

**Regulation No. 61 /2019
of the Rector of the
Medical University of Warsaw
of 5 June 2019**

**regarding the student service with use of the Integrated IT System Supporting the Education
Process**

Pursuant to § 54 para. 5 of the Statute of the Medical University of Warsaw, it is hereby ordered:

§ 1

1. Student service is carried out using the Integrated IT System Supporting the Education Process, hereinafter referred to as the 'Bazus 'system.
2. Student records kept in paper form and student records kept in electronic form are prepared with use of the Bazus system.

Users

§ 2

1. Users of the Bazus system are: students, academic teachers, Dean's office employees, employees of other administrative units participating in the process of educating and servicing students and academic teachers.
2. Users have rights to relevant Bazus system functionalities.
3. Users are responsible for the reliable and timely entry of data into the Bazus system.

§ 3

1. The student has an insight in the Bazus system to:
 - a) his/her personal data and address,
 - b) status,
 - c) study program,
 - d) educational offer,
 - e) achievements noted in the examination protocols,
 - f) data from the course of studies,
 - g) the liabilities towards the University recorded in the checklist card.
2. A student in the Bazus system is required to:
 - a) checking the completeness of grades and credits in his/her account,
 - b) reporting to the appropriate Dean late or incorrect entry of a grade / credit,
 - c) checking the status of calculations and settlements of financial positions,
 - d) registering for elective and optional classes,
 - e) entering information about his/her additional achievements, other than grades from the examination protocols
 - f) use of available electronic model documents,
 - g) checking the status of their liabilities towards the University in the circulation card.

§ 4

1. An academic teacher has access in the Bazus system to:
 - a) his/her personal data,
 - b) lists of student groups.
2. An academic teacher in the Bazus system is required to:
 - a) providing syllabuses and class/study materials to students,
 - b) entering the results of examinations and credits to the electronic protocol.

§ 5

1. An employee of the Dean's office in the Bazus system has access to:
 - a) student achievements recorded in examinations protocols,
 - b) data on scholarships awarded to the student.
2. The Dean's office employee in the Bazus system is obliged to:
 - a) updating student's personal and address details,
 - b) updating student status,
 - c) providing the student with the didactic offer,
 - d) assigning students to groups,
 - e) assigning a student group to units / teachers,
 - f) submitting student IDs for printing,
 - g) issue a certificate documenting the course of studies,
 - h) keep student financial accounting (calculations, payment deadlines, interest, balances),
 - i) printing examination protocols of student performance,
 - j) entering data into the student's checklist card
 - k) preparing and exporting data to the POL-on system.

§ 6

1. Employees of other administrative units participating in the process of education and service of students and academic teachers have access in the Bazus system to:
 - a) student's personal and address details,
 - b) information related to the student's course of study,
 - c) the status of calculations and settlements of student's finances
2. Employees of other administrative units participating in the process of education and service of students and academic teachers in the Bazus system are required to:
 - a) handling student applications in the field of material/social assistance,
 - b) entering data into the student's checklist card

§ 7

- The module coordinator in the Bazus system is required to:
- a) providing support to users in the scope of basic system operation,
 - b) developing document templates generated in the system,
 - c) considering comments regarding the functioning of the module,
 - d) administration of the module.

§ 8

IT support is provided by employees of the IT Center

Documentation of the course of studies

§ 9

1. The student's course of study is documented in:
 - a) student's personal files kept in paper form,
 - b) student album kept in electronic form,
 - c) the book of diplomas kept in electronic form,
 - d) diploma exam records kept in electronic form,
 - e) electronic index, hereinafter referred to as the e-index,
 - f) student examination protocols kept in electronic form.
2. Announcement of the results of the exam and passing the exam takes place by providing students with grades entered by the academic teachers into the Bazus system.
3. The settlement of student achievements is made on the basis of data in the Bazus system.
4. The Dean promotes the student for the next year on the student's examination protocol prepared in the form of a printout of data from the Bazus system.
5. Student's checklist card has an electronic form.

Task schedule in the Bazus system

§ 10

1. The Dean's office employee is obliged in the Bazus system to:
 - a) updating student data - within 5 business days of receiving information about the change,
 - b) posting the didactic timetable - at least 4 weeks before the start of the semester,
 - c) starting registration for classes - at least 3 weeks before the start of the semester,
 - d) providing access to didactic units (departments) for credit protocols - within 5 working days from the day of commencing classes in a given subject,
 - e) providing access to didactic units (departments) for credit protocols - at the latest on the first day of the exam session,
 - f) entering into the Bazus system grades / credits from protocols prepared outside the Bazus system - within 5 working days from the date of receipt of the protocols by the Dean's office,
 - g) providing access to the student's checklist card - no later than on the day of the last exam provided in the course of studies.
2. An academic teacher in the Bazus system is obliged to:
 - a) providing syllabuses to students - at least 4 weeks before the beginning of the semester,
 - b) entering the results of credits - within 5 working days from the date of credit, but no later than the day before the start of the exam session,
 - c) entering exam results - within 5 business days of the exam day.
3. Employees of other administrative units participating in the education and student service process shall confirm in the electronic checklist card the student's settlement with the

University - within 3 working days from the date of generating the checklist card by the employee of the Dean's office.

4. Student achievements shall be entered into the Bazus system:

a) by an employee of the Dean's office - by August 31, 2019 at the latest - in the field of achievements recorded in the examination protocols of students who studied in 2016/2017 and earlier,

b) by the student - at the latest by the date of the last examination provided in the course of studies - in the scope of additional achievements from all his/her course of studies.

Final provisions

§ 11

The regulation enters into force on the day of signing.

Miroslaw WIELGOŚ
RECTOR