

**REGULATIONS OF STUDIES OF THE MEDICAL UNIVERSITY IN WROCLAW
AS OF THE ACADEMIC YEAR 2017/2018**

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Chapter I GENERAL PROVISIONS

§ 1

1. At the Wrocław Medical University, hereinafter referred to as the "University", first-cycle studies, second-cycle studies, and uniform Master's studies are conducted in the following form:
 - 1) full-time in Polish,
 - 2) part-time in Polish and English.
2. The part-time studies are payable.
3. The studies take place according to educational programmes, including study programmes, approved by an appropriate body of the Student Self-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, excluding doctoral studies, post-graduate studies, and the University of the Third Age.
2. The Regulations determine, inter alia, organisation of the course of study and related student's rights and obligations.
3. The Study Regulations are adopted by the University Senate at least five months before the beginning of the academic year.
4. The Study Regulations enter into force at the beginning of the academic year, after consultation with the university resolution body of the Student Self-government. If, within 3 months from the adoption of the Regulations, the University Senate and the student self-regulatory body of the Student Self-government fail to agree on its content, the Regulations shall enter into force by means of another resolution of the University Senate taken by a majority of at least two-thirds of its statutory members.

§ 3

1. Admission to the University takes place on the terms set out in the Senate's resolution on the conditions and according with the procedure for recruitment for full-time and part-time studies in a given academic year.
2. A person admitted to the University acquires student 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 in writing the fact of taking the oath.
3. After taking an oath, the student receives a student ID and a student book.
4. The student's rights and obligations shall expire on the day of graduation or striking off the student list. 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 funds derived from the State Budget.
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 made otherwise it shall be null and void. A template of the agreement adopted by the University's Senate shall be posted on the University's website 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 exemption from all or part thereof are determined by the University's Senate.

§ 4

1. The Student Self-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 Self-government bodies are the sole representative of all students and act on the basis of the Rules of the Student Self-government.

§ 5

1. The superior of all the University's students is the Rector and at the Faculty in matters related to the implementation of the education process - the Dean.
2. Within the scope of powers granted on behalf of the Rector, there are Vice-Rectors, on behalf of the Dean - Deputy Deans.
3. The Deans of the 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 the relevant bodies of the Student Self-government.

§ 6

1. The Dean, after consulting the Student Self-government:

- 1) appoints from amongst the persons conducting classes at a given year of studies, a year tutor and possibly his or her deputy,
- 2) calls off the year tutor.
2. The duties of the tutors are determined by the Dean.

§ 7

1. The representative of the total number of students of a given year in a given field, level, and form of studies is the prefect appointed according to the rules set out in the Rules of the Student Self-government.
2. Students of a given year are divided into student groups.
3. The representative of the student group is the group prefect, elected at the beginning of the academic year, according to the rules set out in the Regulations of the Student Self-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, as well as assistance of academic teachers and the University's authorities,
2. be trained as regards the rights and obligations of the student by the Students' Parliament of the Republic of Poland in agreement with the Student Self-government,
3. incorporate in student organisations on the terms set out in the Law on Higher Education and the University's Statute,
4. submit to the University's authorities postulates regarding the course of studies and other matters important to the academic environment,
5. elect the University's authorities, as well as elect their own representatives to the University's collegiate bodies - to the extent and in the manner prescribed by the Law on Higher Education and the University's Statute,
6. obtain awards and merits,
7. receive financial support on the terms set out in separate Rector's regulations and orders,
8. study within the framework of the Individual Study Organisation, on the terms set out in these Regulations,
9. participate in lectures in other fields of study, and with the consent of the leading tutor and the Dean in other forms and types of classes at the University,
10. realise a part of the studies in another higher education institution including those located abroad, on the terms set out in separate regulations,
11. express opinions on the conducted didactic activities in a student survey questionnaire on the didactic process.

§ 9

The student's obligations include:

1. acquiring knowledge, skills, and gaining social competences in order to prepare for future professional work,
2. proceeding in accordance with the contents of the oath,
3. getting acquainted with the contents 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) the Rector's orders regarding the amount of fees for educational services provided,
 - 4) the regulations governing the management of intellectual property rights at the Wrocław Medical University,
 - 5) regulations for the use of the 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 university and no later than within 30 days from the beginning of classes,
7. timely payment of fees for educational services required by the University and other fees related to the studies, in accordance with the terms of the tuition fee agreement,
8. active participation in all forms of didactic classes and organisational activities,

9. timely obtaining of credits for subjects, passing examinations, completing traineeships, and meeting other requirements provided for in the study programme,
10. taking care of the student's dignity, the good of the University and maintaining good customs of the academic community, as well as respect for the University's property,
11. protection of patients' personal data,
12. informing the dean's office about a change of personal data, marital status, the registered address, place of residence, and address for service as well as about a change of material conditions, if they affect the granting and amount of material support, within not more than 14 days from the change occurrence. In the event of failure to comply with this obligation, any negative consequences shall be borne by the student.
13. timely performance of mandatory medical examinations and vaccinations; failure to perform tests and vaccinations may result in the student being prevented from attending classes or an examination session,
14. participation in health and safety training, confirmed by an obtained credit,
15. establishment and regular use of a mailbox in the student.umed.wroc.pl domain. and an ongoing use of the student's individual account in the "Virtual University",
16. adherence to the absolute prohibition on possession, use, and distribution of substances prohibited by generally applicable law.

§ 10

1. The student is obliged to pick up the student ID.
2. The student ID is a document which certifies the status of student.
3. Students have the right to hold a student ID until the graduation date, suspension of student rights or striking off the list of students, and in the case of first-cycle graduates - by the 31st October 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.
5. The validity of the student ID is confirmed every term by updating the data in the electronic system and placing of a hologram.

§ 11

1. For violation of the regulations in force at the University, acting contrary to the contents of the oath and for acts that infringe 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 THE CLASSES

A. Organisation of the academic year

§ 12

1. The academic year for all years of studies begins not later than the 1st of October and lasts until the 30th of 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 ordinance after consultation with the appropriate body of the Student Self-government, by the 15th of June of the calendar year in which the academic year begins.
3. The Rector may make changes in 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. The division of the academic year provides for the last semester week to be intended for the students to make up for any possible arrears before the examination session.
6. The Rector may, if necessary, establish days or hours free from classes during the academic year at the University, provided that they do not change the duration and division of the academic year.
7. The Dean may, if necessary, announce during the academic year days or hours free from classes for students of the faculty under his authority, provided that they do not change the duration and division of the academic year.
8. The provisions of sec. 6 and 7 do not apply to students undergoing traineeships.

B. Organisation of classes

§ 13

1. The didactic classes are conducted in the form of:
 - 1) lectures,
 - 2) seminars,
 - 3) tutorials,
 - 4) field classes - non-clinical,
 - 5) classes in simulated conditions,
 - 6) laboratory classes,
 - 7) clinical classes,
 - 8) practical classes with a patient,
 - 9) specialist classes - Master's,
 - 10) language courses,
 - 11) physical education classes - compulsory,
 - 12) traineeships, and
 - 13) e-learning.
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. A student's participation in didactic classes referred to in sec. 1, is obligatory, subject to paragraph 4.
4. A student may be absent for up to 10% of didactic classes in a given course during the academic year without justification and without having to redo them, which shall be specified in detail in the regulations pertaining to a given subject. Each subsequent absence from classes, subject to paragraph 5 and 6, 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
5. A student participating in the implementation of research work or other work of a scientific nature, performed at the University, may be exempted from participation in certain didactic activities. The decision in this matter is made by the person who conducts the subject.
6. An absence of a student participating in the collegiate bodies of the University or officially representing the University outside, from classes during the sessions will be justified and he or she will not have to redo them, after presenting an excuse certified by a competent authority.
7. 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.
8. The Dean, at the request of the student, may agree in the form of an administrative decision to pursue the subject(s) from higher years of study in the same field of study. The subjects from the higher years of studies pursued by the student become compulsory for the student, and failure to receive credit for them results in their repetition. This provision does not apply to persons repeating a semester / year of study.
9. The student may, with the consent of the teacher of the classes, take notes from classes for personal use, using technical devices or with the help of other people making notes, in a way that does not interfere with the course of the classes.

C. The study programme, including a study plan

§ 14

1. The studies are carried out in accordance with the learning outcomes to which the study programmes are adapted, including study plans, adopted by the Faculty Councils in accordance with the guidelines established by the Senate, after obtaining a written opinion of the appropriate Student Self-government body.
2. Study programmes, 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. The study program for the field of study, level, and profile of education determines in particular:
 - 1) the form of studies;
 - 2) the number of semesters and number of ECTS points necessary to obtain qualifications corresponding to the level of education;
 - 3) modules of classes - classes or groups of classes - together with assigning the teaching outcomes to each module and programme contents, forms, and methods of teaching, ensuring the achievement of these outcomes, as well as the number of ECTS points;
 - 4) methods of verifying and assessing the student's achievement of the expected learning outcomes;

- 5) a plan of studies that takes into account the modules of classes referred to in point 3, and in the case of first-cycle and uniform Master's studies conducted in full-time form - also physical education classes; ECTS points are not assigned to physical education classes;
 - 6) the total number of ECTS points that a student must obtain in the course of classes requiring direct participation of academic teachers and students;
 - 7) the number of ECTS points that a student must obtain in the course of classes in the areas of humanities or social sciences, not less than 5 ECTS points - in the case of courses assigned to areas other than the humanities or social sciences respectively;
 - 8) the dimension, rules, and form of conducting traineeships in the case of a practical profile field of studies, and in the case of a general academic profile study field - if the education programme of these studies provides for traineeships, and the number of ECTS points that a student must obtain under these traineeships.
4. Students who had begun their studies before adapting the education profiles and programmes, study according to the existing education programmes until the end of the study period provided for in the study programme, in this study plan.
 5. The Faculty Dean announces the study programme, including the study plan, on the University's website www.umed.wroc.pl or in the "Virtual University" IT system or on the Faculty's notice boards, not later than 3 months before the beginning of the academic year.
 6. The Faculty Dean establishes and announces the schedule of classes in each semester, on the University's website or in the "Virtual University" IT system or Faculty notice boards, not later than 14 days before the beginning of a semester.

§ 15

1. The person responsible for the subject develops the regulations of the subject and makes them available to students prior to the commencement of classes, by displaying on the notice board of the appropriate didactic unit or publishing it on this unit's website.
2. The regulations of the subject determine in particular:
 - 1) the subject curriculum, containing the education outcomes, the subject matter of the classes and a list of recommended literature,
 - 2) the form of participation in the classes, the method of current control of the education outcomes as well as the conditions and procedure for completing the arrears, as well as the credit schedule,
 - 3) the manner and procedure for announcing the results and insight to written work, the final test and examination, as well as the principle of determining the total grade for a given subject,
 - 4) the form of the exam and the scope of the material for the examination,
 - 5) dates and place of consultations.
 - 6) other information necessary to carry out teaching of the subject.
3. The rules for creating of the Syllabus are set out in a separate Resolution of the Senate on the guidelines for the Faculty Councils regarding the adoption of education programmes and study plans.
4. If classes in a given subject are conducted by several people employed in different units, the decision on appointing the coordinator of the subject shall be taken by the head of the appropriate unit, who received from the Dean the order to organise the subject.
5. The person who teaches classes is required to follow the rules of the subject and discuss its provisions with the students, not later than on the first classes.

D. Conditions for studying by disabled people

§ 16

1. The University will ensure organisation and proper implementation of the didactic process for the special needs of students with disabilities, hereinafter referred to as "students with disabilities", including adaptation of the conditions of studying to the type of disability, as far as it is possible considering the premises and logistics.
2. A student with a disability, whose health condition prevents full participation in the implementation of the didactic process, may submit to the Dean a request to modify the conditions of realising the studies by changing or adapting:
 - 1) the form of participating in the classes, inter alia, through participation of assistants of the students with a disability, including a sign language interpreter;
 - 2) forms of recording of didactic materials
 - 3) procedure of obtaining credits and sitting examinations;

3. The application is subject to an opinion by the Rector's Plenipotentiary for Disabled Persons.
4. In the event of a negative consideration of the application, mentioned in sec. 2, the student may appeal against the Dean's decision to the Rector, submitted 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 the Individual Study Organisation 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 Sport Study Centre for permission to realise the subject in a different form, keeping the education outcomes assigned to the subject,
 - 3) prepare notes independently - the student may use additional technical devices during classes, allowing full participation in classes, i.e. sound or sound and image recording devices, or use the help of an assistant of the student with a disability.
2. If the disability prevents the student from using the didactic materials, the student may apply to the Dean for their recording in an alternative form, including in the form of:
 - 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 credits or passing examinations due to disability, including for:
 - 1) prolonging the duration of graded assignments or examinations,
 - 2) preparation of examination materials in alternative forms of notation,
 - 3) using during the examination or graded assignment additional technical equipment (inter alia reading software, braille devices, alternative keyboards, etc.),
 - 4) changing the written test to oral or oral to written.

§ 18

The Rector's Plenipotentiary for Disabled Persons is responsible for coordinating the implementation of the provisions referred to in § 16 and § 17.

E. Participation in classes of exceptionally gifted students

§ 19

1. Participation of exceptionally gifted students in the classes provided for in the course of studies in the fields consistent with their aptitudes is allowed.
2. The consent to participation as set out in sec. 1, is granted by the Vice-Rector for Didactics in agreement with the Dean of the relevant Faculty, on the basis of a submitted application containing a recommendation of the principal of the school attended by the student.
3. The application should be sent to the Vice-Rector for Didactics.
4. The application should specify:
 - 1) the area of education (subjects and forms of classes) consistent with the field of aptitude confirmed in the recommendation of the school principal,
 - 2) declaration of participation or willingness to get credit for the subjects.
5. In the case of underage students, a written consent of the parents or legal guardians is required for participation in the classes selected by the student.
6. In the scope of the student's rights and obligations, the regulations applicable to students specified in these Regulations apply only in the scope of the classes realised by him or her, including completing the classes and using the University's infrastructure.
7. The students, mentioned in sec. 1, admitted to study at the University, may not be relieved by the teacher of the subject from the obligation to participate in classes or to get a credit for the course, in relation to getting a credit by him or her prior to beginning of the studies.

CHAPTER IV INDIVIDUAL INTER-AREA STUDIES

§ 20

1. The University may conduct individual inter-area studies covering at least two areas of education and leading to obtaining diplomas at least in one field of study.

2. In order to organise individual inter-area studies, an inter-faculty organisational unit at the University may be established. The conditions and procedure for creating, liquidating, and transforming of 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 enacting study programs, including plans for individual inter-area studies.
4. The procedure and conditions for the implementation of education within individual inter-area studies are the same as for education implemented within one area of education. It is allowed to conduct individual inter-area studies in the form of an Individual Study Organisation.

Chapter V CONDITIONS AND PROCEDURE OF STUDIES IN ACCORDING TO INDIVIDUAL STUDY ORGANISATION (INDIVIDUAL COURSE OF STUDIES AND INDIVIDUAL TIMETABLE)

§ 21

1. A student may get permission to study according to the Individual Study Organisation (hereinafter referred to as the "ISO") realised in the form of:
 - 1) An Individual Course of Studies (hereinafter referred to as the 'ICS'),
 - 2) Individual Timetable (hereinafter referred to as the "IT").
2. The Individual Study Organisation cannot cause the prolongation of the studies and increase the costs of the conducted classes.

A. Individual Course of Study

§ 22

1. The ICS is a form of educating:
 - 1) particularly talented students in the field of their chosen scientific disciplines,
 - 2) persons in relation to whom studying outcomes have been confirmed. The conditions for confirming the studying outcomes, including: the rules, place limits, and the manner of appointment and the mode of operation of the verification commissions shall be determined by the University's Senate.
2. The ICS programme may, in addition to the classes provided for in the programme of studies, also include the student in the course of research and didactic activity in a chosen discipline, acquainting him/her with the basic elements of the research methodology and pedagogical preparation.

§ 23

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

§ 24

1. The ICS may be realised by the students, mentioned in § 22 sec. 1 pt. 1 at:
 - 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 as of the second year of studies,
 - 3) and second-cycle studies.
2. The ICS can be realised by students who implement individual inter-area studies referred to in § 20 and those referred to in § 22 sec. 1 pt. 2, during the following studies: uniform Master's degree, first and second cycle.

§ 25

1. Recruitment for ICS of students referred to in § 22 sec. 1 pt. 1 takes place at the Faculties in the following way:
 - 1) a student who applies for admission for the ICS should obtain in the current course of study (since the first year until the day of submitting the application) an average grade calculated in accordance with § 50 sec. 2 of the Regulations, amounting to at least 4.5;
 - 2) a student who has obtained an average grade of less than 4.5 who has a significant and documented scientific output may also apply for admission to the ICS;
 - 3) a student who meets the conditions of recruitment for the ICS must submit to the Dean, by the 15th of September, the following documents:
 - a) an application,

- b) a certificate issued by a supervisor of a student research group, confirming active scientific activity or a documented scientific output (e.g. participation in grants, published publications, papers),
 - c) a list of subjects related to the chosen discipline to be implemented as part of the ICS;
 - d) a written opinion of the research supervisor.
- 4) The consent for continuation of studies within the ICS is given by the Dean after consulting the Plenipotentiary, based on the documents referred to in pt. 3 submitted by the student.
2. The persons, referred to in § 22 sec. 1 pt. 2, are obliged to submit a written application to the Dean of the relevant Faculty for permission to study a given education field, level, and profile within the ICS.

§ 26

1. The Dean assigns to a student, who received consent to study within the ICS, a research 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.
2. The Dean appoints a research supervisor for the period of the academic year for which the student obtained the Dean's consent to study within the ICS.
3. The research supervisor cannot simultaneously have under his or her care more than 2 students implementing the ICS.
4. The research supervisor, in consultation with the student, develops a detailed annual education program and performs a control and advisory role in its implementation.
5. The research supervisor is accountable to the Plenipotentiary for the implementation of the ICS.

§ 27

1. The student who realises the ICS has the right to individually determine the schedule of classes in the term. If the student realising the ICS is required to participate in clinical classes, during and on the principles of organisation of classes established for the whole year, the student is obliged to participate in these classes or after agreeing with the subject teacher and the research supervisor, complete these classes at another time at the same number of course hours.
2. A student realising the ICS 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. A student realising the ICS is allowed to take credits and pass examinations on dates agreed with the examiners (also outside the examination session period).

§ 28

1. After finishing the summer examination session, the Dean shall inform the Plenipotentiary about the achievements obtained by the student.
2. In justified cases, the Plenipotentiary may apply to the Dean for depriving the student of the possibility of continuing his or her studies within the ICS
3. Completing a semester as part of the student's ICS takes place based on the documentation provided by the student, to which the opinion of the academic supervisor and the Plenipotentiary should be attached.
4. The graduate receives from the Dean's Office a certificate of completed ICS along with an attached opinion issued by his or her scientific supervisor. The certificate is signed by the Plenipotentiary and the Dean.

B. Individual Timetable

§ 29

1. The IT consists in determining the individual dates and methods of implementing didactic classes resulting from the study program, including the study plan.
2. A student may seek permission for an IT, in virtue of:
 - 1) affiliation with the national sports team, reserve national team, university team or university sports staff,
 - 2) studying two or more fields,
 - 3) studying within the framework of individual inter-area studies,
 - 4) appointment to the College's collegiate bodies,
 - 5) raising of children alone,
 - 6) disability,
 - 7) important random causes.
3. Permission for the implementation of studies according to an IT is granted by the Dean at the request submitted by the student.
4. As part of the IT, the student has the right to determine with the tutor individual dates of implementing didactic classes resulting from the education programs, including the study plans and in groups of his or her choice.

- Implementation of the course must take place no later than by the end of the semester in a given academic year.
- The IT is established for a period not longer than one academic year.

Chapter VI EVALUATION OF THE STUDY PROGRESS

§ 30

- The periods of receiving credit in the academic year are the following terms: winter and summer.
- The condition for passing the term/year by the student and getting an entry to study in the next term/year is:
 - receiving credit for all didactic classes (including optional subjects and traineeships),
 - obtaining positive grades in all examinations provided for in the study plan of a given year and equalising possible program differences,
 - obtaining the required number of ECTS points provided for in the study plan for a given term/year.
- Teaching the subject ends with an examination or a pass with or without a grade.
- Completing the winter term should take place not later than by the end of the winter term, and passing the year (and thus the summer term) should take place not later than the 30th of September. In justified cases, the Dean may determine a different date.
- During every pass or examination, the student is required to show the student book and the chart of the student's periodic achievements which is filled out by the persons responsible for a given subject with credits or graded and a date, confirming it with their handwritten signature.
- The person responsible for the subject enters the credit or grades in the reports, which he or she hands over to the Dean's Office within the time limit determined by the Dean.
- At the request of the person conducting the exam or pass, the student is required to confirm his or her identity by presenting a student identity card or an ID.

§ 31

- If a student fails to complete a term/year of studies, the student may apply for:
 - a conditional entry for the term - see § 44,
 - permission to repeat the term / year - see § 45.
- After receiving all entries from the passes and exams provided for in the study plan, the student is obligated to submit to the Dean's Office his or her student book and a periodic chart of the student's achievements within the time limits specified by the Dean of the relevant Faculty.

A. Scale of grades

§ 32

- The following grading scale is applied at the University:

Numeric entry	Grade in words	Abbr eviat ion
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

- In the case of an object ending with a credit without a grade, "ZAL" (credit) or "NIE ZAL" (no credit) is entered in the student book, student's periodical achievement chart, and the report.
- In addition to the scale of grades in the exams for all fields of study, the ECTS (European Credit Transfer System) auxiliary scale is adopted:

ECTS letter rating	Assessment	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 deficiencies need to be completed to receive a credit
F	2	unsatisfactory - some significant deficiencies need to be completed to receive a credit

4. If the student has grades awarded on a scale different than the one applicable at the University, before calculating the average for the studies, the grades should be calculated according to the following formula, except for the grades issued by foreign Higher education institutions, subject to sec. 5:

grade awarded according to a different scale	grade valid at the University
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)

5. If the student obtains grades granted by a foreign Higher education institution, the decision on their conversion into a grading system applied at the University is made individually by the Dean of the relevant Faculty.
6. The annual grade is calculated using the arithmetic mean of all grades in the examinations sat on all dates, calculated to the second decimal place; if the next digit is equal to or greater than 5, the average grade is rounded up.

Chapter VII PASSES AND EXAMINATIONS

A. General rules of crediting

§ 33

- The basis for obtaining credit for a given subject is attendance in didactic classes, referred to in § 15 sec. 1 and obtaining positive grades from partial work covered by this subject curriculum. A confirmation of receiving credit in a given subject is an entry in the student book and in the student's periodic achievements chart by the person conducting the subject / person responsible for the subject.
- The condition for completing the subject "diploma seminar" during the last term of study is the submission of a diploma thesis by the student in the fields where it is required, and in previous terms - completion of the individual stages of this thesis as agreed with the supervisor.
- The person conducting the pass or examination in writing is obliged to inform the students about the results of the pass or examination within 3 working days of conducting the pass or examination, agreeing on the form of disseminating the results in advance, respecting the principles of personal data protection.
- Entries in the student book and the student's periodic achievement chart related to credits and examinations are made by the person running the subject/examiner/person responsible for the subject, and in the case of a longer absence by a person appointed by the Dean.

5. A student who uses or has used unauthorised assistance, scientific materials, and equipment (without the consent of the lecturer or examiner) during a test or examination, does not get credit for this subject. In the case of such an event, the tutor 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 Rector about this fact who decides on initiating disciplinary proceedings.
6. The subject tutor/examiner/ person responsible for the subject, while making an entry in the student book and the student's periodic achievement chart is required to complete the entry within 5 working days counted from the date of handing over to him or her the student books together with the periodic student achievement charts. The date of handing over is determined in agreement with the prefect of a given year/group.

B. Giving credit for classes and a test allowing to resit an examination

§ 34

1. The Dean admits a student to an examination session on condition he or she has completed all classes in all subjects in each term within due time.
2. Receiving credit for a subject covered by an examination is made on the basis of credits for all forms of classes conducted as part of this subject and a positive examination grade.
3. In special situations at the student's request, the Dean may admit to the examination session a student who has failed to receive credit for more than two subjects and on condition that credit for this subject is received in the same academic year.
4. The student has the right to retake a test once after agreeing on the date with the subject tutor.
5. In the event of failing to pass the test, mentioned in sec. 4, the student has the right to sit the test covering all material included in this subject's programme. 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.
6. In the event of failing to pass the test, mentioned in sec. 5, on the subject, which ends with an examination, the student is not allowed to sit the examination on the first date.
7. A student who is not admitted to the first date of the examination has the right to resit the test allowing to sit the examination, however, but not later than before the start of the retake session. After passing the test allowing to resit the examination, the student may sit the retake examination on its first date. If the student fails to pass the test, he or she cannot receive credit for the subject.
8. In the event of failing to pass the test, mentioned in sec. 5, 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 semester, setting the date for completing the subject.
9. The dates of the tests, mentioned in sec. 5 and 7, are determined by the person conducting the subject in agreement with the student.
10. The interval between subsequent tests should be at least 2 days.

C. Examinations

§ 35

1. The examination in a given subject is a verification of the achieved level of learning outcomes assumed in the education programme.
2. The condition for sitting 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. At a student's request, the Dean may agree to sit an examination in a foreign language in agreement with the examiner.

§ 37

The date of the examination is determined in agreement with the year prefect, 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, with a reservation that none of these parts can be divided into subsequent components of the examination subject to separate assessments. A 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 one day, a student may sit an exam only in one subject.
4. It is allowed to take the examination before the beginning of the examination session, i.e. the so-called early examination, subject to prior obtaining by the student of a credit for classes in this subject and obtaining a consent of the person responsible for the subject. Obtaining an unsatisfactory grade in the early examination deprives the student of the first date of the examination. 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 to the examiner/coordinator of the subject and/or the Dean his or her reservations following the examination, as to the form and content of the examination question.

§ 39

1. In the case of obtaining an unsatisfactory grade in the examination, the student has the right to two retake examinations in each failed subject.
2. The resit examination may take place in the current form, determined by the person conducting the classes/person responsible for the subject.
3. The first or second resit examination at the student's request may be an examination taken before an examining board, mentioned in § 42.
4. The student is obliged to take the resit examinations not later than until the end of the resit session.

§ 40

1. A student who did not sit 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 not sitting the examination, at the latest within 3 working days from the agreed date of the examination.
3. The original justification should be submitted to the examiner, who passes it along with the report to the Dean's Office.
4. If an excuse is accepted, the examiner sets a new examination date for the student.
5. In the case of: failure to report at the appointed time of an examination, unjustified excuse, no excuse for not being allowed to sit any examination on any date, the student obtains an unsatisfactory grade with an entry in the student book, periodic achievement chart and the report.

D. Assessment of learning progress by a committee

Final attempt course completion test before a faculty committee

§ 41

1. At a written request of the student, the person conducting the subject, a competent authority of the Student Self-government submitted within 3 days from the date of announcing a negative result of the pass, the Dean, if he or she deems the request justified, may order a final attempt course completion test before a faculty committee which should take place not later than 7 days from the date submitting the application.
2. The composition of the committee is determined by the Dean. The chairman of the committee is the Dean or Deputy Dean or a member of the Faculty Council, appointed by the Dean, holding the degree of at least habilitated doctor. In addition, the committee consists of: an academic teacher conducting the subject and another academic teacher conducting a subject in a given discipline or related discipline. At the student's request, the year tutor and / or the representative of the Student Self-government may participate in the final attempt course completion test before a faculty committee as observers.
3. The result of the final attempt course completion 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 a written request of the student, examiner, or a competent authority of the Student Self-government submitted within 3 days from the date of announcing a negative result of an examination, the Dean, if he or she deems the request justified, may order an examination before a faculty committee which should take place not

- later than 7 days from the date submitting the application.
2. In the 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 student's justified absence, the Dean sets 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 retake 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 a 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 drawn by the student.
 8. The composition of the examination committee is determined by the Dean. It includes: the Dean or Deputy Dean or a member of the Faculty Council, appointed by the Dean, having at least a habilitated doctor's degree as the chairman (the committee cannot be presided over by the person who carried out the questioned examination), an examiner and another academic teacher conducting the subject from a given discipline or related discipline. At the student's request, the year tutor or a representative of the Student Self-government may participate in the examination before a faculty committee as observers.
 9. In particularly justified cases, the Dean may order an examination before a faculty committee on his 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. Organisation of the examination before a faculty committee after the scheduled summer retake session requires an individual consent of the Vice-Rector for Didactics.

E. Insight into work

§ 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, 24 months – in the case of examination works. 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 of insight into each of his or her 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 his or her insight into examination works.
3. The student has the right of insight into an examination work, during a time that will allow him or her to become familiar with its substantive assessment. The student can only have an insight into the answer key/template of the set of questions to which he or she has given answers.

Chapter VIII CONDITIONAL CONSENT FOR UNDERTAKING STUDIES IN THE NEXT SEMESTER

§ 44

1. At the request of the student, the Dean may agree to a conditional entry for the next semester in the form of an administrative decision, specifying in the administrative decision the deadline for fulfilling the condition, not later than by the end of the following academic year.
2. A student who:
 - 1) has failed to complete not more than two subjects, excluding program differences resulting from mobility of students, mentioned in § 56,
 - 2) has program differences to complement, may apply for a conditional entry.
3. It is not possible to obtain a conditional entry if:
 - 1) a student has failed to complete more than two subjects, excluding program differences resulting from the mobility of students, mentioned in § 56,
 - 2) failure to receive credit or failure to pass an examination concerns a subject that the student has already failed to complete once.
 - 3) the student has already a conditional entry due to failing to complete the subject a year earlier.
4. If the student fails to fulfil his or her obligations resulting from the conditional entry, the Dean makes a decision

to repeat the term/year or to strike off the student from the student list.

Chapter IX REPETITION OF A TERM OR YEAR

§ 45

1. At the request of the student, the Dean may give consent for repeating the term/year of study by him or her in the case of:
 - 1) not being admitted to the examination session,
 - 2) failing to complete a term/year.
2. A 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 failure was a long-term illness or other important random event.
3. A student who has obtained the consent to repeat the term/year is required to supplement the learning outcomes resulting from the study programme, including the study plan specified in the administrative decision made by the Dean.
4. A student who is repeating a term/year is exempt from subjects that have been completed earlier, if the programme of such subject has been changed.
5. A student repeating the term/year will pay a fee for repeating specific classes.
6. The rules and amount of fees for repetition of specific classes due to unsatisfactory academic performance are regulated by an agreement between the University and the student.

Chapter X CONDITIONS OF GRANTING LEAVE TO STUDENTS

§ 46

1. A student may obtain consent for a leave in the event of important circumstances preventing him from taking part in didactic classes.
2. The leave is granted by the Dean based on a documented application submitted by the student. In the case of submitting the application during the term, the leave is granted as of the next term, unless the cause of the leave is a long-term illness or extremely important random circumstances.
3. The application, mentioned in sec. 2 should be submitted to the Dean not later than within 14 days from the circumstances justifying the application.
4. The leave may be granted for one term (short-term leave) or an academic year (long-term leave).
5. The decision on granting a leave is confirmed by the Dean by an entry into the student book and the student's periodic achievement chart.
6. During the entire period of study, a student may receive a leave twice, unless the cause of the leave is a long-term illness or extremely important random circumstances.
7. During the leave, the student retains the student's rights, with the exclusion of the right to receive a social scholarship, a special scholarship for disabled people, and allowance.
8. In the case of granting leave for health reasons, the student is required to present a medical certificate confirming the possibility of continuing education before recommencing the studies.
9. Participation in didactic classes following the leave is possible after the student returning from the leave submits a statement, at least 14 days before the beginning of the term which the student is recommencing.
10. Granting the leave prolongs the planned completion of studies by the duration of the leave.

Chapter XI TRAINEESHIPS

§ 47

1. The principal organisational unit of the University providing education in each field of study, level of education, and profile is obliged to include traineeships in the education programme, if it results from the mandatory provisions, taking into account the implementation of all learning outcomes. Traineeships are an integral part of the education programme and are subject to mandatory completion.
2. The substantive scope of the traineeships and the binding documents describing the traineeship are determined by the traineeship programme.
3. The Dean or traineeship manager/supervisor is appointed by the Dean of the relevant Faculty.
4. A student may be credited with a traineeship completed abroad if the traineeship program meets the requirements provided for in the education programme for a given traineeship, subject to the Dean's consent, after consulting the traineeship supervisor before its commencement.
5. In exceptional cases, at the student's request, the Dean may agree to conducting a traineeship earlier or conducting a traineeship which is not included in the study programme.
6. The Council of a competent Faculty shall determine the detailed rules for organising and conducting traineeships at the University in each field of study.
7. At the student's request, the Dean may consent to conducting an individual traineeship agreed individually by the student, within the framework of an agreement concluded with the entity in which the traineeship is to be implemented.

Chapter XII DIPLOMA THESIS

§ 48

1. The diploma thesis is an independent elaboration of a specific scientific problem, presenting the student's general knowledge and skills related to a given field of study, level, and profile of education and which confirms the ability to independently analyse and draw conclusions.
2. 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 execution of a program or computer system, as well as construction or technological work.
3. The diploma thesis may be prepared in one of the congress languages with the consent of the promoter in agreement with the Dean of the competent Faculty. A work written in a foreign language must contain a title and an abstract in Polish.
4. The Dean determines the detailed conditions for the completion of the 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 of its defence, the student who prepared it may publish it, unless the thesis is part of a collective work. If the work contains the results of tests which are confidential due to the requirements of legal protection, publication of the work can take place only after ensuring their protection.
6. The student prepares the diploma thesis under the supervision of a chosen supervisor: in the case of a BA thesis - having at least a professional title of Master, and in the case of an MA thesis - having at least a doctor's degree, hereinafter referred to as the supervisor.
7. If the student fails to choose a 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 time for submitting the thesis and graduation.
9. In the case of prolonged absence of the supervisor, which could affect the delay in 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 triplicate in Polish, subject to sec. 3 (one copy for the supervisor, reviewer, and one archival copy).
12. The archival copy of the diploma thesis must be 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 submitting the diploma thesis in the Dean's Office, the work is subject to the anti-plagiarism procedure, specified in a separate Rector's order, using the anti-plagiarism program, which cooperates with a national repository of diploma theses.
14. The student is required to enclose a statement on independent performance of the thesis with the submitted diploma thesis.
15. In the event of a suspicion that the student plagiarized the thesis, the Rector institutes disciplinary proceedings.

16. The correctness of making the archival copy of the diploma thesis in terms of meeting the criteria referred to in sec. 12, is verified by the Dean's Office employee in the student's presence.
17. In order to evaluate the diploma thesis, a reviewer with at least a doctoral degree is appointed.
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. Failure to meet the deadline will result in the student being removed from the student list, mentioned in sec. 19.
19. If the thesis is not submitted in time, the Dean shall strike the student off the student list. 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.
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 duties and entrust his duties with another academic teacher.
21. The student has the right to get acquainted with the review of the diploma thesis.
22. The student is required to submit the diploma thesis by the deadline determined by the Dean, however, not later than by the 30th of June of a given academic year. At a justified request of the supervisor or student, the Dean may agree to extend the deadline for submitting the thesis, not later than by the 15th of September of a given academic year.

Chapter XIII DIPLOMA EXAMINATION

§ 49

1. The condition for admission to the diploma examination is a positive evaluation of the diploma thesis.
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 condition for admission to sit the diploma examination is:
 - 1) obtaining the following as provided for in the education programme, including in the study plan:
 - a) completion of all subjects and traineeships,
 - b) the required number of ECTS points, specified for a given field and level of study,
 - 2) obtaining a positive grade in the diploma thesis, if required by the field of study.
5. The diploma examination takes place on the date determined by the Dean, but not later than until the 30th of 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.
6. The diploma examination may be oral and/or written, and may also be carried out in practical form.
7. The diploma examination may be open, at a written request of the student or supervisor submitted to the Faculty Dean not later than 7 days before the planned date of the examination. In such a case, the persons indicated by the student or supervisor can participate in such an examination.
8. The Dean, at the request of the student, may agree to conduct the diploma examination in a foreign language in which the diploma thesis was prepared.
9. The diploma examination takes place before an examining board appointed by the Dean, which
 - 1) in the case of first cycles studies is composed of the Dean or Deputy Dean, or a member of the Faculty Council having at least the degree of doctor as the chairman, the thesis supervisor, and the reviewer;
 - 2) in the case of second-cycle studies and uniform Master's studies - the Dean or Vice-Dean or a member of the Faculty Council having at least the degree of a habilitated doctor as chairman, the thesis supervisor, and the reviewer.
10. The presence of all appointed board members (including the supervisor and the reviewer) at the examination is obligatory.
11. At the student's request, a representative of the Students Self-government may be present at the examination. The examining board for conducting the diploma examination is appointed by the Dean.
12. When assessing the results of the diploma examination, the grades specified in § 32 sec. 1 apply.
13. The diploma examination is considered passed in the case of obtaining positive grades in:
 - 1) the diploma thesis defence, and
 - 2) theoretical and/or practical examination in the fields where the above-mentioned examination is valid.
14. In the case of obtaining a negative grade in the diploma examination, the Dean determines the second examination date as the final one.
15. A student who did not sit the diploma examination on a date specified by the Dean or received an unsatisfactory grade on the second examination date, is struck off the list of students. 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.

Chapter XIV AVERAGE OVERALL GRADE

§ 50

1. The basis for calculating the result of studies, based on which a grade is entered the diploma, is:
 - 1) in the field of medicine and medicine and dentistry - the arithmetic mean calculated based on all examination grades,
 - 2) in the fields of study, where it is required to submit a diploma examination, the basis for calculating the average grade from the studies is:
 - a) the arithmetic mean calculated based on all examination grades - A,
 - b) the diploma thesis grade - B (the arithmetic means of the supervisor and the reviewer's grades awarded to the diploma thesis),
 - c) the diploma examination grade - C (arithmetic mean obtained in the defence of the diploma thesis and the practical and/or theoretical examination).
2. The average grade from the studies is the arithmetic mean of all grades obtained at the examinations, determined with the rounding to the second decimal place, 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 defined by the 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 determined 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 defined by the formula $A/2+(B+C)/4$.
5. In the graduation diploma, the final result of studies is entered, rounded to one decimal place, according to the following rules:
 - up to 3.00 - satisfactory (3.0)
 - from 3.01 to 3.50 - three and a half (3.5)
 - from 3.51 to 4.00 - good (4.0)
 - from 4.01 to 4.50 - four and a half (4.5)
 - from 4.51 to 5.00 - very good (5.0)
6. In other documents than the one mentioned in sec. 4, concerning the course of studies, the result of studies is determined, rounding to the second decimal place, according to the following mathematical rule: if the next number is equal to or greater than 5, the average grade is rounded up.

Chapter XV GRADUATION

§ 51

1. The date of graduation is the date of passing the diploma examination, in the case of medical, medical and dentistry fields - the date of passing the last examination required by the study plan, and in the case of pharmacy, and fields related to education in medical rescue and physiotherapy - the date of completing the last traineeship provided for in the study plan.
2. Graduation is recorded in:
 - 1) the student book,
 - 2) diploma examination report,
 - 3) student register,
 - 4) and diploma register.
3. The student has the right to submit to the Dean on the date appointed by him/her a motion to enter special achievements during the studies into the Diploma Supplement.
4. Within 30 days from the graduation day, the University prepares and issues to the graduate a graduation diploma with two copies and one diploma supplement and makes an entry in the diploma register.
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 not more than three copies of the diploma supplement translated into English. The documents are issued within 30 days from the date of submitting the application, following prior payment of the fee and providing an up-to-date photograph.
6. If the original of the diploma or diploma supplement is lost, the graduate may apply to the University, which issued the diploma or diploma supplement with a written request for a duplicate of these documents. The duplicate shall be issued on the original print of the diploma or diploma supplement, in accordance with the

template valid at the time the originals of these documents were issued, without a photograph. If there is no print according to the diploma template valid at a given time, the duplicate is issued on a form prepared by the University, consistent with the content of the original diploma or diploma supplement.

7. Detailed regulations regarding the documentation concerning the course of studies are set out in separate regulations.
8. The condition for the graduate to receive his or her documents is:
 - 1) settling all of his or her liabilities towards the University,
 - 2) returning the student ID (excluding first-cycle students who retain the right to possess the student ID until the 31st of October of the graduation year).

The graduate receives a graduation diploma, according to the template valid at the University, which confirms obtaining an appropriate professional title.

Chapter XVI ECTS POINT 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, envisaged for completing each term, is not less than 30, however, the final grade does not affect the value of this number.
5. The number of ECTS points provided for in the study plan for the academic year is not less than 60.
6. The 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 for 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. Permission for participation in additional classes, not included in the study plan, is issued by the Dean at the student's request. The student encloses a list of subjects in which he/she wants to participate with the application 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 book and the student's periodic achievement chart.
3. The obtained points and grades are recorded in the Diploma Supplement.

CHAPTER XVII STUDENT MOBILITY

§ 54

1. Based on the agreements or arrangements concluded with other higher education institutions at home and abroad, the student may pursue 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, makes a conditional entry for the term, determining the classes necessary to supplement the learning outcomes. The provision of § 44 sec. 2 point 1 and § 44 sec. 3 pt. 1 of the Regulations shall not apply.
3. Any changes in the program not agreed with the Dean during the studies at the partner higher education institution will not be considered when completing the semester/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

A student of the 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 he or she has fulfilled all obligations arising

from the regulations in force at the Wrocław Medical University.

§ 56

1. A student of another higher education institution, including a foreign one, may apply for transfer, while maintaining the field, form, level, and profile of education, after completing at least the 1st year of studies, if he or she has fulfilled all obligations arising from the regulations in force at the higher education institution, which she or he is leaving. The transfer may only take place from the beginning of the new academic year.
2. A student of another higher education institution, including a foreign one, who intends 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 periodical achievement chart,
 - 4) a certificate on the average grade obtained in the completed years of studies,
 - 5) a certificate on the course of studies, including the grades obtained and ECTS points applied,
 - 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 no 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 by a sworn translator.
3. The documents, mentioned in sec. 2 should be submitted at the proper Dean's Office by the 15th of August of the academic year preceding the year of the planned taking up of studies. The Dean may consider applications submitted after the deadline in particularly justified random cases.
4. While considering the applications, the Dean takes into account, inter alia: the average grade from the studies, the student's academic achievements, his or her random situation and the level of programme differences. The Dean may take into consideration the application, mentioned in sec. 2, provided that:
 - 1) all obligations resulting from the regulations in force at the University, which 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 vacancies in relation to the limit of a given academic year, determined by the Minister of Health on the basis of art. 8 sec. 9 of the act of the 27th July 2005. Law on Higher Education,
 - 3) receiving not less than 60 ECTS points for completing each year of studies.
5. When issuing the decision on the transfer, the Dean specifies in it, in particular: the programme differences to be compensated during the academic year. The student bears payment for the programme differences.
6. Failure to complete the programme differences within due time results in the need to repeat the term/year.
7. At the student's request, the Dean of the Faculty may transfer the student's existing achievements. The student should enclose the course of his or her studies with the obtained number of ECTS points and the study programme together with specific learning outcomes for individual subjects.

§ 57

1. A student who transfers classes completed at another higher education institution than the home one, including a foreign one, is assigned the number of ECTS points, which is assigned to the learning outcomes obtained as a result of the implementation of the relevant classes and traineeships at this Faculty.
2. The condition for transferring classes and traineeships included in another organisational unit of the home higher education institution, including a foreign one, is confirmation of the convergence of the learning outcomes attributed to specific classes in the study programme and the study plan of the host unit.
3. One ECTS point corresponds to the learning outcomes, which require from the student an average of 25-30 hours of work, while the number of the student's work hours includes classes organised by higher education institutions, in accordance with the study plan, and his or her individual work.
4. The decision on the transfer of completed classes is made by the Dean, upon the student's application, after getting acquainted with the documentation on the course of studies at another Faculty of the University or at a higher education institution other than the home one, including a foreign one.

§ 58

1. A student may take up studies at the University at the second and subsequent fields of study only through 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 the student's previous achievements. The student should enclose the course of his or her studies with the obtained number of ECTS points and the study programme together with specific learning outcomes for individual subjects.

CHAPTER XVIII STRIKING OFF THE LIST OF STUDENTS

§ 59

1. The Dean strikes a student off the student list in the following cases:
 - 1) failure to take up studies (not taking up studies means, in particular: not attending the matriculation, failure to take the student oath, not signing up for 1st term of studies),
 - 2) resignation from studies (resignation from studies means, in particular: an unexcused absence of a student from didactic classes exceeding one month, submission of a written resignation from studies),
 - 3) failure to submit a diploma thesis within the deadline or failure to pass the diploma examination,
 - 4) being punished with the disciplinary penalty of expulsion from the university.
2. The statement on the resignation referred to in sec. 1 pt. 2, should be submitted in writing. The date of resignation is considered to be the date of submitting a letter in the appropriate Dean's Office.
3. The dean may decide to strike a student off the student list in the case of:
 - 1) stating a lack of progress in learning (a lack of progress in learning can be stated when the degree of the program implementation, including the study plan excludes the possibility of completing the term/year of studies),
 - 2) failure to complete a term or year within a specified time limit and failure to obtain permission for a conditional entry or term/year retake,
 - 3) failure to sign by the student an agreement on payment conditions for studies or educational services submitted by the University,
 - 4) failure to pay fees related to studying.
4. The Dean informs the student in writing of the initiation of the proceedings to strike him or her off the student list.
5. The student is entitled to appeal to the Rector against the Dean's decision. The Rector's decision is final. The date of striking off the list of students is the day on which the decision to strike off has become legally binding.
6. At the request of a student or a former student, the University shall immediately return the following: a copy of the secondary school-leaving examination certificate certified by the University, and in the case of a second-cycle student or a former student, also a certified copy of the graduation diploma.
7. The condition for issuing to the student his or her documents in the case of striking off the student list or graduation is:
 - 1) settlement with the University of all previously incurred liabilities,
 - 2) returning the student ID.

CHAPTER XIX CONDITIONS FOR RECOMMENCING STUDIES

§ 60

1. A person who prior to being struck off the student list completed the first year of studies may apply for recommencing studies.
2. A person who was struck off the student list in the first year of studies may apply for re-admission only through recruitment.
3. A student who has met all the requirements set out in the education plan, including the conditions for admission to the diploma examination and has been struck off the student list, may obtain the Dean's consent for resumption of studies in order to sit the diploma examination.
4. Resumption of studies takes place on the terms and conditions in force in the academic year in which the resumption takes place, including the terms of payment for educational services.
5. The Dean may give permission to resume studies to a person struck off the student list only once.
6. The application for resuming the studies together with a justification shall be submitted to the Dean not later than by the 30th of May.
7. A student book and a medical certificate stating the ability to study in a given field should be enclosed with the application.
8. The Dean makes a decision on resumption of studies in accordance with the following rules:
 - 1) the results of examinations in two subjects, from the period of study before being struck off the student list, selected by the Dean;
 - 2) the economic and organisational conditions of the Faculty;
 - 3) programme differences,
 - 4) circumstances constituting the basis for being struck off the student list.
9. A student admitted to the studies by resuming studies takes up learning as of the beginning of a new academic year.
10. The student admitted to the studies by resuming studies is required to supplement the arrears resulting from

- programme differences in the education programmes, including the study plans, if such differences exist.
11. The conditions and deadline for supplementing the program differences are determined by the Dean in the contents of the decision on resuming the studies, taking into account the student's previous achievements and the ECTS points he or she has obtained.

Chapter XX PROCEDURE OF MAKING DECISIONS

§ 61

1. The decisions and other settlements concerning students - covered by the provisions of these Regulations are made by the Dean on his or her own initiative or on the student's written application.
2. The application, mentioned in sec. 1 should be submitted at the Dean's Office within the time limits specified in these Regulations or determined by the Dean.
3. The provisions of the Act of the 14th of June 1960 - Code of administrative procedure and provisions on appealing against a decision to an administrative court shall apply accordingly to *[translator's note: missing word]* undertaken by the University's bodies in individual student cases.
2. In the case of submitting an incomplete application, the student will be summoned to complete the formal shortcomings within 7 days from the date of delivery of the summons. Failure to remedy the above-mentioned shortcomings within the said deadline, leaves the application unanswered.
3. In case of failure to submit the application in due time, the deadline is restored at the student's request. A request to reinstate the deadline is submitted by the student in the Dean's Office within 7 days from the date of termination of the reason for failure to meet the deadline. At the same time as the request is made, the student is obliged to complete the activity for which the deadline was specified.
4. All decisions issued to the student should include:
 - 1) a designation of the authority that issued it,
 - 2) the date of issue,
 - 3) a designation of the party,
 - 4) a legal basis,
 - 5) a decision,
 - 6) arguments of fact and law or information on the grounds of the lack of justification,
 - 7) instruction on the procedure and deadline for appealing against this decision,
 - 8) signature of the person authorised to issue the decision.
5. All decisions of the Dean regarding the change of student status must be confirmed by an entry in the student book.
6. Decisions are issued in two copies, one of which should be attached to the student's personal records file and the other one should be delivered to the student.
7. A register of the issued decisions is kept by the Dean's Office.
8. The delivery, mentioned in sec. 6, is made:
 - 1) via e-mail, by registered letter with return confirmation of receipt, to the correspondence address given in personal records,
 - 2) in person in the Dean's Office with confirmation of receipt. The confirmation of receipt is attached to the student's personal records file.

Chapter XXI AWARDS AND MERITS

§ 62

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

Chapter XXII FEES

§ 63

1. The University collects fees for educational services and issuing of documents in accordance with art. 98 sec. 1 pt. 3 and pt. 5, and art. 99 of the Law on Higher Education, as well as art. 192 sec. 1 pt. 9 of the Law on Higher Education, on the basis of which the Regulation of the Minister of Science and Higher Education of the 14th of September 2011 on documentation on the course of studies was issued. (Journal of Laws of 2011 No. 201 sec. 1188, 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 made otherwise these rules shall be null and void.

Chapter XXIII FINAL PROVISIONS

§ 64

1. The Rector is the appeal body in all matters covered by the Regulations and in all matters, which are not reserved for the competences of other bodies.
2. The student has the right to appeal to the Rector from the Dean's decision within 14 days as of the delivery of the decision. The appeal shall be filed by mediation of the Dean who issued the decision appealed from.
3. The Dean is obliged to enclose with the appeal, mentioned in sec. 2 a complete set of documentation in a given case and a written response of the Dean to the allegations raised in the appeal.
4. The decisions of the Rector issued in the appeal procedure mode are final.
5. The templates of applications and decisions referred to in these Regulations shall be determined by a separate order of the Rector.
6. Supervision of compliance with the provisions of the regulations is exercised by the Vice-Rector for Didactics and the Deans.
7. These Regulations come into force as of the academic year 2017/2018.