

## **RULES AND REGULATIONS OF STUDIES AT THE MEDICAL UNIVERSITY OF WARSAW**

### **General provisions**

#### **§ 1.**

The Rules and Regulations of Studies at the Medical University of Warsaw (hereinafter referred to as 'Rules and Regulations') shall apply to students of undergraduate and graduate studies, as well as long-cycle studies of practical and general academic profile, conducted in Polish and English as full-time and part-time studies at the Medical University of Warsaw (hereinafter referred to as 'University').

#### **§ 2.**

1. All students shall be under the authority of the Rector. Students of a particular faculty shall be also under the authority of a competent Dean of the faculty.
2. The Student Government shall represent all University students.
3. The Student Government bodies shall express their opinions and make arrangements according to the rules specified in the Law on Higher Education and Science of 20 July 2018 (hereinafter referred to as 'Act'), the University Statute and these Rules and Regulations.

### **Decisions**

#### **§ 3.**

1. Individual problems of students shall be considered by way of decisions, including administrative decisions, if the Act so requires.
2. The Dean or an associate Dean shall issue decisions, including administrative decisions, upon the authorisation granted by the Rector.
3. The decision referred to in Clause 1 above can be reconsidered upon request. The request must be filed via the Dean to the Rector within 14 days since the day that the decision is delivered.
4. Administrative decisions issued by the Rector according to Clause 3 above can be appealed against to the administrative court.
5. In matters that are not considered by way of administrative decisions documents can be sent by electronic mail, in scanned versions. In the case of any doubts an employee of the Dean's Office can request for filing original documents, and a student can request for the delivery of an original decision.

### **Organisation of studies**

#### **§ 4.**

1. The academic year shall start on 1 October and end on 30 September and be divided into winter and summer semesters.

2. The rules of the academic year organisation, including the distribution of teaching weeks and examination sessions, shall be determined by the Rector upon the opinion of the Student Government. The rules must be published 6 months before the academic year starts.
3. Changes can be introduced to the curriculum as of the beginning of a new education cycle, unless they concern:
  - 1) removing irregularities found by the Polish Accreditation Committee,
  - 2) adjusting the curriculum to any amendments to the generally applicable regulations.
4. Days referred to in these Rules and Regulations shall be understood as calendar days, and working days shall be understood as all weekdays excluding public holidays, Saturdays and Rector's days.

#### § 5.

1. Boards of academics operate at particular fields and years of study.
2. Boards of academics shall play advisory and consultative roles in respect of all matters connected with education at a given year of studies.
3. Boards of academics shall perform their work based on rules and regulations adopted by a given board and approved by the Dean.
4. The duties of boards of academics shall be as follows:
  - 1) analysing the course of education at particular units conducting classes,
  - 2) preparing proposed changes to curriculums,
  - 3) coordinating the dates of classes, assessments, colloquia and examinations at a given year of studies,
  - 4) analysing requests and surveys of the student community concerning education.
5. Members of boards of academics shall be appointed upon request of the Dean, an associate Dean, heads of units or bodies of the Student Government.
6. Boards of academics shall be appointed by the Dean.
7. Boards of academics shall be composed of:
  - 1) chairman appointed from among the academic teachers conducting classes at a given year of studies; the candidature for the chairman must be agreed with the Student Government,
  - 2) year representative and representatives of all Dean's groups.
8. The chairmen of the boards of academics shall be also a year/years tutors. The scope of duties of the year/years tutors shall be defined in the rules and regulations of the boards of academics referred to in Clause 3 above.
9. Meetings of boards of academics shall be recorded. All respective minutes shall be stored at the Dean's Office.

### **Organisation of classes and examination sessions**

#### § 6.

1. A detailed schedule of classes shall be established and published by the Dean not later than 4 weeks before the beginning of a semester.
2. A detailed schedule of the examination session shall be established and published by the Dean in agreement with the boards of academics not later than 3 months before the beginning of a session.

3. The rules of the students' participation in classes shall be determined in agreement with the Dean and announced by the teacher conducting the classes at the latest during the first classes.
4. Part of the learning outcomes covered by the curriculum may be achieved using remote learning methods and techniques.
5. Upon the Dean's decision certain courses, as well as course completion assessments and examinations may be in English.
6. Any matters concerning the organisation of studies not covered by the provisions of these Rules and Regulations shall be resolved by the Dean who may consult the Student Government bodies.
7. In the period of temporary limitation or suspension of the functioning of the University in extraordinary circumstances, such as epidemic, introduced upon separate regulations, the Dean may change the detailed schedule of classes and the detailed schedule of the examination session determined according to Clauses 1 and 2 above. In the period in question the rules of students' participation in classes, announced according to Clause 3 above, may also be changed upon the Dean's consent.

§ 7.

1. The size of student groups during classes (including optional classes) shall be determined annually by the Rector upon the Dean's request, by a separate regulation.
2. The contents of the said regulation shall be consulted with the Student Government.

**Admission to studies as a result of transfer, study resumption, change of the field of study, change of the form of studies, change of the language of instruction, resignation from studies**

§ 8.

The admission to studies as a result of transfer, change of the field of study, change of the form of studies or change of the language of instruction shall be conditioned by the number of places available within the announced limits.

§ 9.

A student who after starting studies at another university is affected by unexpected circumstances may apply for transfer to the University if the transfer makes it easier for him/her to overcome problems or continue functioning in unexpected circumstances, provided that the student meets all of the following conditions:

- 1) he/she has fulfilled all duties specified in the regulations of the university where he/she has studied so far,
- 2) he/she has completed at least one year of study at the university where the student has studied so far,
- 3) he/she accepts the terms and conditions of studying at the University,
- 4) the student's learning outcomes are analogical at both universities,
- 5) he/she provides the Dean with a respective request including reasons and documents confirming the unexpected circumstances and the course of studies so far,
- 6) he/she has undertaken to make up for any curricular disparities.

§ 10.

1. A student deleted from the list of students can, subject to Clause 2, resume studies if he/she meets all of the following conditions:
  - 1) he/she has not been deleted from the list of students due to a disciplinary penalty of expulsion from the University,
  - 2) he/she has completed the first year of studies,
  - 3) he/she resumes studies for the first time.
2. A student who has completed the studies but has not submitted a diploma thesis or taken a diploma examination may apply for the resumption of studies for the time of submitting the diploma thesis and taking the diploma examination or for taking the diploma examination.
3. Studies can be resumed by a student:
  - 1) within 5 years since the date of the first deletion from the list of students in the case of the student referred to in Clause 1,
  - 2) within 2 years since the date of the first deletion from the list of students in the case of the student referred to in Clause 2.
4. The Dean, upon the student's request, shall grant consent to resumption of studies and specify the respective conditions, taking into account previous academic results, the period which has elapsed since the day of the deletion from the list of students and changes in the curriculum within that time.
5. A student may be required to make up for curricular disparities if another curriculum has been implemented at the resumed studies.

§ 11.

1. Upon the request of a student Deans of the proper faculties can consent to the change of the field of study, provided that all of the conditions below are met:
  - 1) the student fulfils the applicable requirements of the admission procedure for the given field and form of study to which the student is to be transferred,
  - 2) the student has completed the first year of studies,
  - 3) the learning outcomes are analogical at both fields of study.
2. A student must make up for curricular disparities due to the change of the field of study.

§ 12.

1. Upon the request of a student the Dean can transfer the student from part-time to full-time studies or from full-time to part-time studies.
2. The form of studies from part-time to full-time studies can be changed not earlier than:
  - 1) after the completion of the second year of studies – in the case of the students of medicine, dental medicine, laboratory medicine, pharmacy and physiotherapy,
  - 2) after the completion of the first year of studies – in the case of students of any other field of study.
3. A student can apply for the transfer from part-time to full-time studies on condition that he/she obtains a grade average of at least 4.5 from the last two completed years of studies, and in the case referred to in Clause 2 Subclause 2 – after the first year of studies – of at least 4.5 from the first year of study.

§ 13.

1. Upon the request of a student the Dean may consent to transfer within the same field of study, from studies in English to studies in Polish or from studies in Polish to studies in English.
2. The transfer from studies in English to studies in Polish can take place:
  - 1) not earlier than upon the completion of two years of studies,
  - 2) if the grade average is at least 4.5 from the last two completed years of studies.
3. If the language of instruction at the studies to which a student wants to be transferred is not his/her mother tongue the student must provide a document confirming his/her fluency in the language of instruction at a level that makes it possible to continue studies according to the Admission Resolution for a given academic year.

§ 14.

1. The Dean, upon the request of a student who is transferred from another university and resumes studies, changes the field and form of study or the language of instruction shall recognise credits and grades from courses and examinations with respective ECTS points, subject to Clause 2.
2. The Dean shall make the decision after a content-related consultation with the head of the relevant academic unit. The Dean may credit courses or refuse to credit courses or credit courses provided that the curricular disparities are made up for on the terms set out by the head of the competent academic unit (e.g. attending certain classes, passing an examination without attending classes).

§ 15.

1. A student can resign from studies.
2. The resignation from studies must be made in writing. A student must file a respective request with a competent Dean's Office or send it by mail to the competent Dean's Office (to the University's address). In the period of temporary limitation or suspension of the functioning of the University in extraordinary circumstances, including epidemic, introduced upon separate regulations, it is also acceptable to send a scanned document including a statement on the resignation from studies by electronic mail.

**Individual organisation of studies (IOS)**

§ 16.

1. Upon the request of a student, the Dean may consent to his/her study according to the individual organisation of studies (IOS), specifying the detailed IOS rules for each application.
2. The individual organisation of studies (IOS) shall mean:
  - 1) individual curriculum, or
  - 2) individual study plan, or
  - 3) individual procedure and schedule of receiving course credits.
3. The individual organisation of studies can be granted to a student who:
  - 1) demonstrates outstanding academic performance,
  - 2) participates in research work,

- 3) stands out in sport, cultural, artistic or organisational activity for the University,
  - 4) has been referred to study at another university,
  - 5) pursues more than one field of study at the same time,
  - 6) suffers from disability or a chronic disease,
  - 7) is pregnant or is a parent,
  - 8) has been admitted as a result of the confirmation of learning outcomes,
  - 9) is unable to take part in classes and sit course completion assessments according to the study plan due to a difficult life situation,
  - 10) needs to make up for the curricular disparities.
4. The Dean can withdraw the consent to study according to the IOS procedure if a student:
    - 1) does not observe the terms and rules of the IOS,
    - 2) does not fulfil the basic obligations arising out of these Rules and Regulations,
    - 3) does not observe any other regulations applicable at the University.
  5. The individual organisation of studies (IOS) cannot result in early graduation.

### **Rights and obligations of students**

#### § 17.

1. A person admitted for studies shall acquire the rights of a student upon taking the oath. The contents of the oath shall be determined by the University Statute.
2. Having acquired the rights of a student, students shall receive a student ID card.
3. The rights and obligations of students shall expire as of the day of graduation, suspension in student's rights or deletion from the list of students; however, a graduate of undergraduate studies shall retain the rights of a student (including student ID card), except for the right to financial support, until 31 October of the year of graduation.

#### § 18.

1. A student has the right to:
  - 1) acquire knowledge and skills, as well as develop own scientific, social, cultural or sports interests,
  - 2) have the ECTS points transferred and recognised,
  - 3) study according to the individual organisation of studies (IOS),
  - 4) change the field of study, be transferred to full-time or part-time studies, change the language of instruction, resign from studies,
  - 5) take an examination before a board in the presence of an observer chosen by the student,
  - 6) repeat certain classes due to unsatisfactory academic performance,
  - 7) excuse the absence from classes, leaves from classes and leaves of absence with the right to have the obtained learning outcomes specified in the curriculum verified,
  - 8) access his/her personal file,
  - 9) access electronic teaching guides and materials,
  - 10) protect health according to the rules specified in separate regulations,
  - 11) assess the teaching work of academic teachers and the administrative personnel,
  - 12) take an active part in the works of the University's collective bodies,
  - 13) exercise passive and active voting rights upon the rules specified in the University Statute and the rules and regulations of the Student Government,
  - 14) associate in University's student organisations,

- 15) use the resources of the University library,
  - 16) use the University's premises and equipment according to the rules determined by the University bodies,
  - 17) apply for financial support, prizes, awards according to the rules specified in separate regulations,
  - 18) apply for accommodation in a dormitory,
  - 19) wear student insignia referring to the tradition of the University's faculties,
  - 20) be trained by the Student Government in the rights and obligations of a student,
  - 21) be trained in the occupational health and safety.
2. If a student, due to disability or a chronic disease, has difficulty in full participation in the educational process, he/she can apply to the Dean for a change of the conditions of participation in classes. Disabled students have the right to submit comments and motions to the Rector's Proxy for Disabled Persons.
  3. A pregnant student and a student being a parent must be granted the consent to:
    - 1) study at a certain field and level according to the rules of individual organisation of studies (IOS) until graduation – in the case of full-time studies,
    - 2) leave from classes with the right to have the learning outcomes specified in the curriculum verified.
  4. A student being a parent shall file an application for leave referred to in Clause 3 within 1 year since the day that his/her child is born.
  5. The leave referred to in Clause 3:
    - 1) shall be granted to a pregnant student for a period until the child is born,
    - 2) shall be granted to a student being a parent for a period of up to 1 year; however, if the end of the leave falls during a semester the leave can be extended until the end of the semester.

§ 19.

1. A student shall act according to the contents of the oath and the regulations in force at the University, and in particular:
  - 1) participate in classes according to these Rules and Regulations,
  - 2) take examinations, do professional trainings and meet other requirements set in the curriculum,
  - 3) take mandatory medical examinations and vaccinations on the dates provided in separate provisions,
  - 4) respect the University employees and follow the rules of social conduct,
  - 5) read and follow the University regulations available on the University website,
  - 6) sign a certificate of familiarisation with these Rules and Regulations and the rules of payment and the rules of use of the electronic student service system, as well as commit to pay tuition fees on time to a personalised bank account of the student (applicable to students starting studies in the academic year 2019/2020 and later),
  - 7) comply with the provisions of the agreement on the terms of payment for educational services (applicable to students who began their studies before the academic year 2019/2020),
  - 8) timely pay tuition fees provided for in the Rector's regulation; the amount of fees for students admitted to studies for a given academic year may not be increased until they graduate,
  - 9) immediately notify the Dean of any change of name, marital status, address and contact details, as well as financial status,

- 10) make use of functionalities, documents and information provided by the electronic student service system,
  - 11) use the electronic student service system and the University e-mail address assigned to the student for the whole duration of studies,
  - 12) protect the confidentiality of passwords,
  - 13) protect intellectual property rights,
  - 14) take care of students' dignity and the good of the University,
  - 15) observe the principles of ethics and professional deontology,
  - 16) comply with the Student Code of Ethics,
  - 17) comply with occupational health and safety regulations.
2. A student shall be held responsible for any damages to the property (equipment) of the University or third parties, attributable thereto, during or in connection with his/her studying or staying at the premises of the University.
  3. A student must undergo a medical examination and file a medical certificate with the Dean's Office if he/she is provided with the Dean's referral to examinations in the case that the obligation to undergo an examination is specified in separate regulations or in the case that the Dean receives the information about the student's behaviour that deviates from the commonly accepted standards and the student's health condition is questionable, in the context of securing the student, other students or third parties.

§ 20.

1. A student shall bear disciplinary liability for the violation of the rules in force at the University and any actions that offend student dignity.
2. The acts committed by a student that are subject to disciplinary liability include in particular:
  - 1) violation of principles of ethics or failure to keep confidential any information concerning a patient/patients, obtained by the student in connection with the courses included in the curriculum, of which courses conducted using remote teaching methods and techniques (trainings, practical classes, etc.),
  - 2) alcohol consumption or staying within the premises of the University in a condition implying the consumption of the alcohol,
  - 3) possessing, consuming or disseminating intoxicants and psychoactive substances or staying within the premises of the University under the influence of such substances,
  - 4) bringing to the premises of the University objects being a threat to human life or health,
  - 5) violation of the University's rules and regulations and failure to observe the University internal regulations,
  - 6) violation of the non-smoking regulations, including smoking e-cigarettes at the premises of the University, i.e. within the fenced premises of the University accessible to the University employees, students and postgraduate students, in particular the area of the Rector's Office, the Teaching Centre, the Banacha campus, the Lindleya campus and the area of the University at Ciołka Street in Warsaw.
3. Each and every student and employee of the University shall inform the Rector having found out that a student has committed an act offending student dignity or violated any regulations in force at the University.



### **Receiving credit for a year**

#### **§ 21.**

1. An academic year shall be the grading period.
2. Credit for a year of studies shall be received by a student if:
  - 1) the student is granted credits for all classes and trainings provided for in the study plan,
  - 2) the student obtains at least satisfactory grade from all examinations and credits provided for in the study plan.
3. Credit for a year shall be awarded by the end of an academic year according to the division of the academic year.

#### **§ 22.**

1. The course completion assessment must be conducted within the deadline specified in the study plan or agreed upon with the person conducting the classes, however, no later than by the end of the year of study or before the beginning of the examination session during which the respective examination is scheduled.
2. The terms and conditions (i.e. the scope, form and manner – full time or using means of electronic communication) of receiving credits for specific courses shall be determined and announced by a relevant academic unit at least 1 month before the start of the academic year on the website of the unit and in the syllabus.
3. The rules of receiving credits for trainings provided for in study plans shall be specified in separate regulations.
4. A student must receive credits for trainings according to the study plan. The consent to complete a training at a particular location shall be granted by the Dean.
5. The organisation, course and rules of receiving credits for military classes, defence training or other mandatory classes of any special form shall be specified in separate regulations.
6. In the case of excused absence at a course completion assessment or a partial course completion assessment a student is entitled to resit the course completion assessment or the partial course completion assessment. The student must inform the course coordinator of the reason for his/her failure to sit the course completion assessment or the partial course completion assessment within three working days since the date of the assessment in question. A medical certificate excusing the absence must be delivered to the course coordinator by the student within seven working days since the day of its issuance, not later, however, than within three working days since the day of the assessment in question. A date of resitting the course completion assessment or the partial course completion assessment should be determined by the course coordinator in agreement with the Head of the Unit. A respective credit received shall be treated as received at first sitting.
7. In the period of temporary limitation or suspension of the functioning of the University in extraordinary circumstances, including epidemic, introduced upon separate regulations, the Rector may decide that a course completion assessment should be sat after the beginning of the examination session in which the given course examination is scheduled, as a departure from the provisions of Clause 1.
8. In the period of temporary limitation or suspension of the functioning of the University in extraordinary circumstances, including epidemic, introduced upon separate regulations, upon consent of the Dean, the form and manner of sitting a course completion assessment can be changed and announced according to Clause 2, not later, however, than two weeks

before the date of the assessment or examination.

§ 23.

1. A student can complete part of the curriculum at another university in Poland or abroad, in particular based on agreements or programmes to which the University is a signatory.
2. The referral principles for students from other universities shall be governed by separate regulations.
3. Credits received by a student at a university (including a university abroad) other than the home university, within the same field of study, shall be transferred together with the ECTS credits and allocated towards achievements at the home university, expressed in ECTS credits.

§ 24.

1. A student participating in meetings of:
  - 1) collective bodies,
  - 2) electoral bodies operating within the University structure,shall be excused from classes conducted at the time of the meetings of such bodies. The student's attendance at the said meetings shall be confirmed by the meeting organiser.
2. The method, form and date of making up for the arrears arising out of the excused absence from classes shall be determined by the head of the academic unit in charge of the classes. The arrears must be made up for by the end of a given semester. Making up for the arrears later shall require the Dean's consent.

§ 25.

1. A student can take examinations:
  - 1) during an examination session according to the rules specified in Clauses 2-4, or
  - 2) outside the examination session according to the rules specified in Clause 5.
2. A student can start an examination session on condition that he/she timely receives credits for all courses covered by a given grading period.
3. In justified cases a student who has not received credits for up to two courses in due time can be admitted by the Dean to start the examination session. The admission shall be granted by the Dean if the head of the unit in charge of the course decides that it is possible for the student to make up for the arrears and receive the missing credits before the start of the next re-take examination session.
4. Having received the missing credit a student shall take the respective course examination. Such examination shall be treated as taken at first sitting.
5. A student can take an examination at a date set outside the examination session on condition that he/she receives credit for the examined course and consent of the head of the academic unit in charge of the classes to take the examination outside the session.
6. In the period of temporary limitation or suspension of the functioning of the University in extraordinary circumstances, including epidemic, introduced upon separate regulations, the Rector may decide that Clauses 1-5 should not apply and determine other conditions of taking examinations, such as:
  - a) examinations can be taken during the session and outside the session;

- b) taking a given course examination is conditioned by receiving credit for the given course; it is not necessary to receive credit for all courses completed in the given assessment period.

§ 26.

1. A student can use two examination sittings, the second sitting being a retake examination.
2. A student can retake an examination in each of the failed courses.
3. An examination outside the examination session shall be treated as taken at first sitting.
4. The date of the examination outside the session cannot collide with the dates of the student's classes.
5. Every course examination shall be taken and assessed separately. The above shall not concern the courses grouped in teaching blocks for which a collective examination can be conducted; however, the collective grade shall refer to each course covered by the examination.
6. The scope, form and method of taking the examination (on site or using means of electronic communication) shall be determined by the head of the academic unit and published at the latest 3 months before the date of the examination.
7. The failure to take an examination or its part at a set date without any justification shall result in obtaining a 'fail'.
8. In the case of an excused absence from an examination a student shall be entitled to an additional examination sitting. The student should notify the examiner of the reasons for his/her failure to take the examination within three business days after the examination date. A medical certificate justifying the absence shall be provided to the examiner by the student within 7 working days since the date of issuance of the certificate, but not later than within three working days since the examination date. An additional examination date shall be established by the examiner in agreement with the Dean. Such an examination shall be considered taken at the first sitting.
9. In the period of temporary limitation or suspension of the functioning of the University in extraordinary circumstances, including epidemic, introduced upon separate regulations, upon the Deans' consent, the form and method of taking an examination can be changed; such a change must be announced according to Clause 6, not later, however, than 2 weeks before the date of the examination.

§ 27.

1. A student who receives a 'fail' can take a retake examination during the next retake session or at another date if the Dean's consent has been granted.
2. Retake examinations and examinations before the examination board shall be taken by a student until the end of the next assessment period.

§ 28.

1. A student can submit to the Dean, within 7 days from the assessment or examination date, an application for:
  - 1) consent to sit a course completion assessment before an assessment board in the case that the student fails to receive credit at the first and second sittings,
  - 2) consent to take an examination before an examination board in the case that the student receives a 'fail' at the first and second sittings (courses completed with a grade),

- 3) consent to take an examination before an examination board in the case that the student has justified objections as to the form and course of the examination or the occurrence of special circumstances affecting him/her.
2. The Dean shall examine the request of a student within 7 days since the date of its submission.
3. The Dean shall decide about the form and date of the examination, as well as the composition of the examination board not later than 7 days before the scheduled examination date. The date of the examination before the examination board shall be notified to the student not later than 7 days before the date of the said examination.
4. The examination board shall be composed of:
  - 1) chairman of the board – the Dean or an associate Dean identified by the Dean,
  - 2) board member – chairman of the Board of Academics,
  - 3) examiner – academic teacher identified by the Dean, representing the specialisation specific to the subject of the examination before the board,
  - 4) observer – representative of the Student Government,
  - 5) observer on request – person identified by the student in a request made not later than 7 days before the scheduled date of the examination before the board.
5. The Dean has the right to order an examination before the board by his/her own initiative.
6. The grade awarded by the examination board shall be final.

§ 29.

1. The rules of course completion assessments and examinations are specified in the procedure of evaluating students, covered by a separate order.
2. The following examination grades shall apply:
  - 1) very good = 5.0, (bdb),
  - 2) better than good = 4.5, (pdb),
  - 3) good = 4.0, (db),
  - 4) better than satisfactory = 3.5, (ddb),
  - 5) satisfactory = 3.0, (dst),
  - 6) fail = 2.0. (ndst).
3. The results of examinations shall be made available to a student on his/her account in the electronic student service system within 5 working days since the day of an examination.
4. The grade average shall include examination grades, including the grades granted as a result of the confirmation of learning outcomes.

§ 30.

1. As to a student who has not completed a year of studies the Dean can:
  - 1) upon the request of the student, allow the student to repeat the year of studies; the provision shall not apply to first-year students, unless the reason for failing the first year is the granting of health leave,
  - 2) upon the request of the student, conditionally approve the student's resumption of studies in the next year if the student has failed one examination or one course (which does not apply to first-year students); the conditional consent for the student to continue education in the next year obliges the student to participate in classes in the failed course and to pass the examination or to receive credit within the deadlines agreed upon with the Dean,
  - 3) delete the student from the list of students.

2. Upon the request of a student who repeats a year of study, made before the beginning of the semester, the Dean shall recognise the credits and grades for classes and examinations from the previous year in the courses in which he/she received at least 'satisfactory' mark. Grades obtained at both the first and second sittings shall be recognised. If a grade obtained at the second sitting is to be recognised the 'fail' from the first sitting shall also be inserted in the records. The student should obtain consent for the previous year's grades to be recognised before the beginning of the semester. A student repeating a year shall be obliged to attend classes in the failed course and to pass the examination or to receive credit.

§ 31.

1. The Dean shall delete a student from the list of students if the student:
  - 1) fails to start studies,
  - 2) resigns from studies,
  - 3) fails to timely submit a diploma thesis or pass a diploma examination,
  - 4) has been penalised with the disciplinary action of the expulsion from the University.
2. The Dean can delete a student from the list of students if the student:
  - 1) does not take part in mandatory classes,
  - 2) does not report educational progress,
  - 3) does not complete a year within a set deadline,
  - 4) fails to make payment of the tuition fee.
3. If a student is deleted from the list of students the settlements between the student and the University shall be made according to separate regulations.

**Prizes, awards**

§ 32.

1. Students distinguished by exceptionally good academic performance, exemplary fulfilment of their duties, ethical attitude, activity in student life or special sports achievements can be awarded with scholarships, prizes and distinctions.
2. Any detailed rules, the procedure of awarding students and the amount of scholarships and prizes shall be specified in separate regulations.

§ 33.

1. A prize for graduation with honours can be awarded by the Rector to graduates of every field of study who fulfil all conditions below:
  - a) they have completed studies within the deadline specified in the study plan,
  - b) their examination grade average in the whole course of studies is at least 4.60,
  - c) their diploma thesis and examination (if required) have been assessed 'very good'.
2. A diploma for graduation with honours shall be awarded by the Rector upon request of the Dean.
3. Graduates awarded with a diploma with honours shall be entitled to a single cash prize.
4. The value of the prize determined by the Rector shall depend on the funds allocated for this purpose and amount to:
  - 1) 100 % of the amount for graduates of long-cycle studies,
  - 2) 50 % of the amount for graduates of undergraduate studies,

- 3) 50 % of the amount for graduates of graduate studies.
5. An outstanding graduate can be awarded with the 'Golden Graduate's Laurel' according to the rules specified in separate regulations.
6. The Rector or the Dean can praise a graduate for outstanding achievements in other forms as well.

### **Leaves**

#### **§ 34.**

1. The Dean can, upon the request of a student, grant the student:
  - 1) leave of absence,
  - 2) health leave.
2. The leave shall be granted for a whole year of studies.
3. The leave shall be confirmed with an entry in the student's records.
4. During the leave of absence a student can, upon the Dean's consent, participate in certain classes and have the learning outcomes verified.
5. During the health leave a student shall not participate in classes or take examinations.
6. In order to grant the health leave the Dean can refer a student for examination and ask for the doctor's opinion.
7. As soon as the health leave ends the student can be admitted to study having presented an opinion of an occupational health doctor concerning his/her fitness to continue the studies.
8. Granting the leave shall automatically postpone the planned date of graduation by the duration of the leave.
9. If the leave of absence is granted to a student of part-time studies or to a student educated in English the financial settlements shall be made according to the principles set out in separate regulations.
10. The leave shall not be granted retroactively unless prerequisites for such a leave have arisen earlier and the student has been unable to immediately submit the request for a leave for material and duly documented reasons.
11. Short-term absences from classes can be justified in accordance with the rules adopted by the academic units conducting such classes and published on the website of the respective unit.

### **Graduation**

#### **§ 35.**

1. The studies shall be completed and the graduation diploma shall be obtained on condition that a student:
  - 1) achieves learning outcomes specified in the curriculum, assigned with at least:
    - a) 180 ECTS credits – in the case of undergraduate studies,
    - b) 90 ECTS credits – in the case of graduate studies,
    - c) 300 ECTS credits – in the case of full-cycle studies covering 9 or 10 semesters,
    - d) 360 ECTS credits – in the case of full-cycle studies covering 11 or 12 semesters;
  - 2) passes a diploma examination in the case of the fields of study where the curriculum so requires;

- 3) obtains a positive assessment of the diploma thesis in the case of the fields of study where the curriculum so requires.
2. The date of graduation shall be the date of passing the diploma examination; in the case of medicine and dental medicine – the date of passing the last final examination required by the curriculum, and in the case of pharmacy and physiotherapy (long-cycle studies) – the date of receiving credit for the last training required by the curriculum.

§ 36.

1. The deadline of submission of the diploma thesis shall be determined by the Dean.
2. If requested by the supervisor or the student the Dean can postpone the deadline of submission of the thesis due to:
  - 1) long-lasting disease of the student,
  - 2) inability to prepare the diploma thesis within the set deadline for justified reasons not attributable to the student.
3. If the supervisor is absent for a period that might delay the submission of the thesis by the student, the Dean shall appoint another person to supervise the preparation of the thesis.
4. In exceptional cases the Dean can refer the student to another unit to prepare a thesis.
5. Whenever justified the Dean can agree that a thesis should be written in a foreign language. The terms and conditions of writing a thesis in a foreign language shall be determined by the Dean.

§ 37.

1. A student shall prepare a (diploma) master's thesis, hereinafter referred to as 'master's thesis', under the supervision of an authorised University teacher with at least doctoral title (supervisor). The Dean can authorise a person from outside the University to supervise the thesis preparation (doctoral title at least). This, however, requires consent of the authorised person.
2. A student shall prepare the (diploma) bachelor's thesis under the supervision of an authorised University teacher with the title of at least master of arts or medical doctor. The Dean can authorise a person from outside the University to supervise the thesis preparation (title of at least master of arts or medical doctor). This, however, requires consent of the authorised person.
3. The subject of the master's thesis should be determined not later than one year before the graduation, while the subject of the bachelor's thesis should be determined not later than one semester before the graduation.
4. The bachelor's thesis shall be approved by the supervisor and assessed by a reviewer.
5. At the Faculty of Pharmacy the master's thesis shall be approved by the supervisor and assessed by the supervisor and one reviewer.
6. At other faculties the master's thesis shall be approved by the supervisor and assessed by the reviewer.
7. In the case of any discrepancies in assessment of the bachelor's or master's thesis, the decision whether to admit a student to the final examination shall be made by the Dean who can seek an opinion of another reviewer.

§ 38.

1. A student shall be admitted to the diploma examination on condition that:

- 1) his/her learning outcomes are as specified in the curriculum,
- 2) the result of the diploma thesis verification by an anti-plagiarism system is favourable and the grade from the diploma thesis (if required) is at least 'satisfactory'.
2. The diploma examination shall be held before a board appointed by the Dean.
3. The board shall be composed of:
  - 1) chairman of the board – Dean or a person identified by the Dean,
  - 2) supervisor,
  - 3) reviewer (second reviewer),
  - 4) member – University teacher familiar with the issues covered by the diploma thesis.
4. A diploma examination should be held within three months since the date of submission of the diploma thesis, in the presence of at least 3 persons composing the abovementioned board.
5. In justified cases the Dean shall determine – in agreement with the supervisor – an individual date of the diploma examination.

§ 39.

1. The form of the diploma examination shall be determined by the Dean.
2. Upon the request of a student or a supervisor the diploma examination can be an open examination.
3. A detailed procedure of holding an open diploma examination shall be determined by the Dean.

§ 40.

If a student fails the diploma examination or does not take the examination at a set date without any justification the Dean shall determine another date of the examination as a final date.

§ 41.

1. A graduate shall receive a graduation diploma according to a template approved by the Senate.
2. The University shall provide a graduate, within 30 days since the date of graduation, a graduation diploma, a diploma supplement and their two copies. Upon the request of a student the University shall issue copies thereof in a foreign language.
3. A graduate shall have the right to keep his/her grade book if the grade book has been issued thereto in the paper form.

§ 42.

1. The final result of studies shall be calculated on the following basis:
  - 1) fields of study where it is not necessary to submit a diploma thesis or take a diploma examination – the arithmetic mean of all examination grades;
  - 2) fields of study where it is not necessary to submit a diploma thesis but it is necessary to take a diploma examination:
    - a) arithmetic mean of all examination grades,
    - b) diploma examination grade or in the case of a diploma examination in two parts – the arithmetic mean of both grades;the final result of studies shall be calculated according to the following formula:



- $\frac{1}{2} a) + \frac{1}{2} b)$ ;
- 3) fields of study where it is necessary to submit a diploma thesis:
    - a) arithmetic mean of all examination grades,
    - b) arithmetic mean of:
      - diploma examination grade or in the case of a diploma examination in two parts – the arithmetic mean of both grades,
      - diploma thesis grade;the final result of studies shall be calculated according to the following formula:  
 $\frac{1}{2} a) + \frac{1}{2} b)$ .
  2. The grade average shall be calculated by the electronic student service system based on the grades entered there.
  3. The final result of studies shall be disclosed on the diploma.
  4. Grades on diplomas shall be disclosed according to the following rules:
    - 1) up to 3.25 – satisfactory
    - 2) from 3.26 to 3.75 – better than satisfactory
    - 3) from 3.76 to 4.20 – good
    - 4) from 4.21 to 4.50 – better than good
    - 5) from 4.51 to 5.00 – very good

#### **Documentation of the course of studies**

##### **§ 43.**

1. The course of studies shall be documented in:
  - 1) student's academic progress records kept in the electronic form and as printouts from the electronic student service system if no student's academic progress records have been drawn up in the paper form;
  - 2) grade book kept in the electronic form – according to the rules specified in separate regulations.
2. All credits and examination grades shall be entered into the electronic student service system within 5 working days since the date of receiving credit and taking examination.
3. Student's academic progress records shall be printed within 14 days since the end of an examination session during which a student obtains the last grade necessary to settle a given year of studies.

##### **§ 44.**

Student's graduation shall be documented in:

- 1) grade book,
- 2) diploma examination report,
- 3) student files,
- 4) book of diplomas.

## **Rules of high-school and other university students participation in classes**

### **§ 45.**

1. Upon the Dean's consent exceptionally talented high-school students can participate in theoretical classes included in the course of studies, in the fields of study corresponding to such students' talents, as well as proceed to complete such theoretical classes according to rules analogical to those applicable to the University students participating in such classes.
2. The Dean shall express the consent upon the approval of the student's school principal confirming that participating in classes conducted at the University does not collide with the student's school duties. In the case of students under 16 years of age also the consent of his/her parents is required. In each case in order to ensure a proper security level the Dean shall have the right to require that the student should meet certain conditions of participation in the classes conducted at the University (e.g. in respect of protection clothing, etc.).
3. The right referred to in Clause 1 above shall not include a high-school student's right to take part in practical classes conducted by the University, in particular the classes conducted at healthcare institutions, i.e. at organised units of the University located at hospitals or other healthcare centres (e.g. clinics, establishments, institutes, etc.).
4. Students representing other universities shall participate in the University classes upon the rules specified in agreements made between the universities.

### **Final provisions**

#### **§ 46.**

1. Any issues started and not completed before the date of entering into force of these Rules and Regulations shall be governed by the hitherto existing regulations.
2. All rights acquired upon decisions made before the date of entering into force of the resolution of the Senate of the Medical University of Warsaw implementing these Rules and Regulations shall be still binding.
3. The Rules and Regulations of Studies shall be available on the University's website and in the Public Information Bulletin.

#### **§ 47.**

These Rules and Regulations shall enter into force as at the beginning of the academic year specified in the resolution of the Senate of the Medical University of Warsaw implementing these Rules and Regulations.