination).
2. The average overall grade is the arithmetic mean of all grades obtained at examinations, determined by rounding to two decimal digits, according to the mathematical rule: if the next number is equal to or greater than 5, the grade average is rounded up).
3. The result of the first-cycle studies is given by the following formula:  $3A/4+(B+C)/8$ . In the case when the study plan does not provide for a diploma thesis, the result of studies is given by the formula  $(3A+C)/4$ .
4. The result of uniform Master's studies, where there is a requirement to submit a diploma thesis and of the second-cycle studies is given by the formula  $A/2+(B+C)/4$ .
5. In the graduation diploma, the final result of studies is entered, rounded to one decimal digit, according to the following rules:
  - to 3.24 – satisfactory (3.0)
  - from 3.25 to 3.74 – three and a half (3.5)
  - from 3.75 to 4.24 – good (4.0)
  - from 4.25 to 4.74 - four and a half (4.5)
  - over 4.75 – very good (5.0)
6. In documents concerning the course of studies other than the ones referred to in sec. 5, the result of studies is determined, rounding to two decimal digits, according to the following mathematical rule: if the next number is equal to or greater than 5, the average of the grades is rounded up.

## CHAPTER XV GRADUATION

### § 51

1. The date of graduation is the date of passing the diploma examination or – in the case of medical, medical and dentistry fields – the date of passing the last examination required by the study plan or – in the case of pharmacy and fields related to medical rescue and physiotherapy – the date of completing the last traineeship provided for in the study plan.
2. Graduation is recorded in the form of electronic printouts, taking the form of:
  - 1) diploma examination report,
  - 2) student register,
  - 3) diploma register.
3. The student has the right to submit an application to enter special achievements during the studies into the

- diploma supplement to the Dean at the date appointed by such a student.
4. Within 30 days after the graduation day, the University prepares and issues a graduation diploma with two copies and one diploma supplement to the graduate and makes an entry into the diploma register. The graduate receives a graduation diploma, according to the template valid at the University, which confirms the award of the appropriate academic degree.
  5. At the request of the graduate, the University issues additional copies of the diploma in one of the following foreign languages: English, French, Spanish, German, or Russian. At the request of the graduate, the University issues a copy of the diploma supplement translated into English. The documents are issued within 30 days of the date of submitting the request following prior payment of the fee and providing of a current photograph.
  6. If the original copy of the diploma or diploma supplement is lost, the graduate may apply to the University that issued the diploma or diploma supplement with a written request for a duplicate copy of these documents. The duplicate copy is issued on the original form of the diploma or diploma supplement in accordance with the template valid at the time the original copies of these documents were issued – without a photograph. If there is no form that corresponds to the diploma or diploma supplement template valid at a given time, the duplicate copy is issued on a form prepared by the University, which is consistent with the content of the original diploma or diploma supplement.
  7. Detailed regulations regarding the documentation of the course of studies are set forth in separate regulations.
  8. For the student to obtain graduation documents, they must fulfil all obligations towards the University.

## **CHAPTER XVI ECTS SYSTEM**

### § 52

1. The student's achievements are expressed by credit points, hereinafter referred to as 'ECTS points'.
2. ECTS points are awarded for completing the classes provided for in the study plan.
3. The number of ECTS points for completing the classes provided for in the study plan is determined by the Faculty Council.
4. The number of ECTS points for completing each term is not less than 30; however, the final grade does not affect this number.
5. The number of ECTS points provided for in the study plan for the academic year is not less than 60.
6. Subsequent terms are completed according to the ECTS point accumulation rules.
7. In order to obtain the qualifications of a specific degree, confirmed by a graduation diploma, the student is required to obtain:
  - 1) at least 180 ECTS points in the case of first-cycle studies,
  - 2) at least 90 ECTS points in the case of second-cycle studies,
  - 3) at least 300 ECTS points for uniform Master's studies in a 10-term system,
  - 4) at least 330 ECTS points for uniform Master's studies in the 11-term system,
  - 5) at least 360 ECTS points for uniform Master's studies in the 12-term system.

### § 53

1. At the student's request, the Dean grants them permission to participate in additional classes not included in the study plan. The student encloses a list of subjects in which they wish to participate along with the assigned ECTS points and the consent of the tutors.
2. After obtaining the consent, the approved subjects are entered into the student's file in the 'Virtual University' IT system.
3. The obtained points and grades are recorded in the diploma supplement.

## **CHAPTER XVII MOBILITY OF STUDENTS**

### § 54

1. On the basis of the agreements or arrangements concluded with other higher education institutions in Poland and abroad, the student may carry out a part of the education program at another higher education

institution, hereinafter referred to as a 'partner higher education institution'. The decision is made by the Dean at the student's request.

2. Following the student's return to his or her home University, the Dean gives credit for the classes agreed before leaving, which the student completed at the partner higher education institution, and then if there are premises for a conditional entry, the Dean makes a conditional entry for the term, determining the classes in which it is necessary for the student to make up for learning outcomes. The provisions of § 44 sec. 2 point 1 and § 44 sec. 3 point 1 hereof do not apply.
3. Any changes in the program not agreed with the Dean during the studies at the partner higher education institution are not considered when completing the term/year.
4. In the case when subjects completed at the partner higher education institution do not have an assigned number of ECTS points, these points are determined by the Dean.
5. The detailed conditions for the implementation of a part of the education program at the partner higher education institution are determined by the Dean.

#### § 55

The student of Wrocław Medical University may move to another higher education institution, including a foreign one, with the consent of the Faculty Dean of the host university if such a student has fulfilled all obligations arising from the regulations in force at Wrocław Medical University.

#### § 56

1. The student of another higher education institution, including a foreign one, may apply for a transfer, while maintaining the field, form, level, and profile of education, after completing at least the first year of studies if such a student has fulfilled all obligations arising from the regulations in force at the higher education institution, in which they completed the first year of studies. The student may only be transferred at the beginning of a new academic year.
2. The student may change the form of their studies from full-time to part-time with the consent of the Dean of the relevant Faculty and change the form of part-time studies to full-time ones solely by way of a recruitment procedure for admission to full-time studies.
3. The student of another higher education institution, including a foreign one, who wishes to be transferred to the University is obliged to submit the following documents to the Dean's Office of the relevant Faculty, to which the transfer is to take place:
  - 1) an application for transfer,
  - 2) permission of the Dean of the home Faculty for the transfer,
  - 3) a photocopy of the student book or of the academic progress report
  - 4) a certificate with the average grade obtained during the completed years of studies,
  - 5) a certificate of academic record, including the grades obtained and ECTS points used,
  - 6) a decision of the recruitment commission on admission to studies at the home higher education institution,
  - 7) a photocopy of the secondary school-leaving certificate and secondary school-leaving examination certificate,
  - 8) a declaration of clean disciplinary record and that no disciplinary proceedings are conducted against the student,
  - 9) in the case of foreign higher education institutions, the required documents should also be provided in a version translated into Polish by a sworn translator.
4. The documents referred to in sec. 3 must be submitted to the relevant Dean's Office by 15 August of the academic year prior to the academic year of the scheduled commencement of studies. The Dean may consider applications submitted after the deadline in particularly justified random cases.
5. While considering the applications, the Dean takes into account the following matters: the average grade from the studies, student's academic achievements, unexpected circumstances, and the scope of program differences. The Dean may take the application referred to in sec. 3 into consideration provided that:
  - 1) all obligations resulting from the regulations in force at the University that the student is leaving are fulfilled,
  - 2) in the case of a transfer within the medicine and medicine and dentistry fields of study – there are places in relation to the limit for a given academic year specified by the Minister of Health on the basis of Art. 8 sec. 9 of the Act of 27 July 2005: Law on Higher Education,
  - 3) the student received at least 60 ECTS points for completing each year of studies.
6. The decision on the transfer issued by the Dean specifies the following: program differences to be made up for during the academic year, which are chargeable according to the rules specified by separate regulations of

the University.

7. A failure to make up for program differences within the deadline results in the need to repeat the term/year.
8. At the student's request, the Dean of the relevant Faculty may transfer the achievements of the students that have already been obtained. The student's application should also contain the course of their studies with the obtained number of ECTS points and the study program together with specific learning outcomes for individual subjects.
9. In the case of a student who transfers subjects completed at a higher education institution other than Wrocław Medical University, including at a foreign one, with ECTS points assigned to them, such subjects are classified as achievements expressed in ECTS points awarded at Wrocław Medical University.

#### § 57

1. The student who transfers classes completed at a higher education institution other than at the home one, including a foreign one, is assigned the same number of ECTS points that are assigned to learning outcomes achieved as a result of the completion of appropriate subjects and traineeships at the host unit.
2. The condition for transferring subjects and traineeships completed at another organisational unit of the home higher education institution, including of a foreign one, is to confirm the similarity of the learning outcomes attributed to specific classes in the study program and the study plan of the host unit to the ones of the home higher education institution.
3. At the request of the student, the decision on the transfer of completed subjects is made by the Dean after becoming acquainted with the documentation presented by the student concerning the course of studies at another Faculty of the University or at a higher education institution other than the home one, including at a foreign one.
4. One ECTS point corresponds to the learning outcomes that require an average of 25-30 hours of workload from the student, while the number of the student's work hours includes classes organised by higher education institutions, in accordance with the study plan, and their individual work.

#### § 58

1. The student may take up studies at the second and subsequent fields of study at the University only by recruitment.
2. At the student's request, the Dean of the Faculty, at which the student has taken up the second field of study, may transfer student's previous achievements. The student should enclose the course of their first field of studies along with the obtained number of ECTS points and the study program together with specific learning outcomes for individual subjects.

## CHAPTER XVIII REMOVAL FROM THE RECORD OF STUDENTS

#### § 59

1. The Dean notifies the student in writing of the initiation of the procedure for their removal of the record of students and specifies the deadline within which the student may provide their explanation.
2. The Dean removes the student from the record of students in the following cases:
  - 1) **a failure to undertake studies** - the failure to undertake studies is understood, in particular, as: a failure to be admitted to the University upon matriculation, a failure to take the academic oath, or a failure to register for the first term as well as unjustified absences of the student from didactic classes within the first month after the commencement of classes in a given term; a failure to submit the required documentation by the student,
  - 2) **resignation from studies** - resignation from studies refers to the submission of a written declaration to the relevant Dean's Office or to the submission of resignation by means of the individual profile of the student in the 'Virtual University' IT system. The date of submitting this declaration is the date of resignation,
  - 3) **a failure to submit the diploma thesis within the deadline or a failure to pass the diploma examination,**
  - 4) **being punished with a disciplinary penalty of the expulsion from the university.**
3. The Dean may decide to remove the student from the record of students in the case of:
  - 1) the student demonstrates a lack of progress in learning (a lack of progress in learning may be determined when the degree of the program implementation, including the study plan excludes the possibility of completing the term/year of studies),
  - 2) a failure to complete a term or year within a specified time limit and a failure to obtain permission for a

- conditional entry or for repeating such a term/year,
- 3) the student fails to sign an agreement on payment conditions for studies or educational services submitted by the University,
- 4) a failure to pay fees related to studying.
- 4. The student is entitled to appeal against the Dean's decision to the Rector (through the Dean) within fourteen days from the date of delivery of the decision.
- 5. The Dean hands the appeal of the student against the decision issued by the Dean over to the Rector along with all the documentation concerning the case.
- 6. The Rector's decision is final. The date of removal from the record of students is the day on which the decision to remove the student from the record of students becomes legally binding.
- 7. The procedure for removal of the student from the record of students is also initiated following student's demise. If it is suspected that the student may have died and there is no death certificate, the Dean requests appropriate information from the relevant Registry Office or a consular authority. When such information is confirmed, the information on student's demise is entered into the student's file and no administrative decision concerning the matter is issued due to the absence of the party to the procedure.

## **CHAPTER XIX CONDITIONS FOR RECOMMENCING STUDIES**

### § 60

1. The Dean may give their consent to recommence studies in a given field of studies at the request of the person removed from the record of students who, prior to being expelled, had completed the first year of studies unless the procedure for removal of this student from the record of students was initiated as a result of being punished with a disciplinary penalty of expulsion from the University.
2. The person who was removed from the record of students during the first year of studies may apply for re-admission by recruitment only.
3. The student who has met all requirements set forth in the education program, including the conditions for admission to the diploma examination, and has been removed from the record of students may obtain the consent of the Dean to recommence their studies in order to take the diploma examination.
4. Studies are recommenced under the terms and conditions in force in the academic year in which they are recommenced, including the terms and conditions of payment for educational services.
5. The Dean may give permission to recommence studies by the person who has been removed from the record of students only once.
6. The recommencement application and a justification for recommencement are submitted to the Dean by 30 May at the latest.
7. A medical certificate confirming the ability to study in a given field should be enclosed with the aforementioned application.
8. The Dean decides on the recommencement of studies in accordance with the following rules:
  - 1) the results of examinations in two subjects taken in the period of study prior to the removal from the record of students; these subjects are selected by the Dean;
  - 2) the economic and organisational conditions of the Faculty;
  - 3) program differences,
  - 4) circumstances constituting the basis for being removed from the record of students.
9. The matter concerning the recommencement of studies after having been removed from the record of students is settled by the Dean in the form of a decision. The student is entitled to appeal against the Dean's decision to the Rector (through the Dean) within fourteen days from the date of delivery of the decision.
10. The student admitted to the studies by recommending studies begins to attend classes at the beginning of a new academic year.
11. The student admitted to the studies by recommending studies is required to make up for any program differences in the education programs, including the study plans, if such differences exist.
12. The conditions and the deadline for making up for program differences are determined by the Dean in the contents of the decision on the recommencement of studies, considering student's previous achievements and the ECTS points they have obtained.

## **CHAPTER XX PROCEDURE FOR MAKING DECISIONS**

### § 61

1. The decisions and other settlements concerning students – covered by the provisions hereof – are made by the Dean on their own initiative or at the written request of the student.
2. The application referred to in sec. 1 should be submitted to the Dean's Office of the relevant Faculty within the time limits specified herein or determined by the Dean.
3. The provisions of the Act of 14 June 1960 - Code of Administrative Procedure and provisions on appealing against a decision to an administrative court apply accordingly to the decisions undertaken by the University's bodies in individual student cases.
4. In the case of submitting an incomplete application, the student is requested to supply any missing information within 7 days after the date of delivery of the request. A failure to deliver missing information within the aforementioned time limits leaves the application undecided.
5. In the case of a failure to submit the application within the time limits, the time limits are restored at the student's request. A request to restore the time limits is submitted by the student in the Dean's Office of the relevant Faculty within 7 days after the date of the termination of the reason for a failure to meet the time limits. At the same time as the request is made, the student is obliged to complete the activity for which the time limit has been specified.
6. Decisions concerning individual student cases should include:
  - 1) designation of the authority which issued the decision,
  - 2) the date of issue,
  - 3) a designation of the party,
  - 4) a legal basis,
  - 5) a decision,
  - 6) factual and legal justification or information on the grounds of the lack of justification,
  - 7) instruction on the procedure and time limit to appeal against this decision and on the right to renounce the appeal as well as on the effects of the appeal renouncement,
  - 8) signature with the name and official position of the person authorised to issue the decision.
7. A register of issued decisions is kept by the Dean's Office of the appropriate Faculty.
8. Decisions are issued in two copies, one of which should be attached to the student's file and the other one should be given to the student.
9. The delivery mentioned in sec. 8 is carried out:
  - 1) by e-mail, registered letter with a return receipt to the correspondence address specified in the personal file of the student,
  - 2) in person, at the Dean's Office of the appropriate Faculty against confirmation of receipt. The confirmation of receipt is attached to the student's personal file.
10. The student is entitled to appeal against the Dean's decision to the Rector within fourteen days from the date of delivery of the decision. The Rector's decision is final but it may be complained or appealed against to the Administrative Court.
11. The Dean is obliged to enclose a complete set of documentation in a given case and a written response of the Dean to the allegations raised in the appeal with the appeal referred to in sec. 10.
12. The templates of applications and decisions referred to herein are determined by a separate order of the Rector.

## **CHAPTER XXI AWARDS AND MERITS**

### § 62

1. The detailed rules of and procedure for awarding prizes, badges, and medals are set forth in a separate order of the Rector.
2. The student is allowed to receive prizes and scholarships funded by other institutions.

## **CHAPTER XXII PAYMENTS**

### § 63

1. The University collects fees for educational services and for issuing documents in accordance with Art. 98 sec. 1 point 3 and point 5, and Art. 99 in conjunction with Art. 192, sec. 1, point 9 of the Act on Higher Education (consolidated text: Journal of Laws of 2017, item 2183 as amended), on the basis of which the Regulation of the Ministry of Science and Higher Education of 16 September 2016 concerning the documentation of the course of studies was issued (Journal of Laws of 2016, item 1554 as amended).

2. The terms of payment for studies or for educational services, its amount and rules for making the payment are set out in an agreement concluded between the University and the student in writing, and if concluded otherwise these rules shall be null and void.

## **CHAPTER XXIII FINAL PROVISIONS**

### § 64

1. The templates of applications and decisions referred to herein are determined by a separate order of the Rector.
2. Supervision of the compliance with the provisions hereof is exercised by the Vice-Rector for Didactics and the Deans.
3. These Regulations come into force starting from the 2018/19 academic year.