

**REGULATIONS OF STUDIES OF WROCLAW MEDICAL UNIVERSITY  
EFFECTIVE FROM THE ACADEMIC YEAR 2021/2022**

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## CHAPTER I GENERAL PROVISIONS

### Art. 1

1. Wrocław Medical University, hereinafter referred to as the 'University' offers higher education (first-cycle studies, second-cycle studies, uniform Master's studies), hereinafter referred to as 'studies', completed as full-time or part-time studies.
2. Studies shall take place in accordance with the study programme approved by the competent Student Government body and established by the Senate of the University.

### Art. 2

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

### Art. 3

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

### Art. 4

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

### Art. 5

1. The superior to all students is the Rector of the University, and their immediate superior is the Faculty Dean.
2. Within the scope of powers granted on behalf of the Rector, there are Vice-Rectors, Deans and Deputy Deans.
3. The Deans of relevant Faculties are responsible for the organisation and supervision of the process of study in particular fields, forms, and levels of study.
4. The Dean performs his or her duties in cooperation with the relevant bodies of the Student Government.

### Art. 6

Dean of the relevant Faculty:

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

#### Art. 7

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

### CHAPTER II STUDENT RIGHTS AND OBLIGATIONS

#### § 8

1. The student has the right, in particular, to:
  - 1) develop his or her scientific, cultural, and sporting interests and use for this purpose the teaching rooms, equipment, and resources of the University, including the University library collection as well as the assistance provided by academic teachers and University's authorities,
  - 2) be trained by the Student Government in terms of student rights and obligations;
  - 3) be associated in student organisations in accordance with the rules laid down in the Law on Higher Education and Science and in the University Statute and the provisions issued on the basis thereof,
  - 4) participate in scientific, development and implementation research,
  - 5) submit postulates to University's authorities regarding the course of studies and other important matters for the academic environment,
  - 6) actively and passively participate in elections to the collective bodies of the University and the bodies of the Student Government,
  - 7) obtain awards and merits,
  - 8) receive benefits on the terms set out in separate Rector's regulations and orders.
  - 9) study within the framework of the Individual Study Organization, on the terms set out in these Regulations,
  - 10) participate in lectures of other fields of study, and in other forms and types of classes at the University, with the consent of and according to terms specified by the lecturer and the Dean/Deans.
  - 11) in return for payment, attend classes not included in the study programme, exceeding the limit of the programme classes, e.g. lectures, optional classes and others,
  - 12) complete a part of the studies in another higher education institution, including those located abroad, on the terms set out in separate regulations or contracts/agreements,
  - 13) protect his or her personal data within the scope defined by separate rules of law,
  - 14) apply for a loan or a student loan on the terms specified in separate provisions.
2. Pregnant students and students who are parents are allowed to:
  - 1) study at a specific field of study and level according to the Individual Study Organization until the time of their completion - in case of full-time studies,
  - 2) leave of absence from classes and leave of absence from classes with the possibility to proceed to the verification of the acquired learning outcomes specified in the study programme.

#### Art. 9

1. The student's obligations include:
  - 1) acquiring knowledge, skills, and gaining social competencies in order to prepare for future professional work,
  - 2) proceeding in accordance with the contents of the oath,
  - 3) getting acquainted with the content and observing the regulations in force at the University, in particular:
    - a) these Regulations,
    - b) the Rector's regulation on the principles of charging for educational services and the procedure and conditions for exemption from these fees,
    - c) the Rector's regulation regarding the amount of fees for educational services provided,
    - d) the regulations governing the management of intellectual property rights at Wroclaw Medical University,
  - e) the regulations for the use of research infrastructure.

- 4) observing the ethical rules of the medical professions and the Student's Ethics Code,
- 5) compliance with the subject-related regulations,
- 6) signing an agreement on the terms of payment for studies or educational services submitted by the University related to the education of students, not earlier than after the decision on admission to university and no later than within 30 days from the beginning of classes,
- 7) timely payment of fees required by the University for educational services and other charges related to the completion of studies,
- 8) participation in classes and organisational activities;
- 9) timely obtaining of credits for subjects, passing examinations, completing traineeships or practical classes, and meeting other requirements provided for in the study programme,
- 10) passing of all learning outcomes provided in appropriate syllabi for courses in a semester, including lectures;
  
- 11) complying with deadlines arising from a course of study,
- 12) taking care of student's dignity, the good reputation of the University and maintaining good customs of the academic community, as well as respect for the University's property,
- 13) protection of personal data to which the student would have access as part of his or her studies;
- 14) indicating of correspondence address in the territory of the Republic of Poland within 14 days of the date of its establishment, and in the case of the first-year students no later than 30 days prior to the start of the academic year,
  
- 15) informing the Dean's office about any changes of personal data, marital status, the registered address, place of residence, and correspondence address as well as about any changes of material conditions (if they affect the granting and amount of material support) immediately after such a change occurs. In the event of a failure to comply with this obligation, any negative consequences shall be borne by the students,
- 16) performing of timely and compulsory health examinations and vaccinations within the time limits provided for in applicable regulations.
- 17) completion of occupational health and safety training and fire safety training;
- 18) obtaining mandatory occupational medical examinations, examinations for sanitary and epidemiological purposes and hepatitis B vaccination.
- 19) use of a mailbox in the student.umed.wroc.pl domain. and a regular use of the student's individual account in the 'Virtual University',
- 20) complying with the following prohibitions:
  - a) drinking alcohol or being present on the premises of the University in the condition indicating alcohol consumption,
  - b) being in possession of, taking and distributing drugs of a non-medical nature and psychoactive substances or being present on the University premises under their influence,
  - c) entering the University premises with life- and health-threatening objects and using them,
- 21) filing the questionnaire on the evaluation of the teaching process after each cycle of classes, but not later than before the end of the academic year.

#### Art. 10

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

#### Art. 11

1. For violation of the regulations in force at the University, behaviour contrary to the contents of the oath and for acts that threaten the dignity of the student, the student bears disciplinary responsibility under the rules set out in separate regulations.
2. A copy of the valid decision of the Student Disciplinary Committee shall be placed in the student's personal file.

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

### A. Organisation of the academic year

#### Art. 12

1. The academic year for all years of studies begins no later than the 1st of October and lasts until the 30th of September of the following calendar year.
2. Detailed organisation of the academic year shall be determined by the Rector after consultations with Student Government body. It shall be announced by the Rector no later than 6 months before the beginning of the academic year. The Student Government body shall issue its opinion within 7 days from receiving the Rector's proposal. In the event of the ineffective expiry of that period, the requirement to consult shall be deemed to have been met.
3. The Rector may change the division of the academic year during its course.
4. The academic year is divided into two terms and comprises 30 teaching weeks, including
  - 1) a winter term (15 weeks),
  - 2) a half term,
  - 3) a summer term (15 weeks),
  - 4) holiday break,
  - 5) two examination sessions (winter and summer).
5. Division of the academic year provides for the last term week to be intended for the students to catch up before the examination session.
6. If necessary, the Dean may announce days or hours when University classes are not conducted during the academic year provided that they do not change the duration and division of the academic year. The decision in this matter is binding for students and academic teachers.
7. If necessary, the Dean may announce days or hours when classes are not conducted for students of the faculty under his authority during the academic year provided that they do not change the duration and division of the academic year. The decision in this matter is binding for students and academic teachers.
8. The provisions referred to in sec. 6 and 7 do not apply to students conducting their traineeships or completing part of the study programme at other higher education institutions.

### B. Organisation of classes

#### Art. 13

1. Didactic classes are carried out in the forms specified by the separate resolution of the Senate.
2. The rules for determining the number of student groups in particular forms of didactic classes are set out in a separate resolution of the Senate.
3. The participation of the student in didactic classes is mandatory. In exceptional cases, the decision regarding student's participation in classes may be made by the person responsible for the course.
4. Subject to sec. 6, sec. 7, absence from classes requires written justification. The original document should be provided to the person conducting the classes and the missed class should be made up for in agreement with the person conducting it, immediately after the cause of the absence ceases, in accordance with the course regulations.
5. A student participating in the performance of research work or other work of a scientific nature performed at the University may be exempted from participation in certain didactic classes. The decision on that matter is made by the Dean in agreement with the person conducting the classes.
6. An absence of a student who participates in the sessions of collegiate bodies of the University or officially represents the University outside from classes during such sessions will be justified and he or she will not have to redo them following the presentation of a justification certified by a competent authority.
7. If a class is cancelled, the class shall be held at a different date, as agreed upon with the lecturer.
8. In justified cases, the student may, following the consent of the person conducting the classes, take notes from classes for his or her personal use in an alternative form (recording, photographs) using technical devices or the assistance of third parties, in a manner which does not disrupt the course of classes.

### C. Study programme

#### Art. 14

1. The studies are carried out in accordance with the learning outcomes and teaching standards to which the study programmes are adapted, in accordance with guidelines established by the Senate, after obtaining a

written opinion of the relevant Student Government body following the principles set forth in the University Statute.

2. Study programmes for the entire educational cycle shall be adopted until the end of February of the calendar year in which the academic year starts.
3. Students who began their studies before adapting the education profiles and programmes, study according to the existing programmes until the end of the study period provided for in the study programme.
4. The Dean of the relevant Faculty announces the study programme for a given academic year on the University's website: [www.umed.wroc.pl](http://www.umed.wroc.pl), no later than 2 months before the beginning of the academic year.
5. The year tutor appointed by the Dean prepares the timetable for a given term and publishes it at the University website: [www.umed.wroc.pl](http://www.umed.wroc.pl), no later than 14 days before the beginning of the term.
6. The Dean of the relevant Faculty is responsible for monitoring the validity of medical examinations and vaccinations of the students subordinate to him or her according to the principles defined in a separate regulation of the Rector.
7. A higher education institution may implement dual degree programmes which are practical programmes conducted with the participation of the employer. The course of studies is specified in a written agreement.

#### Art. 15

1. The person responsible for a given course prepares a syllabus and course regulations and announces them to students by:
  - 1) presenting the syllabus and regulations during the first class of the course,
  - 2) publishing the syllabus on the website of the relevant Faculty/unit implementing the course before the start of classes.
2. The regulations of the subject determine in particular:
  - 1) the manner and procedure for announcing the results and insight to written work, the final test and examination, as well as the principle of determining the total mark for a given subject,
  - 2) the form of the examination and the scope of the material for the examination,
  - 3) dates and places of consultations,
  - 4) other information necessary to carry out the teaching of the subject.
3. If the classes in a given subject are conducted by several persons who are employed by different units, the decision on the appointment of the subject coordinator is made by the Dean.
4. Students and the person conducting the didactic classes are obliged to comply with the regulations of the subject.

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

#### Art. 16

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

#### Art. 17

1. If the disability prevents the student from using didactic materials, the student may apply to the Dean for their preparation in an alternative form, including forms such as:
  - 1) a document printed in a larger font,
  - 2) an electronic document,
  - 3) an audio recording.

2. If the disability does not allow the student to:
  - 1) participate in classes - the student may submit an application to the Dean for permission to study under Individual Curriculum carried out in the form of an Individual Timetable on the terms set out in these Regulations of Studies;
  - 2) participate in physical education classes - a student may submit an application to the Dean of the relevant Faculty for permission to realise the subject in a different form, keeping the education outcomes assigned to the subject,
  - 3) prepare notes independently - the student may use additional technical devices during classes, allowing full participation in classes, i.e. sound or sound and image recording devices, or use the help of an educational assistant of a student with a disability.
3. The student may apply to the Dean for changing the procedure for obtaining credit or examinations due to disability, including for:
  - 1) prolonging the duration of graded assignments or examinations,
  - 2) preparation of examination materials in alternative forms of notation,
  - 3) use during the exam or graded assignment of additional technical equipment (inter alia reading software, braille devices, alternative keyboards, etc.),
  - 4) change of the written test to oral or oral to written.

#### Art. 18

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

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

#### Art. 19

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

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

#### Art. 20

1. The University may implement individual multi-area studies, provided that the conditions set forth in the Law on Higher Education and Science are met.
2. In order to organise individual multi-area studies, an inter-faculty organisational unit at the University may be established.
3. The Dean of the appropriate Faculty or an inter-departmental organisational unit are responsible for the preparation of study programmes.

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

### Art. 21

1. A student may be granted permission to study according to an Individual Organization of Studies, hereinafter referred to as "IOS", carried out in the form of:
  - 1) Individual Programme of Study (hereinafter referred to as the 'IPS'),
  - 2) Individual Timetable (hereinafter referred to as the 'IT').
2. The Individual Curriculum may not cause the prolongation of studies or the increase in the costs of the conducted didactic classes.

### A. Individual Programme of Study

#### Art. 22

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

#### Art. 23

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

#### Art. 24

1. The IPS may be implemented in the case of students mentioned in Art. 22 sec. 1 point 1 and 2 in the form of:
  - 1) uniform Master's degree after the second year of studies,
  - 2) first-cycle studies - starting from the second year of studies,
  - 3) second-cycle studies - from the beginning of studies,
2. The IPS may be implemented in the case of students mentioned in Art. 22 sec. 1 pt. 3, during the following types of studies: uniform Master's degree, first- and second-cycle ones.

#### Art. 25

1. Recruitment for IPS of students referred to in Art. 22 sec. 1 pt. 1 and 2 takes place at the Faculties in the following manner:
  - 1) a student who applies for admission for the IPS should obtain in the current course of study (since the first year until the day of submitting the application) an average grade calculated in accordance with Art. 50 sec. 2 of the regulations, amounting to at least 4.5;
  - 2) a student who has obtained a mean grade of less than 4,5 and is distinguished for their significant and documented scientific output may also apply for the IPS;
  - 3) a student who meets the conditions of recruitment for the IPS has to submit the following documents to the Dean by September 15:
    - a) an application,
    - b) a certificate issued by a supervisor of a student research group, confirming active scientific activity or a documented scientific output (e.g. participation in grants, issued publications, papers) or, in the absence of a supervisor - academic teacher with academic achievements in the field associated with student's achievements,
    - c) a list of subjects related to the chosen discipline to be completed as part of the IPS;
    - d) written opinion of the research supervisor proposed by the student.
  - 4) The consent for continuation of studies within the IPS is given by the Dean after consulting the Plenipotentiary, based on the documents referred to in pt. 3 submitted by the student.



2. The persons, referred to in Art. 22 sec. 1 pt. 3 are obliged to submit a written application to the Dean of the relevant Faculty for permission to study a given education field, at a given education level and profile within the IPS.

#### Art. 26

1. The Dean assigns an academic supervisor from among the academic teachers working in the discipline chosen by the student, holding at least a doctoral degree, and – in the case of clinical fields – also a specialisation, to the student who has been given consent to study under the IPS.
2. The year tutor may be the person proposed by the student referred to in Art. 25, sec. 1, point 3 (b) or another person appointed by the Dean of the relevant Faculty.
3. The Dean appoints an academic supervisor for the period of the academic year, for which the student obtained the Dean's consent to study under the IPS.
4. The academic supervisor cannot take care of more than 2 IPS students simultaneously.
5. The research supervisor, in consultation with the student, develops a detailed annual study programme and performs a control and advisory role in its implementation.
6. The academic supervisor is accountable to the Plenipotentiary for the implementation of the IPS.

#### Art. 27

1. The student who studies under the IPS has the right to determine the schedule of classes in the term individually.  
If the IPS student is required to participate in clinical classes, during and on the principles of the organisation of classes established for all students in a given year, the student is obliged to participate in these classes or complete these classes at a later time at the same number of course hours after agreeing with the subject teacher and the academic supervisor.
2. The IPS student has the right to:
  - 1) take an exam in the subject with a chosen examiner.
  - 2) choose the form of the exam, in agreement with the examiner.
3. A student realising the IPS is allowed to take credits and take examinations on dates agreed with the examiners (also outside the examination session period), but not later than by the end of the academic year.
4. Students who complete their studies according to the IPS and study programmes are required to comply herewith with the exception of timely deviations in an individual programme.

#### Art. 28

1. After finishing the summer examination session, the Dean informs the Plenipotentiary about the achievements obtained by the student on the basis of the reports obtained from him or her.
2. In justified cases, the Plenipotentiary may apply to the Dean for removing student's permission to study under the IPS.
3. The term as part of the student's IPS is completed based on the documentation provided by the student, to which the opinion of the academic supervisor and the Plenipotentiary should be attached. Documentation should be submitted to the Dean's Office of the relevant Faculty by the end of a given term.
4. In exceptional cases, the student may choose not to study according to the IPS, after obtaining the opinion of the academic supervisor, at his or her own written request addressed to the Dean, submitted to the Dean's Office of the appropriate Faculty no later than one week before the start of the term.
5. The resignation referred to in sec. 4 becomes valid beginning from the day of the start of the next term and it cannot be implemented during the term.
6. The student resigning from the IPS is obliged to pass all started courses and make up for any educational differences resulting from the standard study programme.
7. The Dean may withdraw the consent, referred to in Art. 25 sec. 1 pt. 4, in cases when specified conditions for the IPS completion are violated by the student, no scientific progress is observed, or at the request of the student.
8. The diploma supplement shall include information about the IPS completed by the graduate.

### **B. Individual Timetable**

#### Art. 29

1. The IT consists in determining the individual dates and methods of implementing didactic classes resulting from the study programme.
2. The student may seek permission for an IT by virtue of:
  - 1) affiliation with the national sports team, reserve national team, university team or university sports team,
  - 2) studying two or more courses,
  - 3) being appointed to a collective bodies of the University,
  - 4) being a single-parent,
  - 5) disability,

- 6) important unforeseen or personal reasons.
3. Permission for the completion of studies according to the IT is granted by the Dean at the request of the student.
4. The Dean may withdraw the consent referred to in sec. 3 in cases when the specified conditions for the IT completion are violated by the student, no scientific progress is observed, or at the request of the student.
5. As part of the IT, the student has the right to determine with the tutor individual dates of implementing didactic classes resulting from the study programmes and in groups of his or her choice. Implementation of the course must take place no later than by the end of the semester in a given academic year.
6. The IT is established for a period not longer than one academic year.
7. A student who obtains permission to study within the Individual Timetable is obliged to agree with all lecturers in a given semester the rules of participation in these classes, including the rules of obtaining partial credit and final credit, immediately after receiving the Dean's decision.

## CHAPTER VI EVALUATION OF THE PROGRESS IN LEARNING

### Art. 30

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

### Art. 31

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

## A. Scale of grades

### Art. 32

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

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

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

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

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

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

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

## CHAPTER VII CREDIT AND EXAMINATIONS

### A. General rules of receiving credit

#### Art. 33

- The basis for obtaining credits for a subject is to achieve and recognise the learning outcomes assigned to the subject and defined in the syllabus of the subject.
- The condition for completing the subject 'diploma seminar' during the last term of study is to submit a diploma thesis by the student in the fields where it is required and to complete the individual stages of this

- thesis as agreed with the supervisor in previous terms.
3. If student was using prohibited help, scientific materials and devices during a test or an examination (without the consent of the teacher conducting the test or examination):
    - 1) the student shall not pass the test, or
    - 2) shall receive an F from the examination.
  4. In case of the event referred to in sec. 3, the person conducting or examiner notifies the Dean of the relevant Faculty. The Dean conducts a conversation with the student and notifies the Rector of this fact, who decides whether to initiate an investigation by the Disciplinary Ombudsman for Student Affairs.
  5. The person responsible for the subject is obliged to issue and enter the grades into the electronic protocol within 4 working days from the date of the conducted examination or test (but no later than the end of the re-sit session).
  6. The term completion audit conducted by the Dean should be carried out within 7 calendar days after the date of the end of the re-sit session but no later than the date enabling the proper implementation of reporting in the POL-on system.

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

### Art. 34

1. Credit for a subject that ends with an examination is received on the basis of credits for all forms of classes conducted as part of this subject and a positive examination grade.
2. Receiving credit for a subject not covered by an examination requires receiving credit for all forms of classes conducted within this subject.
3. The student has the right to retake a test once after agreeing on the date with the subject lecturer.
4. In the event of failing to pass the test mentioned in sec. 3, the student has the right to take the test covering all material included in this subject's program. The date of the test should be agreed no later than two working days prior to the planned date of the test or examination in this subject.
5. In the event of failing to pass the test mentioned in sec. 4, during a course ending with an examination, the student shall not be allowed to take the examination at first sitting, and grade 'insufficient' is entered into the protocol.
6. A student who did not pass a test, mentioned in sec. 5, in the case of a course ending with an examination, has the right to retake the test, however, not later than before the beginning of the resit session. After passing the test allowing to resit the examination, the student may sit the retake examination on its first date. If the student fails to pass the test, he or she cannot receive credit for the subject.
7. In the event of failing to pass the test mentioned in sec. 4, from a subject ending with an examination, the Dean can grant permission for conditional promotion to the next semester, in accordance with the conditions set out in Art. 44, sec. 2.
8. The dates of the tests mentioned in sec. 4 and 6 are determined by the person conducting the subject in agreement with the student.
9. The interval between subsequent tests should be at least 2 days.

## **C. Examinations**

### Art. 35

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

### Art. 36

1. The examination is carried out by the person responsible for a given subject, hereinafter referred to as the "examiner". The Dean may authorize other persons conducting the same or similar subject to carry out the examination.
2. The form of the examination is specified in the syllabus and the rules of the subject.

3. The Dean, in consultation with the examiner and at the request of the student, may agree for the examination to be taken in a foreign language.

#### Art. 37

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

#### Art. 38

1. The examination may consist of two parts - a practical and a theoretical one. Both parts of the examination are treated synonymously, i.e. in order to pass an examination the student needs to obtain at least a satisfactory grade in each part of the examination, and admission to the second part of the examination is conditioned by passing the first part.

The theoretical examination may be written (including a test type) or oral.

2. The intervals between the dates of the examination in the same subject should not be shorter than 4 working days from the date of announcement of the results of the last examination.
3. During one day, a student may sit an exam only in one subject.
4. It is allowed to take the examination before the beginning of the examination session, i.e. during the so-called early examination, subject to prior obtaining by the student of credit for classes in this subject and obtaining the consent of the person responsible for the subject. The conditions of admission to the early examination are specified by the person responsible for the subject.
5. Failing of an early examination means failing the first sitting of the examination.
6. The student has the right to raise objections regarding the form and the content of an exam question, immediately after the exam in objections protocol. The examiner shall submit the protocol to the coordinator and the Dean for further proceedings.

#### Art. 39

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

#### Art. 40

1. A student who did not take the examination or one of its parts on the agreed date without justification obtains an unsatisfactory grade which is entered in the examination record following the deadline mentioned in sec. 2.
2. The student should inform the examiner about the reason for a failure to take the examination no later than within 3 working days from the agreed date of the examination.
3. The original, written justification should be submitted to the examiner, or an electronic version should be sent via student's email to the examiner, who forwards the document to the Dean's Office of the relevant Faculty. If the justification is sent in an electronic version, the original document must be immediately submitted to the Dean's Office after the reason for the student's absence ceases.
4. If the justification is accepted, the examiner shall issue his or her opinion on the application for the restitution of the term and submit the documents to the Dean who shall be make the final decision, provided that:
  - 1) the examination is held no later than within 14 days following the end of the examination session;
  - 2) the re-sit examination/examination taken before an examination board is held no later than within 14 days following the end of the examination session.
5. In the event of a failure to appear at the appointed date of the examination, to consider the justification, to submit the justification or to admit the student to any of the examination dates, the student is given an unsatisfactory grade that is entered into the protocol in the form of electronic print-outs.

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

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

#### Art. 41

1. The student or the subject lecturer or the relevant body of the Student Government may make a written request for the final attempt subject test before a faculty committee. Final attempt subject test can be requested in cases referred to in Art. 34, sec. 4 and sec. 6.
2. The application referred to in sec. 1 must be submitted within 3 business days from the date of failing the class.
3. The Dean may consider the application and order the final attempt subject test before a faculty committee, which should take place no later than 7 days after the date of the application submission.
4. The composition of the faculty committee is determined by the Dean. The Chairperson of the committee is the Dean or the Deputy Dean. The committee also includes: an academic teacher responsible for the conducted subject and another academic teacher conducting a subject in a given or related discipline.
5. An observer indicated by the student in the application may participate in the final attempt subject test.
6. The result of the final attempt subject test before a faculty committee is decisive for completing or failing the subject. The committee's decision is final.

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

#### Art. 42

1. Upon a written request of the student, examiner, or the relevant authority of the Student Government submitted within 3 days from the date of announcing a negative result of an examination, the Dean, if they deem the request justified, may order an examination before a faculty committee which should take place not later than 7 days after the date of request submission.
2. In particularly justified cases, the Dean may order an examination before a faculty committee on his own initiative.
3. In case of an unjustified absence of a student at the examination before a faculty committee, the student loses the right to take the examination before a faculty committee on another date.
4. In the event of a student's justified absence, the Dean sets a new date for the examination before a faculty committee, which becomes final.
5. One can apply for an examination before a faculty committee both on the first and second retake date.
6. The result of the examination before a faculty committee is final.
7. If the application is deemed justified, the Dean orders:
  - 1) in relation to the oral examination - an oral examination before a faculty committee,
  - 2) in relation to the written examination - a verification of the thesis by a faculty committee or an oral examination before a faculty committee.
8. In exceptional cases, the Dean may, at the student's request, order a written examination. During the examination before a faculty committee, the questions are randomly selected by the student.
9. The composition of the faculty committee is determined by the Dean. The Chairperson of the committee is the Dean or the Deputy Dean. In addition, the committee includes an examiner or another academic teacher conducting a subject in a given or related discipline. The committee cannot be chaired by a person who conducted the questioned examination.
10. An observer indicated by the student in the application may take part in the examination before a faculty committee.
11. The Dean's Office immediately notifies the student and the year tutor of the date of the examination before a faculty committee.
12. The result of the examination before a faculty committee is determined by voting. In the event of an equal number of votes, the vote of chairman of the committee is decisive. The examination grade invalidates the questioned grade and ultimately determines the result of the examination in the subject.
13. Organisation of the examination before a faculty committee after the scheduled summer retake session requires an individual consent of the Vice-Rector for Students and Educational Affairs

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

#### Art. 43

1. Each written work of a student, including the work prepared using a specific computer tool, shall be stored by the examiner or lecturer for 12 months in the case of tests, and for 24 months in the case of examinations. The method of storing works is determined by the head of the unit in which the works are stored.

2. Works referred to in sec. 1 may also be stored in the form of electronic scans on the servers of the University, or otherwise, in such a way that the security of the data contained therein is ensured.
3. The student has the right to inspect their graded written work and the answer sheet in the case of tests for a period of two weeks from the date of announcement of results or on a later date after consultation with the examiner or the lecturer. The examiner provides the student with the key to open and/or closed questions during their inspection of examination works.
4. The student has the right of insight into an examination work, during a time allowing him to become familiar with its substantive assessment. The student can only have an insight into the answer key/  
template of the set to which he or she has given answers.

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

### **Art. 44**

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

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

### **Art. 45**

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

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

### **Art. 46**

1. At the request of the student, the Dean may give their consent to grant leave in the event of the occurrence of any important circumstances preventing class participation subject to sec. 9.
2. The Dean grants leave if the application is submitted during the term. On the basis of the documented application, leave is granted from the start of the subsequent term unless leave is caused by a long-term illness or exceptionally important personal or random circumstances.
3. Leave of absence from classes and leave of absence from classes with the possibility to proceed to the verification of the acquired learning outcomes is granted to:

- 1) the student who is pregnant for the period up to the day of the childbirth,
- 2) a student who is a parent, for up to 1 year.
  - If the end of the leave falls during the term, the leave may be extended until the end of the term.
4. The application referred to in sec. 1, sec. 2 and sec. 3 should be submitted to the Dean not later than within 14 days from the circumstances justifying the application.
5. Leave may be granted for one term (short-term leave) or for an academic year (long-term leave). Each leave should be completed when the student is able to attend classes from the beginning of the study term, in which the course of studies was interrupted.
6. Granting of leave is confirmed with an entry into the electronic system.
7. The leave can be granted twice throughout the entire course of studies, unless the reason for granting the leave is:
  - 1) a long-term illness,
  - 2) exceptional fortuitous or personal circumstances.
8. During leave, the student retains their student's rights including the right to use financial assistance within the scope specified in the regulations on granting financial aid benefits set out in a separate order of the Rector.
9. During Dean's leave, the student may, following the Dean's consent, participate in some classes and receive credit or take examinations subject to sec. 2.
10. In the case of granting leave for health reasons, the student is required to present a medical certificate stating the absence of medical contraindications to continuing education before recommencing the studies.
11. Granting leave prolongs the planned completion of studies by the duration of such leave.
12. The Dean may require the student who returns from their leave to make up for programme differences within a specified time if such occur.

## **CHAPTER XI TRAINEESHIPS**

### **Art. 47**

1. The principal organisational unit of the University providing education in a given field of study, at a given level of education, and in a given form and profile of studies is obliged to include traineeships in the study programme, if it is specified in mandatory provisions, in order to achieve all learning outcomes.
2. Traineeships are an integral part of the study programme and are subject to mandatory completion.
3. The substantive scope of traineeships and the necessary documents describing such traineeships are determined by the traineeship programme.
4. Credit for the traineeship is awarded by the Dean, the Internship Supervisor or the Internship Supervisor appointed by the Vice-Rector for Students and Educational Affairs upon the request of the Dean, for the term of office of the University Authorities.
5. The completion of an abroad traineeship may be approved if the traineeship programme corresponds to the requirements provided for in the study programme for a given traineeship. The condition of the aforementioned approval is to obtain the consent of the Dean of the relevant Faculty after consulting the opinion of the traineeship supervisor of the Faculty Coordinator of the ERASMUS+ Programme for it to be implemented before it is started.
6. In exceptional cases, at the student's request, the Dean may agree for the student to conduct a traineeship earlier or to conduct a traineeship that is not included in the study programme.
7. The Dean of the relevant Faculty shall specify detailed rules for organising and conducting traineeships at particular majors.
8. At the student's request, the Dean may grant their consent to conduct an individual traineeship agreed individually by the student within the framework of the agreement concluded with the entity in which the traineeship is to be carried out.

## **CHAPTER XII DIPLOMA THESIS**

### **Art. 48**

1. The diploma thesis is an independent elaboration of a specific scientific problem, presenting the student's general knowledge and skills related to a given field of study, level, and profile of education and which confirms the ability to independently analyse and draw conclusions.
2. The diploma thesis may be prepared in one of modern languages with the consent of the promoter and in agreement with the Dean of the relevant Faculty. If the thesis has been written in a foreign language, it must contain a title and an abstract in Polish.
3. The Dean specifies detailed conditions concerning the preparation of diploma theses at the Faculty in the rules for degree awarding.
4. Upon student's justified request and having consulted it with the previous promoter the Dean may change the



- promoter provided that this does not extend the deadline for submitting the thesis and completing studies.
5. In the case of a prolonged absence of the supervisor that could delay the student's graduation, the Dean is obliged to appoint another supervisor.
  6. Each thesis has to undergo the anti-plagiarism procedure in accordance with the current ordinance of the University before its submission to the Dean's Office.
  7. If, in a diploma thesis constituting the basis for the degree award, the person applying for that title has assumed the authorship of an important part or other elements of someone else's work or scientific findings, the invalidity of the diploma is confirmed by the Rector by means of an administrative decision.
  8. If plagiarism is suspected, the Rector shall immediately order an investigation.
  9. If the thesis is not submitted in time, the Dean shall strike the student off the student list. A student may submit an application to the Rector for reconsideration of the case within 14 days from the date of notification of the decision. The Rector's decision is final.
  10. If the reviewer fails to submit a signed review within the prescribed period or due to other important circumstances, the Dean may release the reviewer from his or her duties and entrust his or her duties to another academic teacher.
  11. At the request of the supervisor or the student, the Dean may agree to extend the deadline for submitting the thesis but it cannot be later than September 15 of a given academic year in the event of:
    - 1) a long-term illness of the student,
    - 2) student's inability to complete the thesis within the specified time for justified reasons, confirmed by the promoter.

## CHAPTER XIII DIPLOMA EXAMINATION

### Art. 49

1. The condition for admission to take the diploma examination is:
  - 1) obtaining, according to the study programme:
    - a) credits for all subjects or traineeships, if they are required to be completed before the diploma examination,
    - b) the required number of ECTS points, specified for a given field and level of study,
  - 2) obtaining a positive grade in the diploma thesis if required by the field of study.
2. The detailed rules related to the diploma examination are determined by the Dean.
3. The decision on admitting the student to the diploma examination is made by the Dean.
4. The diploma examination takes place on the date determined by the Dean but not later than by September 30 of a given academic year. In justified cases, at the request of the supervisor or student, the Dean may determine a different date of the diploma examination.
5. The diploma examination may be oral and/or written, and may also be carried out in a practical form.
6. The diploma examination may be open, at the written request of the student or supervisor submitted to the Dean of the appropriate Faculty not later than 7 days before the planned date of the examination. In such a case, the persons indicated by the student or supervisor can take part in such an examination.
7. The Dean, at the request of the student, may agree to conduct the diploma examination in a foreign language, in which the diploma thesis has been prepared.
8. In the situation referred to in sec. 7, the committee includes at least two persons who teach in the foreign language.
9. The diploma examination takes place before an examining board appointed by the Dean, which is composed of:
  - 1) at first cycle studies - the Dean or Deputy Dean or an academic teacher appointed by the Dean and employed at a given Faculty at least with a doctor's degree as a chairperson, supervisor and reviewer;
  - 2) for second-cycle and long-cycle studies- the Dean or Deputy Dean or an academic teacher appointed by the Dean and employed at a given Faculty at least with an assistant professor's degree as a chairperson, supervisor and reviewer.
10. The presence of all appointed board members at the examination is obligatory. In the case of long-term absence of the promoter or reviewer, the Dean may appoint a person to replace the promoter or the reviewer during the diploma exam. The promoter or reviewer is required to submit questions to the Dean, in a form that prevents them from being accessed by third parties.
11. At the request of the student, submitted at least 7 days before the scheduled date of the examination, the representative of the Student Government may participate in the examination.
12. When assessing the results of the diploma examination, the grades applied are the ones specified in Art. 32 sec. 1.
13. The diploma examination is considered passed in the case of obtaining positive grades in:

- 1) the diploma thesis defense, and
  - 2) theoretical and/or practical exam in the fields where the aforementioned examination is valid.
14. In the case of obtaining a negative grade in the diploma examination, the Dean specifies the second examination date, which is the final one.
15. Should the diploma examination be failed in the second sitting, the Dean may give consent for repeating the semester/year of studies, indicating the subjects provided in the curriculum which should be retaken.

## CHAPTER XIV AVERAGE OVERALL GRADE

### Art. 50

1. The basis for calculating the final result of studies, based on which a grade is entered into the diploma, is:
  - 1) in the field of medicine and medicine and dentistry - the arithmetic mean calculated from all examination grades,
  - 2) in the fields of study, where it is required to submit a diploma examination, the basis for calculating the average grade from studies are:
    - a) the arithmetic mean calculated from all examination grades - A,
    - b) the diploma thesis grade - B (the arithmetic mean of the grades of the supervisor and the reviewer given for the diploma thesis),
    - c) the diploma examination grade - C (the arithmetic mean obtained in the defense of the diploma thesis and the practical and/or theoretical examination).
2. The average overall grade is the arithmetic mean of all grades obtained at examinations, determined by rounding to two decimal digits, according to the mathematical rule: if the next number is equal to or greater than 5, the grade average is rounded up.
3. The result of the first cycle studies shall be calculated with the use of the following formula:  $0,75*A+0,125*(B+C)$ . In the case when the study programme does not provide for a diploma thesis, the result of studies shall be calculated with the use of the following formula:  $0,75*A+0,25*C$ .
4. The result of uniform Master's studies, where there is a requirement to submit a diploma thesis and of the second-cycle studies is given by the formula  $0,6*A+0,25*B+0,15*C$ .
5. In the graduation diploma, the final result of studies is entered, rounded to one decimal digit, according to the following rules:
  - to 3.24 – three (3.0)
  - from 3.25 to 3.74 – three and a half (3.5)
  - from 3.75 to 4.24 – four (4.0)
  - from 4.25 to 4.60 - four and a half
  - over 4.61 – five (5.0)
6. In documents concerning the course of studies other than the ones referred to in sec. 5, the result of studies is determined, rounding to two decimal digits, according to the following mathematical rule: if the next number is equal to or greater than 5, the average of the grades is rounded up.

## CHAPTER XV GRADUATION

### Art. 51

1. In order to complete studies and to obtain a diploma of completion of studies, it is necessary to:
  - 1) obtain learning outcomes specified in the study programme, to which the number of ECTS credits has been allocated in accordance with the provisions of the Act,
  - 2) take the diploma examination,
  - 3) positive assessment of the diploma thesis - in the case of second-cycle and long-cycle studies, and in the case of first-cycle programmes, if the programme of study so provides.
2. The date of graduation is the date of passing the diploma examination or – in the case of medical, medical and dentistry fields – the date of passing the last examination required by the study programme or – in the case of pharmacy and fields related to medical rescue and physiotherapy – the date of completing the last traineeship provided for in the study programme.
3. Graduation is recorded in the form of electronic printouts, taking the form of:
  - 1) diploma examination report,
  - 2) student register,
  - 3) diploma register.
4. The student has the right to submit an application to enter special achievements during the studies into the diploma supplement to the Dean at the date appointed by such a student.
5. Within 30 days from the date of the graduation, the University provides the graduate with a diploma

validating the completion of studies, a diploma supplement and 2 copies thereof, including, at the student's request, submitted at the date of the graduation:

- 1) a copy of the diploma in English, French, Spanish, German, Russian or any other foreign language in which the studies were conducted;
  - 2) a copy of the diploma supplement in English or in another foreign language in which the studies were conducted.
6. At the request of a student or a graduate, the University issues an additional copy of the diploma validating the completion of studies or a copy of the diploma supplement in Polish or in a foreign language referred to in sec. 5.
  7. The graduate receives a graduation diploma, according to the template valid at the University, which confirms the acquisition of an appropriate academic degree.
  8. If the original copy of the diploma or diploma supplement is lost, the graduate may apply to the University that issued the diploma or diploma supplement with a written request for a duplicate copy of these documents. The duplicate copy is issued on the original form of the diploma or diploma supplement in accordance with the template valid at the time the original copies of these documents were issued – without a photograph. If there is no form that corresponds to the diploma or diploma supplement template valid at a given time, the duplicate copy is issued on a form prepared by the University, which is consistent with the content of the original diploma or diploma supplement.
  9. Detailed regulations regarding the documentation of the course of studies are set forth in separate regulations.
  10. For the student to obtain graduation documents, they must fulfil all obligations towards the University.

## **CHAPTER XVI ECTS SYSTEM**

### **Art. 52**

1. The student's achievements are expressed by credit points, hereinafter referred to as 'ECTS points'. One ECTS point corresponds to the learning outcomes that require an average of 25-30 hours of workload from the student, while the number of the student's work hours includes classes organised by the university, in accordance with the study programme, and their individual work.
2. ECTS points are awarded for completing the classes provided for in the study programme.
3. The number of ECTS points for completing the classes provided for in the study programme is determined by the University Senate.
4. The number of ECTS points provided for in the study programme for the academic year is not less than 60.
5. Subsequent terms are completed according to the ECTS point accumulation rules.
6. In order to obtain the qualifications of a specific degree, confirmed by a graduation diploma, the student is required to obtain:
  - 1) at least 180 ECTS points in the case of first-cycle studies,
  - 2) at least 90 ECTS points in the case of second-cycle studies,
  - 3) at least 300 ECTS points for uniform Master's studies in a 10-term system,
  - 4) at least 360 ECTS points for uniform Master's studies in the 11-term system,
  - 5) at least 360 ECTS points for uniform Master's studies in the 12-term system.- unless a specific provision provides otherwise.

### **Art. 53**

1. In return for payment, student has the right to attend classes not included in the study programme, exceeding the limit of the programme classes, e.g. lectures, optional classes and others,
2. Permission for participation in additional classes not included in the study programme is issued by the Dean at the student's request. The student encloses a list of classes in which they wish to participate along with the assigned ECTS points and the consent of the tutors.
3. After obtaining the consent, the approved subjects are entered into the student's file in the 'Virtual University' IT system.
4. The obtained points and grades are recorded in the diploma supplement.

## **CHAPTER XVII MOBILITY OF STUDENTS**

### **Art. 54**

1. On the basis of the agreements or arrangements concluded with other universities in Poland and abroad, the student may carry out a part of the learning programme at another higher education institution, hereinafter referred to as a 'partner higher education institution'. The decision is made by the Dean at the student's request.

2. The Dean may authorise a representative - a Faculty Coordinator of the Erasmus + Programme - to make the decisions referred to in Art. 1 .
3. Following the student's return to his or her home University, the Dean gives credit for the classes agreed before leaving, which the student completed at the partner higher education institution, and then if there are premises for a conditional entry, makes a conditional entry for the term, determining the classes necessary to supplement the learning outcomes. The provision of Art. 44 sec. 2 point 1 and Art. 44 sec. 3 point 1 hereof do not apply.
4. Any changes in the programme not agreed with the Dean during the studies at the partner higher education institution will not be taken into account when completing the semester/year.
5. In the case when subjects completed at the partner higher education institution do not have an assigned number of ECTS points, these points are determined by the Dean.
6. Detailed conditions governing the completion of a part of the curriculum at a partner university are specified by the Dean or the Faculty Coordinator of the Erasmus + Programme authorised by the Dean.

#### Art. 55

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

#### Art. 56

1. A student of another higher education institution, including a foreign one, may apply for transfer, while maintaining the field, form, level, and profile of education, after completing at least the 1st year of studies, if she or he has fulfilled all obligations arising from the regulations in force at the higher education institution, which she or he is leaving. Transfers may take place only from the beginning of the new academic year, provided that the rules for enrollment applicable during a given academic year at the Wrocław Medical University are met.
2. The student of another higher education institution, including a foreign one, who wishes to be transferred to the University is obliged to submit the following documents to the Dean's Office of the relevant Faculty, to which the transfer is to take place:
  - 1) an application for transfer,
  - 2) a photocopy of the course record or the academic progress record, confirmed as true copies by the home university,
  - 3) certificate of the exam grade mean from the completed semesters of the studies,
  - 4) certificate of the course of studies, including the grades obtained and the ECTS points used, signed by the Dean or an authorised person.
  - 5) a photocopy of the secondary school-leaving certificate or secondary school-leaving examination certificate, original versions available for inspection,
  - 6) a written declaration of no disciplinary record and that no disciplinary proceedings are conducted against the student,
  - 7) in the case of foreign higher education institutions, the required documents should be provided in a version translated into Polish by a sworn translator.
3. The documents, mentioned in sec. 2 must be submitted to the relevant Dean's Office from 1 to 15 August of the academic year prior to the academic year of the scheduled commencement of studies. The Dean may consider applications submitted after the deadline in particularly justified cases.
4. The Dean, acting under the authority of the Rector, may grant the request referred to in sec. 2, provided that:
  - 1) all obligations resulting from the regulations in force at the University that the student is leaving are fulfilled,
  - 2) in the case of a transfer within the medicine and medicine and dentistry fields of study – there are places in relation to the limit for a given academic year specified by the Minister of Health on the basis of Art. 444 sec. 2 of the Act of 20 July 2018 – the Law on Higher Education and Science,
  - 3) receiving not less than 60 ECTS points for completing each year of studies.
5. When examining applications, the Dean will take into account, among other things:
  - 1) average grade from the completed years of studies,
  - 2) student's scientific achievements,
  - 3) the number of programme differences,
  - 4) unexpected circumstances,
6. When issuing the decision (in the form of an administrative decision) about the entry on the list of students, the Dean, acting under the authority of the Rector, specifies the programme differences to be eliminated during the academic year.
7. Failure to complete the programme differences on time results in the need to repeat the term/year.
8. At the student's request, the Dean of the relevant Faculty may transfer the achievements of the students that have already been obtained. The student's application should also contain the course of their studies with the

obtained number of ECTS points and the study programme together with specific learning outcomes for individual subjects.

9. In the case of a student who transfers subjects completed at a higher education institution other than Wrocław Medical University, including at a foreign one, with ECTS points assigned, such subjects are classified as achievements expressed in ECTS points awarded at Wrocław Medical University.

#### Art. 57

1. A student may apply for a change in the form of study from full-time to part-time and from part-time to full-time, provided that a given field, level, profile and form of study is conducted by the Faculty in a given year.
2. Decisions concerning the change of the form of study are made in accordance with the limit of places, taking into account the possibilities of the faculty, which ensures proper organisation of the didactic process.
3. A student submits to the Dean an application with a justification for changing the form of study no later than 15 August before the beginning of the academic year preceding the change in the form of study.
4. A student may apply for a change in the form of study from part-time to full-time after filing an application and obtaining the Dean's consent and passing:
  - 1) in the case of uniform master studies - the third year of studies preceding the change in the form of education, with the minimum average grade from the entire course of study being 4.75;
  - 2) in the case of first-cycle studies - at least the second year of studies preceding the change in the form of education, with the minimum average grade from the entire course of study being 4.75;
  - 3) in the case of second-cycle studies- at least the first year of studies preceding the change in the form of education, with the minimum average grade being 4.75.
5. In order to apply for a change in the form of study, the student's previous achievements, i.e.:
  - 1) scientific achievements;
  - 2) activities in a student organisation, including the scientific association;
  - 3) activities for the benefit of the University and the student community;
  - 4) activity in the authorities of student organisations.
6. The Dean does not consent to a change in the form of study due to:
  - 1) limit of places, taking into account the capacity of the Faculty,
  - 2) the student's failure to meet his or her obligations towards the University in a timely manner,
  - 3) a suspension of student rights,
  - 4) conducting explanatory or disciplinary proceedings against the student,
  - 5) other legitimate reasons.
7. In particularly justified cases, e.g. a significant deterioration in the material situation or some unexpected circumstances, the Dean may issue a different decision.
8. Decisions regarding changes in the form of study are made by the Dean, who determines the conditions, date and manner of compensating for programme differences.

#### Art. 58

1. The student who transfers classes completed at a higher education institution other than at the home one, including a foreign one, is assigned the same number of ECTS points that are assigned to learning outcomes achieved as a result of the completion of appropriate subjects and traineeships at the host unit.
2. The condition for transferring classes and traineeships included in another organisational unit of the home higher education institution, including a foreign one, is to confirm the convergence of the learning outcomes attributed to specific classes in the study programme of the host unit.
3. At the request of the student, the decision on the transfer of completed subjects is made by the Dean after becoming acquainted with the documentation presented by the student concerning the course of studies at another Faculty of the University or at a higher education institution other than the home one, including at a foreign one.

#### Art. 59

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

## CHAPTER XVII REMOVAL FROM THE RECORD OF STUDENTS

### Art. 60

1. The Dean notifies the student in writing of the initiation of the procedure for their removal of the record of students and specifies the deadline within which the student may provide their explanation.
2. The Dean removes the student from the record of students in the following cases:
  - 1) **a failure to undertake studies** - the failure to undertake studies is understood, in particular, as: a failure to register for the first term, unexcused absence of the student from didactic classes within the first month after the commencement of classes in a given term; a failure to submit the required documentation by the student,
  - 2) **resignation from studies** - resignation from studies refers to the submission of a written declaration to the relevant Dean's Office or the submission of resignation by means of the individual profile of the student in the 'Virtual University' IT system. The date of submitting this declaration is the date of resignation,
  - 3) **a failure to submit the diploma thesis within the deadline or a failure to pass the diploma examination,**
  - 4) **being punished with a disciplinary penalty of the expulsion from the university.**
3. The Dean may decide to remove the student from the record of students in the case of:
  - 1) stating a lack of participation in compulsory classes,
  - 2) stating a lack of progress in learning (a lack of progress in learning can be stated when the degree of the programme implementation excludes the possibility of completing the term/year of studies),
  - 3) failure to complete a term or year within a specified time limit and failure to obtain permission for a conditional entry or term/year retake,
  - 4) failure to pay fees related to studying.
4. A student may submit (via the Dean) an application to the Rector for reconsideration of the case within 14 days from the date of notification of the decision.
5. The Dean hands the appeal for reconsideration of the student's case against the decision issued by the Dean over to the Rector along with all the documentation concerning the case.
6. The Rector's decision is final. The date of removal from the record of students is the day on which the decision to remove the student from the record of students becomes legally binding.
7. The procedure for removal of the student from the record of students is also initiated following student's demise. If it is suspected that the student may have died and there is no death certificate, the Dean requests appropriate information from the relevant Registry Office or a consular authority. When such information is confirmed, the information on student's demise is entered into the student's file and no administrative decision concerning the matter is issued due to the absence of the party to the procedure.

## CHAPTER XIX CONDITIONS FOR RECOMMENCING STUDIES

### Art. 61

1. A person who has been struck off the student list may apply for resumption of studies if no more than 5 years have passed since the date the decision to strike him/her off the list became final.
2. The Dean, acting under the authority of the Rector, may grant permission, in the form of an administrative decision, to resume studies in a given field in particularly justified cases at the request of a person who has been struck off the student list and who, prior to being struck off the student list, had successfully completed the first year of study in a given field at the University.
3. A person who was struck off the student list in the first year of studies may apply for re-admission only through recruitment.
4. A person struck off the student list may be granted permission to resume studies only once.
5. Students are not allowed to resume their studies due to a disciplinary penalty of expulsion from the University.
6. Reinstatement of the student rights is impossible when a given field of study is no longer conducted at the University and which a person removed from the record of students had previously studied.
7. Resumption of studies takes place on the terms and conditions in force in the academic year in which the resumption takes place, including the terms of payment for educational services.
8. The recommencement application and a justification for recommencement are submitted to the Dean by 30 May at the latest.
9. A medical certificate stating the ability to study in a given field should be enclosed with the application, referred to in sec. 6.
10. The matter concerning the recommencement of studies after having been removed from the record of

- students is settled by the Dean in the form of an administrative decision. A student may submit an application to the Rector for reconsideration of the case within 14 days from the date of notification of the decision.
11. A student admitted to the studies by resuming studies takes up learning as of the beginning of a new academic year.
  12. A student admitted to the studies by resuming studies is obliged to make up for any educational differences resulting from the standard study programme, if any.
  13. The conditions and the deadline for making up for programme differences are determined by the Dean in the contents of the decision on the recommencement of studies, taking into account student's previous achievements and the ECTS points they have obtained.

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

### **Art. 62**

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

## **CHAPTER XXI AWARDS AND MERITS**

### **Art. 63**

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

**CHAPTER XXII PAYMENTS**

## Art. 64

1. Prior to the recruitment process, the higher education institution shall determine the fees charged to students and their amount. The amount of fees shall require consultation with the student council. The Student Government shall issue an opinion within 7 days.
2. The University collects fees for educational services and issuing documents in accordance with art. 79, art. 80 of the Act of 20 July 2018 - The Law on Higher Education and Science (i.e. Dz. U. /Journal of Laws/ of 2020, item 85, as amended), on the basis of which the Regulation of the Ministry of Science and Higher Education of 27 September 2018 concerning the studies was issued (Dz.U. / Journal of Laws / of 2018, item 1861, as amended).
3. The terms of payment for studies or educational services, its amount and rules for making the payment are set out in an agreement concluded between the University and the student in writing under pain of nullity.

**CHAPTER XXIII FINAL PROVISIONS**

## Art. 65

1. The templates of applications and decisions referred to herein are determined by a separate order of the Rector.
2. Supervision of the compliance with the provisions hereof is exercised by the Vice-Rector for Students and Educational Affairs and Deans.
3. These Regulations shall come into force from the academic year 2021/2022.