

## **STUDY REGULATIONS OF THE MEDICAL UNIVERSITY OF WARSAW**

### **General provisions**

#### § 1.

The Study Regulations of the Medical University of Warsaw (hereinafter: the Regulations) apply to students of first- and second-cycle studies as well as long-cycle master studies, with a practical and general academic profile, conducted in Polish and English, in the form of full-time and part-time studies at the Medical University of Warsaw (hereinafter: the University).

#### § 2.

1. All students report to the Rector. Students of a given Faculty are also subordinated to the Dean of that Faculty.
2. The Student Self-Government is the representative of all students of the University.
3. The bodies of the Student Self-Government express their opinion and make arrangements on the terms set out in the Act of 20 July 2018 Law on Higher Education and Science (hereinafter: the Act), the Statute of the University and these Regulations.

### **Decisions**

#### § 3.

1. Individual cases of students are considered by way of decisions, including administrative decisions, if required by the Act.
2. The Dean or Vice-Dean issues decisions, including administrative decisions, based on the authorization granted by the Rector.
3. Student may file a request for reconsideration of the case referred to in the decision referred to in para. 1. The application should be submitted via the Dean to the Rector within 14 days from the date of delivery of the decision.
4. Administrative decisions issued by the Rector pursuant to sec. 3 is may be appealed against and lodged with the administrative court.
5. In matters not considered by administrative decisions, documents may be sent by e-mail in the form of scans. In case of doubt, an employee of the dean's office has the right to request original documents, and the student has the right to request delivery of the original of the decision.

## Organization of study

### § 4.

1. The academic year lasts from October 1 to September 30 and is divided into the winter semester and the summer semester.
2. The rules for organizing the academic year, including the schedule of teaching weeks and examination sessions, are determined by the Rector, after consulting the Student Self-Government, and announced 6 months before the beginning of the academic year.
3. Changes in the program of study may be introduced at the beginning of a new cycle of education, with the exception of:
  - 1) remove irregularities found by the Polish Accreditation Committee,
  - 2) adjusting the study program to the changes specified in generally applicable regulations.
4. If the Regulations refer to days, it shall be understood as calendar days, if reference is made to working days, it shall be understood as all days of the week, excluding public holidays, Saturdays and Rector's Days.

### § 5.

1. Pedagogical councils operate in individual fields of study and years of study. In justified cases and with the consent of the Dean, the teaching council may be established for students of more than one year of study.
2. Teaching councils play an advisory and consultative role in all matters related to education in a given year of study.
3. The work of teaching councils is based on the Regulations adopted by the teaching council and approved by the Dean.
4. Teaching councils are appointed by the Dean.
5. The pedagogical councils include:
  - 1) The chairman of the teaching council appointed from among academic teachers conducting classes in a given year of study; the candidature for the chairperson must be agreed with the Student Self-Government,
  - 2) Heads of teaching units or academic teachers authorized by them - representatives of units conducting classes for a given year of study, subject coordinators
  - 3) the year representative and the representatives of all dean groups.
6. The chairman of the teaching council is also the tutor of the year. The scope of duties of the tutor of the year is specified in the Regulations of the teaching council referred to in sec. 3.
7. Meetings of teaching councils are recorded. The protocols are kept in the dean's office.

## **Organization of classes and examination sessions**

### § 6.

1. The detailed schedule of classes is determined and announced by the Dean not later than 4 weeks before the beginning of the semester.
2. The detailed schedule of the examination session is determined and announced by the Dean in consultation with the teaching councils, not later than 3 months before the beginning of the examination session.
3. The rules for students' participation in classes are defined by the course teacher in consultation with the Dean and announced at the first class at the latest.
4. Some of the learning outcomes covered by the study program may be obtained using distance learning methods and techniques.
5. By the decision of the Dean, selected classes, credits and exams may be conducted in English.
6. In matters concerning the organization of studies not covered by the provisions of these Regulations, decisions are made by the Dean, who may consult the Student Self-Government bodies.
7. During the period of temporary limitation or suspension of the functioning of the University for extraordinary reasons, including due to an epidemic, introduced by separate provisions, the Dean may change the detailed schedule of classes and the detailed schedule of sessions determined in accordance with section 1 and 2. During this period, the rules of students' participation in classes communicated to students in accordance with sec. 3, with the consent of the Dean, may also be changed.

### § 7.

1. The number of student groups in classes (including optional courses) is determined by the Rector, by way of a separate Order
2. The content of the Order is consulted with the Student Self-Government.

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

### § 8.

Admission to studies as a result of transfer, change of field of study, change of the form of study, change of the language of instruction takes place within the places available resulting from the announced limits.

### § 9.

1. A student who, after starting studies at another university, including a foreign one, found oneself in an unexpected circumstances may apply for a transfer to the University if the transfer makes it easier for him/her to overcome problems or continue functioning in changed circumstances, provided that all of the following conditions are met:

- 1) has fulfilled all the obligations resulting from the regulations of the university where he/she studied so far,

- 2) completed at least one year of study at the university where he/she studied,
  - 3) accepts the conditions of studying at the University,
  - 4) the learning outcomes obtained are convergent at both universities,
  - 5) submitted to the Dean an application with justification and documents confirming the random situation and the course of studies to date,
  - 6) undertook to make up for program differences.
2. Transfer from another university is possible only within the same field of study, language of instruction /Polish or English/ and form of study, within the limit of a given academic year.
3. Polish citizens and Ukrainian citizens whose stay on the territory of the Republic of Poland is considered legal pursuant to art. 2 sec. 1 of the Act of March 12, 2022 on assistance to Ukrainian citizens in connection with the armed conflict in the territory of this state, who on February 24, 2022 were students of universities operating in Ukraine and who declare that on that day they studied in a specific year studies in a given field and level of studies at a university operating in Ukraine, may be admitted to study at the University by way of transfer. The conditions for verifying the learning outcomes obtained at the current university and the transfer condition, including the year of study to which the student is transferred and the conditions for compensating for program differences, as well as the conditions for the knowledge of the language in which the studies to which the student is transferred are conducted, are specified Dean.

#### § 10.

1. A student removed from the list of students, subject to sec. 2, may resume studies if he or she has met all of the following conditions:
- 1) was not removed from the list of students due to the disciplinary penalty of expulsion from the University,
  - 2) completed the first year of studies.
2. A student who was removed from the list of students during the first year of studies may apply for re-admission to studies only through recruitment process.
3. A student who has completed the studies but has not submitted the diploma thesis or the diploma examination may apply for resumption of studies for the time of submitting the diploma thesis and taking the diploma examination, or for the time of taking the diploma examination.
4. Resumption of studies may take place:
- 1) within 5 years from the date of removal from the list of students, in the case of a student referred to in sec. 1,
  - 2) within 2 years from the date of removal from the list of students, in the case of a student referred to in sec. 3.
5. The dean, at the student's request, gives consent to the resumption of studies and determines the conditions for resumption, taking into account the previous learning results, the period that has elapsed since the date of removal from the list of students and changes in the program of study at that time.
6. A student may be required to make up for curriculum differences if a different curriculum is in force at the resumed studies.
7. A student removed from the list of students may be allowed to resume studies only once.

§ 11.

1. At the student's request, the Deans of the relevant fields of study may agree to change the field of study, provided that the following conditions are met jointly:
  - 1) the student meets the current requirements of the recruitment procedure for the field and form of study to which he/she is to be transferred,
  - 2) completed the first year of studies,
  - 3) learning outcomes in both faculties are convergent.
2. The student will make up for the program differences resulting from the change of the field of study.
3. Changing the field of study is possible only within the same form of study.

§ 12.

1. At the student's request, the Dean may transfer a student from part-time studies to full-time studies or from full-time studies to part-time studies.
2. Changing the form of studying from part-time to full-time studies may take place not earlier than:
  - 1) after completing the third year of studies - in the case of students of medicine, medicine and dentistry, medical analysis, pharmacy and physiotherapy,
  - 2) after completing the first year of studies - in the case of students of other majors.
3. The condition for applying for a transfer from part-time to full-time studies is obtaining an average grade of not less than 4.5 from the last two completed years of study, and in the case referred to in sec. 2 point 2 after the first year of study - not less than 4.5 from the last year of study.
4. Within the same field of study, students of part-time studies who have joined the recruitment process again may apply for transfer to the current year of full-time studies within the limits of vacancies in a given year of the relevant field of full-time studies at the University. In the case of applying for a transfer of more candidates than the available limit of places, the average of grades obtained in the course of studies to date shall decide about admission.
5. The transfer should take place within the limit granted by the Minister of Health or set by the Rector in a separate order.

§ 13.

1. At the student's request, the Dean may consent to transfer within the same field of study from studies conducted in English to studies conducted in Polish or from studies conducted in Polish to studies conducted in English.
2. Transfer from studies conducted in English to studies conducted in Polish may take place:
  - 1) for part-time studies,
  - 2) not earlier than after completing three years of study,
  - 3) when the grade point average is not lower than 4.5 from the last two completed years of studies.
3. Transfer from studies conducted in Polish to studies conducted in English may take place:
  - 1) not earlier than after completing the first year of studies,
  - 2) for payment as for services related to education in a foreign language.
4. If the language of instruction at the studies to which the student wishes to be transferred is

not his or her native language, the student is obliged to submit a document confirming the knowledge of the language of instruction at a level enabling the completion of studies, in accordance with the requirements of the Recruitment Resolution for a given academic year.

#### § 14

1. For a student transferring from another university, resuming studies, changing the field of study, form or language of conducting studies, the Dean, at the student's request, transfers credits and grades from classes and exams with assigned ECTS points, subject to section 2.
2. The Dean makes a decision after consulting the substantive opinion of the head of the relevant didactic unit. The dean may credit classes or refuse to credit classes, or credit classes provided that curriculum differences are made up on the terms set out by the head of the relevant didactic unit (e.g. attending selected classes, passing an exam without attending classes).
3. The rules referred to in par. 1 and 2 shall also apply in the case of a student who applies for the transfer of credited classes from previously completed studies, provided that the learning outcomes obtained are consistent with the learning outcomes that apply to the field of study in which the student is currently studying and no more than than 5 years.

#### § 15

1. A student may resign from studies.
2. The student resigns from studies in writing. The student submits the application to the appropriate dean's office or sends it to the appropriate dean's office (to the address of the University).
3. During the period of temporary limitation or suspension of the functioning of the University for extraordinary reasons, including due to an epidemic, introduced by separate regulations, it is also possible to send a scan of a document containing a statement on resignation from studies by e-mail.

### **Individual organization of studies (IOS)**

#### § 16

1. At the student's request, the Dean may consent to study according to the individual organization of studies (IOS), specifying the detailed IOS rules for each application.
2. Individual organization of studies (IOS) means:
  - 1) an individual program of study or
  - 2) individual study plan or
  - 3) individual mode and date of passing the subjects.
3. Individual organization of studies (IOS) may be granted to a student:
  - 1) distinguished in science,
  - 2) participating in research works,
  - 3) distinguished in sports, cultural, artistic or organizational activities for the benefit of the University,
  - 4) directed to study at another university,
  - 5) pursuing more than one field of study at the same time,
  - 6) with a disability or chronic disease,

- 7) pregnant students and students who are parents,
  - 8) accepted as a result of confirmation of learning outcomes,
  - 9) if his life situation does not allow him to attend classes and obtain credits for subjects in accordance with the study plan
  - 10) in order to compensate for program differences.
4. The Dean may withdraw consent to study according to IOS when the student:
- 1) does not comply with the terms and conditions of the IOS,
  - 2) fails to meet the basic obligations arising from these Regulations,
  - 3) does not comply with other regulations in force at the University.
5. Individual organization of studies (IOS) cannot lead to early graduation.

### **Students rights and obligations**

#### § 17.

1. A person admitted to studies acquires student rights upon taking the oath. The content of the oath is specified in the Statute of the University.
2. After acquiring student rights, the student receives a student ID card.
3. The rights and obligations of the student expire on the date of graduation, suspension of student rights or removal from the list of students, while a graduate of first-cycle studies retains student rights (including a student ID) until October 31 of the year in which he completed his studies, excluding the right to financial support.

#### § 18.

1. The student has the right to have his/her dignity respected by every member of the University community.
1. The student has in particular the right to:
  - 1) acquire knowledge in the selected field of study, develop their own scientific interests, use for this purpose the rooms, equipment and resources as well as the entire library collection of the University in accordance with applicable regulations, as well as with the help of academic teachers,
  - 2) participate in didactic classes and take examinations or credits provided for in the study program on the principles set out therein,
  - 3) participate in decision-making by the university's collective bodies through their representatives,
  - 4) submit to the University authorities postulates regarding study programs and matters related to social and living conditions,
  - 5) associate in already existing university student organizations and establish new ones,
  - 6) receive awards and distinctions on the terms set out in separate regulations,
  - 7) participate in scientific research and associate in scientific circles operating at the University,
  - 8) develop cultural, tourist and sports interests, use the University's facilities and resources for this purpose and help from academic teachers and University authorities.
2. In addition, on the terms set out in the Regulations, Senate resolutions, Rector's orders and course syllabuses, the student has the right for:
  - 1) transferring and recognizing ECTS credits, pursuing studies according to the individual

- organization of studies (IOS), changing the field of study, transferring to full-time or part-time studies, justifying absences from classes,
- 2) sick leave and dean's leave, including dean's leave with the possibility of proceeding with the verification of the achieved learning outcomes specified in the study program,
  - 3) take an examination before an examination board with the participation of an observer indicated by him,
  - 4) repetition of certain classes due to unsatisfactory learning results, access to one's personal files,
  - 5) access to electronic teaching guides and teaching materials,
  - 6) health protection on the terms set out in separate regulations,
  - 7) training by the Student Self-Government on the rights and obligations of the student,
  - 8) OHS training.
4. If a student, due to a disability or chronic illness, has difficulties with full participation in the teaching process, he or she may submit a request to the Dean to modify the conditions of participation in didactic classes. Disabled students have the right to submit comments and motions to the Rector's Plenipotentiary for Persons with Disabilities.
  5. A pregnant student and a student who is a parent cannot be refused consent to:
    - 1) pursuing studies in a specific field and level according to the individual organization of studies (IOS) until their completion - in the case of full-time studies,
    - 2) dean's leave.
  6. A student who is a parent submits an application for the leave referred to in sec. 5, within 1 year from the date of birth of the child.
  7. The leave referred to in sec. 5 for:
    - 1) pregnant students are granted for the period until the date of birth of the child,
    - 2) a student who is a parent is granted for a period of up to 1 year – except that if the end of the leave falls during a semester, the leave may be extended until the end of that semester.

#### § 19.

1. The student is obliged to follow the content of the oath and the regulations in force at the University, and in particular to:
  - 1) participate in classes,
  - 2) take examinations, complete apprenticeships and meet other requirements provided for in the program of study,
  - 3) perform mandatory examinations and vaccinations within the time limits provided for in separate regulations,
  - 4) showing respect to the employees of the University and observing the principles of friendly coexistence,
  - 5) read and comply with the regulations in force at the University, available on the University's website,
  - 6) sign a declaration of familiarization with these Regulations and the provisions on payment and use of the student service IT system, as well as the obligation to pay fees for educational services on time to the individualized bank account appropriate for the student (applies to students commencing studies from the academic year 2019/2020)
  - 7) comply with the terms of the concluded agreement on the terms of payment for educational services (applies to students who started their studies before the 2019/2020 academic year),

- 8) timely pay the fees for educational services provided for by the Rector's order, while the amount of fees for students admitted to studies for a given academic year may not be increased until they complete their studies,
  - 9) immediately notify the Dean of a change in name, marital status, address and contact details, as well as financial conditions,
  - 10) use the functionalities, documents and information provided by the IT student service system,
  - 11) use the IT student service system and the university e-mail address assigned to the student for the duration of the studies,
  - 12) care for the confidentiality of passwords,
  - 13) respect copyrights and intellectual property,
  - 14) care for the student's dignity and the good of the University,
  - 15) comply with the principles of professional ethics and deontology,
  - 16) comply with the Student Code of Ethics,
  - 17) comply with health and safety regulations.
2. The student is responsible for damage caused by his/her fault to the property (equipment) of the University and third parties during or in connection with attending classes or staying on the premises of the University.
3. The student is obliged to undergo medical examinations and submit a certificate of examination results to the Dean's Office if he/she receives a referral from the Dean for medical examinations, if the obligation to conduct examinations results from separate regulations or if the Dean becomes aware of information about the student's behavior which deviates from generally accepted norms of behavior and may raise doubts as to his health in the context of the safety of this student, other students or third parties.

## § 20.

1. It is forbidden for a student to participate in classes under the influence of alcohol or drugs, psychotropic substances, substitutes or new psychoactive substances within the meaning of the Act of 29/07/2005 on counteracting drug addiction (i.e. Journal of Laws of 2020 , item 2050 as amended).
2. In case of a suspicion that a student is under the influence of alcohol or substances listed in sec. 1 above, the teacher informs the tutor of the year and the relevant Dean.
3. The student is subject to disciplinary responsibility for violating the regulations in force at the University and for an act offending the student's dignity.
4. Acts committed by a student that are subject to disciplinary responsibility include in particular:
  - 1) violation of the principle of ethics or failure to keep confidential information about the patient/patients that the student obtained in connection with classes conducted at the university, including classes conducted using distance learning methods and techniques (practices, classes, etc.),
  - 2) drinking alcohol or staying on the premises of the University in a state indicating its consumption,
  - 3) possessing, using, distributing narcotic drugs and psychoactive substances or staying on the premises of the University under their influence,
  - 4) bringing items threatening life or health to the University premises,

- 5) violation of the regulations and non-compliance with the University's internal regulations.
  - 6) violation of the ban on smoking tobacco, including smoking electronic cigarettes, on the premises of the University, i.e. on the premises of the University separated by a fence, to which employees, students and doctoral students of the University have access, in particular: the premises of the Rectorate, Teaching Centre, Banacha campus, Lindley campus and University at Ciolka Street in Warsaw.
5. Each student and employee of the University, after becoming aware of a student committing an act of undignified behavior or violating the regulations in force at the University, is obliged to notify the Dean/Rector.

### **Passing the academic year**

#### § 21.

1. The study credit period is the academic year.
2. The condition for completing a year of study is:
  - 1) obtaining credits for all didactic classes and internships provided for in the study plan, and
  - 2) obtaining at least a satisfactory grade in all examinations and credits provided for in the study plan.
3. The year is credited by the end of the academic year resulting from the division of the academic year.

#### § 22.

1. The didactic classes are credited on the date specified in the schedule of classes or on the date agreed with the teacher of the didactic classes, but not later than before the end of the year of study or before the beginning of the examination session in which the exam in a given subject of study is scheduled.
2. The conditions for obtaining a credit for a subject are determined and announced by the department at least 1 month before the beginning of the academic year on the website of this unit and in the syllabus.
3. The rules for crediting internships resulting from study plans are specified in separate regulations.
4. The student is obliged to complete the internship in accordance with the study plan.
5. At the student's request, the Dean may credit the activities performed by the student as part of employment, internship or volunteering against the professional practice, if they enabled the achievement of learning outcomes specified in the study program for professional practice. Achievement of the learning outcomes assumed for a given field of study should be documented in the internal regulations applicable at the University.
6. The organization, course and rules for passing military classes, defense training or other compulsory classes of a special form by students are specified in separate regulations.
7. In case of an excused absence from a credit or partial credit, the student is entitled to an additional date for the credit or partial credit.

The student shall notify the course coordinator of the reason for not taking the credit or partial credit no later than three working days after the date of the credit or partial credit. A medical certificate justifying the absence shall be delivered by the student to the course coordinator within 7 working days from the date of issuing the certificate, but not later than within three

working days after the date of credit or partial credit. An additional date for a credit or a partial credit is set by the course coordinator in consultation with the Head of the Department. Such credit shall be treated as obtained on the first date.

8. During the period of temporary limitation or suspension of the University operations for extraordinary reasons, including due to an epidemic, introduced by separate regulations, the Rector may decide that the course in a given subject may be credited after the commencement of the examination session in which the examination in this subject is scheduled, in derogation from the principle set out in sec. 1.

9. During the period of temporary limitation or suspension of the University operations for extraordinary reasons, including due to an epidemic, introduced by separate regulations with the Dean's consent, it is possible to change the form and mode of crediting, communicated in accordance with section 2, but not later than 2 weeks before the date of the credit or examination.

#### § 23.

1. A student may pursue a part of the curriculum at another domestic or foreign university, in particular on the basis of agreements or programs to which the University is a signatory.

2. The decision on the conditions for crediting the period of study at a university other than the home university is made by the Dean, taking into account the transfer and recognition of credited classes in accordance with applicable regulations.

#### § 24.

1. A student participating in meetings of governing bodies:

- 1) collective bodies,
- 2) electoral bodies functioning within the structures of the University,

has an excused absence from classes held during the meetings of these bodies. The student's presence at the above-mentioned meetings is confirmed by the organizer of the meeting.

2. The manner, form and deadline for making up for the backlog resulting from an excused absence from classes is determined by the head of the teaching unit conducting the classes. The arrears should be made up by the end of a given semester. Compensation of arrears at a later date requires the consent of the Dean.

#### § 25.

1. A student may take examinations:

- 1) during the session, on the terms set out in para. 2 - 4 or
- 2) outside the session, on the terms set out in sec. 5.

2. The condition for joining the examination session is the timely completion of all classes provided for in a given credit period.

3. In justified cases, the Dean may admit a student to the examination session who has failed the classes in a maximum of two subjects. The decision is made by the Dean if the head of the department conducting the classes finds that it is possible to catch up and obtain outstanding credits by the student before the start of the next make-up examination session.

4. After obtaining the missing credit, the student takes an examination in this subject. Such an examination is treated as taken on the first date.

5. The condition for taking an examination, the date of which has been set outside the

examination session, is obtaining a pass in the subject of the examination.

6. During the period of temporary limitation or suspension of the University operations for extraordinary reasons, including due to an epidemic, introduced by separate regulations, the Rector may decide that sec. 1 - 5 and establish other conditions for taking the examinations in the following scope:

- a) examinations may be taken in session and out of session;
- b) the condition for taking an examination in a given subject is obtaining a credit in that subject; it is not necessary to obtain a credit for all the classes provided for in a given credit period.

#### § 26.

1. The student is entitled to two attempts for taking the examination, of which the second attempt is the re-take date.
2. The student is entitled to the re-take attempt for each failed subject.
3. The examination outside the session is treated as taken on the first date.
4. The date of the examination outside the session may not collide with the dates of the student's classes.
5. The examination in each subject is held separately and is assessed separately. This does not apply to subjects grouped into didactic blocks, for which the examination may be conducted jointly, with the overall grade being given for each subject covered by the examination.
6. The scope, form and mode of taking the examination (onsite or using electronic means of communication) are determined by the head of the department and announced no later than 3 months before the examination date.
7. Failure to take the examination or its part on the set date without justification is tantamount to obtaining an unsatisfactory grade.
8. In the case of an excused absence from the examination, the student is entitled to an additional examination date. The student shall notify the examiner of the reason for not taking the examination no later than three working days after the date of the examination. A medical certificate justifying the absence shall be delivered by the student to the examiner within 7 working days from the date of issuing the certificate, but not later than within three working days after the date of the examination. The additional examination date is set by the examiner in consultation with the Dean. Such an examination is treated as taken on the first attempt.
9. During the period of temporary restriction or suspension of the functioning of the University for extraordinary reasons, including due to an epidemic introduced by separate regulations, with the consent of the Dean, it is possible to change the form and mode of taking the examination, communicated in accordance with section 6 but no later than 2 weeks before the examination date.

#### § 27.

1. In the event of obtaining an unsatisfactory grade in the examination, the student may retake the examination in the next retake session or, with the consent of the Dean, on a different date.
2. The student is obliged to submit retake examinations and examinations before the commission before the end of the credit period.

3. In the case of obtaining an unsatisfactory grade in the first and second term in a course ending with a credit, the student has the right to apply to the Dean for permission to take a credit test.

§ 28.

1. The student may submit an application to the Dean within 7 days from the date of crediting or the date of the examination for:

- 1) consent to take a credit before an examination board in the event of failure to obtain a credit in the course on the first and second attempts,
- 2) consent to take an examination before an examination board in the event of obtaining an unsatisfactory grade in the first and second attempt in a subject ending with a grade,
- 3) consent to take an examination before an examination board in the event of justified reservations on the part of the student as to the form, course of the examination or the occurrence of special circumstances concerning the student.

2. The Dean reviews the student's application within 7 days from the date of its submission.

3. The decision on the form, date and composition of the examination board is made by the Dean, not later than 7 days before the planned date of the examination. The student shall be notified of the date of the examination before the examination board no later than 7 days before the date of the examination.

4. The examination board consists of:

- 1) chairman of the commission - Dean or Vice-Dean appointed by the Dean,
- 2) member of the committee - chairman of the Pedagogical Council,
- 3) examiner - an academic teacher indicated by the Dean, representing the specialization appropriate for the subject of the examination before the examination board,
- 4) observer - representative of the Student Government,
- 5) observer based on application – a person indicated by the student in the submitted application no later than 7 days before the appointed date of the commission examination.

5. The Dean may order an examination before an examination board on his/her own initiative.

6. The assessment of the examination board is final.

§ 29.

1. The rules for conducting tests and exams are set out in the Student Assessment Procedure specified in a separate Regulation.

2. The following exam grades are used:

- 1) very good = 5.0 (bdb),
- 2) more than good = 4.5 (pdb)
- 3) good = 4.0, (db),
- 4) more than satisfactory = 3.5, (ddb),
- 5) satisfactory = 3.0, (dst),
- 6) fail = 2.0. (ndst).

3. The results of the examinations are made available to the student on his/her account in the student service IT system within 5 working days from the date of the exam and posted on the website of the department conducting the examination.

4. The grade point average includes examination grades, including grades obtained as a result of confirming the learning outcomes.

§ 30.

1. In relation to a student who has failed a year of study, the Dean makes one of the following decisions:

- 1) at the student's request, allows the student to repeat a year of study. The provision does not apply to first-year students, unless the reason for failing to pass the first year was the granting of a dean's or health leave, or
- 2) at the student's request, allows conditional admission to studies in the next year - to a student who has failed one examination or failed one subject (does not apply to the first year of study). A conditional permit to study at a higher year obliges the student to attend classes in the failed subject and to pass the examination or obtain a credit within the time limit agreed with the Dean, or
- 3) remove the student from the list of students.

2. At the request of a student repeating a year of study, submitted before the beginning of the semester, the Dean prescribes credits and grades from classes and examinations from the previous year in the subjects in which student received at least a satisfactory grade. The grades obtained in the first and second term are subject to rewriting. If the grade obtained in the second term is transferred to the student, the unsatisfactory grade is also entered in the documents. The student should obtain permission to rewrite the grade before the beginning of the semester. Repeating a year obliges the student to attend classes in the subject he/she failed to pass or fail and to pass the exam or obtain a credit.

§ 31.

1. The Dean removes a student from the list of students in the case of:

- 1) failure to undertake studies,
- 2) resignation from studies,
- 3) failure to submit a diploma thesis or a diploma examination on time,
- 4) punishing with a disciplinary penalty expulsion from the university,

2. The Dean may remove a student off the list of students in the case of:

- 1) lack of participation in compulsory classes,
- 2) finding no progress in learning,
- 3) failure to complete the year within the specified period,
- 4) failure to pay tuition fees.

3. In the event of removing off the list of students, the settlement with the University takes place in accordance with separate regulations.

**Awards, distinctions**

§ 32.

1. Students with exceptionally good academic results, exemplary performance of their duties, ethical attitude, active student life or special sports achievements may be awarded scholarships, awards and distinctions.

2. Detailed rules, the mode of distinguishing students and the amount of scholarships and awards are specified in separate regulation

§ 33.

1. The award for graduation with honors may be awarded by the Rector to graduates of any field of study who meet the following conditions jointly:

- 1) have completed their studies on the date specified in the study plan,
- 2) have obtained, in the entire course of study, an average grade in examinations not lower than 4.60,
- 3) have obtained very good grades in the diploma thesis and the diploma examination (if required).

2. The diploma for graduation with honors is awarded by the Rector at the request of the Dean.

3. Graduates who have obtained a diploma with honors are entitled to a one-time cash award.

4. The amount of the award determined by the Rector depends on the amount of funds allocated for this purpose and is:

- 1) 100% of the amount for persons who have completed full-time master studies,
- 2) 50% of the amount for persons who have completed first-cycle studies,
- 3) 50% of the amount for persons who have completed second-cycle studies.

5. An outstanding graduate may be awarded the "Golden Alumnus Laurel" Medal on the terms set out in separate regulations.

6. The Rector or the Dean may give the graduate other forms of praise for outstanding achievements.

**Leave /dean's leave, health leave, absences/**

§ 34.

1. The Dean, at the request of the student, may grant the student a leave:

- a) dean's leave,
- b) health leave.

2. Dean's leave is granted for at least 1 semester (short-term leave) or 1 academic year (long-term leave), dean's leave is not granted for a period shorter than one semester. The student submits the application for leave at the beginning of the academic year or one of the semesters.

3. During the leave, the student retains the student's rights, with the exception of the right to use financial support.

4. During the dean's leave, the student may, with the Dean's consent, take part in selected classes and take credits and examinations.

5. In the event of obtaining a dean's leave by a student of part-time studies or studies conducted in English, the financial settlement takes place on the terms set out in separate regulations.

6. Dean's leave is granted for:

- a) application of a pregnant student for the period until the date of birth of the child; if the end of the leave falls during a semester, the leave may be extended until the end of that semester. A medical certificate must be attached to the application, followed by the child's birth certificate;
- b) student-parent application - the student submits the application for leave within 1 year from the date of birth of the child, the child's birth certificate must be attached to the application; the leave is granted for a period of up to 1 year - except that if the end of the leave falls during a

semester, the leave may be extended until the end of that semester

c) a justified student's request, in which circumstances preventing participation in classes are indicated.

7. A health leave is granted at the request of a student, justified in detail and properly documented, in which circumstances preventing participation in classes due to health, illness or disability are indicated; the student shall attach to the application a medical certificate confirming the chronic inability to study during the period indicated in the application.

8. In justified cases, the Dean may request the committee of a health care institution cooperating with the University for an opinion on the student's health condition

9. After the end of the health leave, the student may be admitted to classes after presenting a certificate from an occupational medicine physician confirming the possibility of continuing education.

10. During the health leave, the student may not participate in classes and take examinations.

11. In the case of granting a dean's or health leave during the year, the Dean, at the student's request, transfers credits and grades from credits and examinations with assigned ECTS points, which the student obtained before the leave was granted.

12. Granting the leave automatically postpones the scheduled completion of studies by the duration of the leave.

13. The leave is not granted retrospectively, unless the grounds for granting such leave arose earlier, and the student, for important and documented reasons beyond his/her control, could not apply for the leave before its commencement.

14. Excusing short-term absences from classes is carried out in accordance with the rules adopted by the department conducting these classes and announced on the website of this department.

15. The total length of the dean's leave may not exceed 2 years throughout the entire period of study - this provision does not apply to health leave.

## **Graduation**

### § 35.

1. The condition for completing studies and obtaining a graduation diploma is:

1) achieving the learning outcomes specified in the program of study, to which at least:

a) 180 ECTS points - in the case of first-cycle studies,

b) 90 ECTS points - in the case of second-cycle studies,

c) 300 ECTS points - in the case of long-cycle master studies lasting 9 or 10 semesters,

d) 360 ECTS points – in the case of long-cycle master studies lasting 11 or 12 semesters;

2) passing the diploma examination for the fields where it is provided for in the curriculum;

3) positive evaluation of the diploma thesis for the fields of study where it is provided for in the curriculum.

2. The date of graduation is:

1) in the fields of medicine, medicine and dentistry - the date of passing the last credit or examination required by the curriculum;

2) in the fields of pharmacy and physiotherapy (long-cycle master studies) - the date of completion of the last internship required by the curriculum;

3) in the case of first-cycle, second-cycle and long-cycle master studies in other fields of study - the date of passing the diploma examination.

§ 36.

1. A student of the field of study with the requirement to submit a diploma thesis is obliged to submit the diploma thesis to the Dean's Office.
2. The Dean specifies the deadline for submitting the diploma thesis.
3. The Dean, at the request of the promoter or student, may postpone the deadline for submitting the thesis in the case of:
  - 1) long-term illness of the student,
  - 2) inability to complete the diploma thesis within the applicable deadline, for justified reasons beyond the student's control.
4. In the event of a longer absence of the thesis supervisor, which could delay the submission of the thesis by the student, the Dean is obliged to appoint a person who will assume the responsibility of supervising the thesis.
5. In special cases, the Dean may refer the student to another department to complete the diploma thesis.
6. In justified cases, the Dean may consent to the preparation of a diploma thesis in a foreign language. The conditions for preparing a diploma thesis in a foreign language are determined by the Dean.

§ 37.

1. The master diploma thesis, hereinafter referred to as the master thesis, is prepared by the student under the supervision of an authorized academic teacher with at least a doctoral degree (supervisor). The Dean may authorize persons from outside the University with at least a doctoral degree to supervise the master thesis. This requires the consent of an authorized person.
2. The bachelor diploma thesis, hereinafter referred to as the bachelor thesis, is performed by the student under the supervision of an authorized academic teacher with at least the professional title of magister or doctor (supervisor). The Dean may authorize persons from outside the University who hold at least a master degree or a doctor's degree to supervise the bachelor thesis. This requires the consent of an authorized person.
3. The subject of the master thesis should be determined no later than one year before the date of graduation. The topic of the BA thesis should be determined at least one semester before the date of graduation.
4. In the case of a bachelor thesis, the thesis supervisor approves the thesis and the evaluation is made by the reviewer.
5. In the case of a master thesis conducted at the Faculty of Pharmacy, the supervisor approves the thesis, the thesis is evaluated by the supervisor and one reviewer.
6. In the case of master theses conducted at other Faculties, the thesis supervisor approves the diploma thesis, and the reviewer makes the assessment.
7. In the event of discrepancies in the assessment of the bachelor or master thesis, the decision about admission to the final examination is made by the Dean, who may consult the second reviewer.
8. The provisions of para. 1 and 2.
9. Bachelor and Master theses are subject to the anti-plagiarism procedure specified in the

provisions of the Act.

§ 38.

1. The condition for admission to the diploma examination is:
  - 1) achieving the learning outcomes provided for in the curriculum,
  - 2) a positive result of verification of the diploma thesis by the anti-plagiarism system and obtaining at least a satisfactory grade for the diploma thesis (if a diploma thesis is required).
2. The diploma examination takes place in front of a committee appointed by the Dean.
3. The committee consists of:
  - 1) chairman of the commission - the Dean or a person appointed by the Dean,
  - 2) supervisor,
  - 3) reviewer (second reviewer),
  - 4) member - an academic teacher familiar with the issues of the diploma thesis.
4. The diploma examination should be held within one month from the date of submission of the diploma thesis and with the participation of at least 3 members of the Committee.
5. In justified cases, the Dean, in consultation with the supervisor, sets an individual date for the diploma examination.

§ 39.

1. The form of the diploma examination is determined by the Dean.
2. At the request of the student or supervisor, the diploma examination may be an open examination.
3. The detailed mode of conducting the open diploma examination is determined by the Dean.

§ 40.

1. In case of obtaining an unsatisfactory grade in the diploma examination or an unjustified failure to take the examination on the set date, the Dean sets the second date of the examination as final.
2. In case of an unsatisfactory grade in the diploma examination, the re-examination may not take place earlier than one month and not later than three months from the date of the first examination.
3. In case of failure to pass the diploma examination on the second date, the Dean issues a decision on:
  - 1) permission to repeat the last year of studies or
  - 2) removing the student from the list of students.

§ 41.

1. A graduate receives a diploma of graduation according to the template approved by the Senate.
2. The University issues a graduate, within 30 days from the date of graduation, a diploma of graduation with a supplement to the diploma and 2 copies thereof, including at the student's request submitted by the date of graduation:
  - a) copy of the diploma in English, French, Spanish, German, Russian;

- b) a copy of the Diploma Supplement in English
3. At the request of a student or graduate, the University issues an additional copy of the graduation diploma or a copy of the diploma supplement in Polish or in a foreign language referred to in sec. 2

§ 42.

1. The basis for calculating the result of studies is:
- 1) in fields of study where there is no obligation to submit a diploma thesis or a diploma examination – the arithmetic mean of all examination grades, taking into account grades from re-takes and board examinations.
  - 2) in fields of study where there is no obligation to submit a diploma thesis, but there is an obligation to pass a diploma examination:
    - a) the arithmetic mean of all exam grades, taking into account the grades from re-takes and board examinations;
    - b) diploma examination grade or, in the case of a two-part diploma examination, the arithmetic mean of both grades.The result of studies is calculated according to the formula:  $\frac{1}{2} a) + \frac{1}{2} b)$ .
  - 3) in fields of study with the requirement to submit a diploma thesis:
    - a) the arithmetic mean of all examinations grades, taking into account the grades from re-takes and board examinations;
    - b) arithmetic average of the grades:
      - from the diploma exam or in the case of a two-part diploma examination - the arithmetic mean of both grades,
      - diploma thesis,The result of studies is calculated according to the formula:  $\frac{1}{2} a) + \frac{1}{2} b)$ .
2. In the case of repeating a subject, the grade point average does not include unsatisfactory grades obtained in the previous academic year in the repeated subject.
3. The grade point average is calculated by the IT student service system on the basis of the grades entered into it.
4. The result of graduation is entered on the diploma.
5. The following rules for entering grades on the diploma apply:
- 1) up to 3.25 – satisfactory (dostateczny)
  - 2) from 3.26 to 3.75 – more than satisfactory (dość dobry)
  - 3) from 3.76 to 4.20 – good (dobry)
  - 4) from 4.21 to 4.50 – more than good (ponad dobry)
  - 5) from 4.51 to 5.00 - very good (bardzo dobry)

**Records of the course of studies**

§ 43.

1. The course of studies is documented in the University's IT system and:
- 1) course credit/examination protocols,
  - 2) student's periodic progress report kept in electronic form, prepared in the form of printouts from the IT system
2. Credits and exam grades are entered into the IT student service system within 5 working

days from the date of obtaining credits and passing the exam.

§ 44.

Completion of studies is documented in:

- 1) the University's IT system,
- 2) diploma examination protocol,
- 3) student album,
- 4) book of diplomas.

**Rules for attending classes by pupils and students of other universities**

§ 45.

1. Exceptionally gifted secondary school students, with the Dean's consent, may participate in theoretical classes provided for in the course of study in the fields of study corresponding to the talents of these students and proceed to obtain credits for these theoretical classes on the same terms as those provided for students participating in these classes.
2. The condition for the Dean's consent is the consent of the student's school principal indicating that the student's participation in classes conducted at the University does not interfere with the student's school duties. Parental consent is also required for students under the age of 16. In any case, in order to ensure the student's proper safety, the Dean has the right to require the student to meet certain conditions for his/her participation in classes conducted at the University (e.g. as to the requirement of protective clothing, etc.).
3. The right specified in par. 1 does not include the student's right to participate in practical classes conducted by the University, in particular, it does not include classes conducted in health care facilities, i.e. in the departments of the University located in hospitals or other health care facilities (e.g. clinics, departments, institutes, etc. ).
4. Students of other universities carry out classes at the University on the terms set out in agreements concluded between universities.

**Final provisions**

§ 46.

1. For cases initiated but not completed before the date of entry into force of these Regulations, the existing provisions shall apply.
2. The rights acquired on the basis of decisions taken before the date of entry into force of the resolution of the Senate of the Medical University of Warsaw introducing these Regulations remain valid.

3. The Study Regulations are available on the University's website and in the Public Information Bulletin.

§ 47.

The Regulations come into force on the date specified in the resolution of the Senate of the Medical University of Warsaw introducing these Regulations.