

**REGULATIONS OF STUDIES OF WROCLAW MEDICAL UNIVERSITY  
IN FORCE FROM THE ACADEMIC YEAR 2023/2024**

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## **CHAPTER I GENERAL PROVISIONS**

### Article 1

1. Wrocław Medical University, hereinafter referred to as the "University" offers 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 University Senate.

### Article 2

1. The provisions of these Regulations of Studies, hereinafter referred to as "Regulations" shall apply to the studies referred to in Article 1 (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 the organisation and 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.

### Article 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 their studies and acquires student's rights upon 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 their 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 a written, electronic or other documentary form using an e-mail in the student.umw.edu.pl domain under pain of nullity. A template of the agreement is specified in the Rector's regulation and is posted on the University's website [www.umw.edu.pl](http://www.umw.edu.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.

#### Article 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.

#### Article 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 their duties in cooperation with the relevant bodies of the Student Government.

#### Article 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;
- 3) is responsible for monitoring the validity of medical examinations and vaccinations of

the students according to the principles defined in a separate regulation of the Rector.

#### Article 7

Students in a particular field of study and in a particular year are represented by 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**

#### Article 8

The student has the right, in particular, to:

- 1) develop their 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 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 Course of Studies, 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 their 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.

#### Article 9

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 regulations on the amount and principles of charging of fees for educational services as well as the procedure and conditions for exemption from these fees,
  - c) the regulations governing the management of intellectual property rights at Wroclaw Medical University,
  - d) other regulations concerning the course of study and students,
  - e) The Course Syllabi and the Terms and Conditions for Conducting Classes referred to in Art. 15(4),
  - f) the regulations for the use of research infrastructure.
- 4) observing the ethical rules of the medical professions and the Student's Ethics Code;
- 5) signing an agreement on the terms of payment for studies or educational services submitted by the University related to the education of students,
- 6) timely payment of fees required by the University for educational services and other charges related to the completion of studies;
- 7) participation in classes and organisational activities;
- 8) timely obtaining of credits for courses, passing examinations, completing traineeships or practical classes, and meeting other requirements provided for in the study programme;
- 9) passing of all learning outcomes provided in appropriate syllabi for courses in a term, including lectures;
- 10) complying with deadlines arising from a course of study;
- 11) 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;
- 12) protection of personal data to which the student has access as part of their studies;
- 13) 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;
- 14) 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 student;

- 15) undergoing mandatory medical examinations, examinations for sanitary and epidemiological purposes and vaccinations provided for in the applicable regulations within the specified period of time; detailed regulations concerning medical examinations, including the procedure in the event of identifying health contraindications to the pursuit of education, are specified in a separate regulation of the Rector;
- 16) completion of occupational health and safety training and fire safety training (compulsory) or a library training course (if required);
- 17) regular use of:
  - a) an email box in the student.umw.edu.pl domain, a university account on the Microsoft 365 platform, and
  - b) the student's individual account in the "Virtual University",
- 18) complying with the following prohibitions:
  - a) drinking alcohol or being present on the premises of the University in the condition indicating alcohol consumption,
  - b) smoking of tobacco products or the use of electronic cigarettes on University premises,
  - c) 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,
  - d) entering the University premises with life- and health-threatening objects and using them;
- 19) completion of a student questionnaire on the evaluation of the teaching process after each teaching cycle, in accordance with the rules set out in a separate regulation of the Rector.

#### Article 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.
5. In order to certify their student status, students are required to hold and present their student ID card on the premises of the University as well as in other units where classes are held, including classes held using electronic means of communication.

#### Article 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 disciplinary decision shall be placed in the student's personal file.

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

#### **A. Organisation of the academic year**

##### Article 12

1. The academic year for all years of studies begins no later than the 1 October and lasts until the 30 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 2 (two) terms.
5. 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.
6. 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.
7. The provisions referred to in sections 5 and 6 do not apply to students conducting their traineeships or completing part of the study programme at other higher education institutions.

#### **B. Organisation of classes**

##### Article 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 students in a student group for particular forms of teaching are specified by a separate resolution of the Senate.
3. The participation of the student in didactic classes is mandatory. In exceptional cases, the person conducting the classes will decide on the possibility of participation.
4. In the case of absence, the student is obliged to communicate the reason and the expected duration of the absence immediately by sending an e-mail to the person conducting the classes in which they were absent, from the address in the student.umw.edu.pl domain.
5. Subject to Sections 8 and 9, absence from classes requires providing a justification in paper form or in an electronic version via e-mail from the address in the student.umw.edu.pl domain.
6. Immediately after the end of the student's absence, the original of the document referred to in Section 5, which is the basis for the justification, must be delivered to the course lecturer.
7. The student has the right to complete the learning outcomes of the classes in which they were absent due to an excused absence by making up the classes. The form and at the time of making up the classes is agreed with the person conducting the classes, which shall be done as soon as the reason for the absence has ceased, subject to Section 8.
8. A student appointed to the bodies of the University, such as the Senate, University Council, Scholarship Committee, Scholarship Appeal Committee, Disciplinary Committee for Student Affairs, or Student Disciplinary Appeal Committee, is excused from classes during the meetings without having to make up the classes, upon presentation of a certificate issued by the Vice-Rector for Student and Educational Affairs or the chairman of the relevant committee.
9. 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.
10. If a class is cancelled, it shall be held at another time.
11. 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**

#### Article 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.umw.edu.pl](http://www.umw.edu.pl), no later than 2 months before the beginning of the academic year.
5. The timetable for a given term is published 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. 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.

#### Article 15

1. The document defining the curriculum of a given subject and the formal and organisational basis for its implementation is the Syllabus, prepared in accordance with the University's model and procedure.
2. The syllabus is communicated to students by:
  - 1) presenting it in the first class of the course;
  - 2) publishing it on the University's website prior to the commencement of classes;
3. The unit shall develop and present to students prior to the first class, as well as publish on the website, the Terms and Conditions for Conducting Classes, which shall set out the conditions of the classes, the safety rules applicable in the classes and other necessary information.
4. Students and persons conducting classes are required to comply with the Course Syllabus and the Terms and Conditions for Conducting Classes referred to in Section 3.

#### **D. Conditions of the completion of studies with special needs, including students with disabilities**

#### Article 16

1. The University shall provide people with special needs, including people with disabilities, conditions for full participation in education.
2. The detailed conditions for ensuring the accessibility of the educational process,

including the rules for submitting applications, the appeal procedure, and the forms of support are regulated in the Regulations for the support of persons with special needs at Wroclaw Medical University.

#### Article 17

The tasks of the Rector's Plenipotentiary for students and doctoral students with disabilities and the Support Coordinator are specified in the powers of attorney granted by the Rector.

### **E. Participation in classes of extremely gifted students**

#### Article 18

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 request should be sent to the Vice-Rector for Students and Educational Affairs.
3. The request should include:
  - 1) the area of education (courses 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 courses.
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 Section 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 request containing a recommendation of the principal of the school attended by the student.
6. The students referred to in Section 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 student organisations;
  - 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 referred to in Section 1 and admitted to study at the University, may not be released by the teacher of the course 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**

#### Article 19

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 PROCEDURE OF STUDIES IN ACCORDING TO INDIVIDUAL ORGANISATION OF STUDIES (INDIVIDUAL COURSE OF STUDIES AND INDIVIDUAL TIMETABLE)**

### Article 20

1. A student may be granted permission to study according to an Individual Course of Studies, hereinafter referred to as "ICS", 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**

#### Article 21

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 them 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.

#### Article 22

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.

#### Article 23

1. The IPS may be implemented in the case of students referred to in Article 21(1), points 1 and 2 in the form of:
  - 1) uniform Master's studies - from the second year of studies;
  - 2) first-cycle studies - 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 referred to in Article 21(1), point 3, during the following types of studies: uniform Master's studies, first- and second-cycle.

#### Article 24

1. Recruitment for IPS of students referred to in Article 21(1), points 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 request) an average grade calculated in accordance with Article 49(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 15 September:
    - a) a request,
    - 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 courses 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 point 3 submitted by the student.
2. The persons referred to in Article 21(1) point 3 are obliged to submit a written request 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.

#### Article 25

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 Article 24(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.

#### Article 26

1. The IPS student is entitled to an individual timetable for the term and to attend classes with any available student group.
2. The IPS student has the right to:
  - 1) take an exam in the course 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, except timely deviations in an individual programme.

#### Article 27

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 them.
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 their 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 Section 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 Article 24(1), point 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**

### Article 28

1. The IT consists in determining the individual dates and methods of implementing didactic classes resulting from the study programme.
2. A pregnant student, a student who is a parent or legal guardian of a child, as well as a student with a disability, shall be granted permission for the IT until the completion of their studies.
3. The student may seek permission for an IT by virtue of:
  - 1) affiliation with a national sports team, reserve national team, university team or university sports team;
  - 2) studying two or more courses;
  - 3) appointment to the University's collegial bodies, committees operating on the basis of the University's internal regulations;
  - 4) important unforeseen or personal reasons;
4. Permission for the completion of studies according to the IT is granted by the Dean at the request of the student.
5. The Dean may withdraw the consent referred to in Section 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.
6. As part of the IT, the student has the right to determine with the course lecturer individual dates of implementing didactic classes resulting from the study programmes and in groups of their choice. Implementation of the course must take place no later than by the end of the term in a given academic year.
7. The IT is established for a period not longer than an academic year, except for fields of study where the final year is devoted to completing traineeship.
8. A student who obtains permission to study within the Individual Timetable is obliged to agree with all lecturers in a given term 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 STUDY PROGRESS**

### Article 29

1. The periods of receiving credit in the academic year are the terms: winter and summer.
2. The condition for passing the term or year by the student and obtaining an entry to study in the next term or year is:
  - 1) obtaining credits in all courses (including optional course and traineeships);
  - 2) obtaining positive grades in all examinations provided for in the study programme for a given year and compensating any possible programme differences;
  - 3) obtaining the required number of ECTS points provided for in the study programme for a given term or year.
3. Teaching a course in a given term ends with an examination or credit, with or without a grade. Detailed conditions for receiving credit are defined in the Syllabi.
4. Grades for tests/examinations are available in the Virtual University System, in accordance with Article 32(5).
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.

### Article 30

1. If the student fails to receive credit for the term or year, the Dean may grant the student, at their own request:
  - 1) conditional entry allowing the student to study in the next term, subject to Article 43, or
  - 2) the consent to repeat the term or year, subject to Article 44.
2. The request referred to in Section 1 is submitted by the student to the Dean of the relevant Faculty no later than 7 days from the date of obtaining information about the student's failure to complete the term.

### Article 31

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

Numeric entry	Grade in words	Abbreviation
5.0	very good (bardzo dobry)	bdb
4.5	above good (ponad dobry)	pdb

4.0	good (dobry)	db
3.5	fairly good (dość dobry)	ddb
3.0	satisfactory (dostateczny)	dst
2.0	unsatisfactory (niedostateczny)	ndst

- If the course 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:

<b>ECTS letter rating</b>	<b>Grade</b>	<b>Grade in words</b>
A	5	very good (bardzo dobry)
B	4.5	above good (ponad dobry)
C	4	good (dobry)
D	3.5	fairly good (dość dobry)
E	3	satisfactory (dostateczny)
FX	2	unsatisfactory (niedostateczny) - some missing information needs to be taught in order to receive 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 from 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 Section 5:

<b>grade awarded according to a different scale</b>	<b>grade valid at the University</b>
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unsatisfactory (1.0)	unsatisfactory (2.0)
poor (2.0)	satisfactory (3.0)
satisfactory (3.0)	fairly good (3.5)
good (4.0)	good (4.0)
very good (5.0)	above good (4.5)
excellent (6.0)	very good (5.0)

5. If a student has grades awarded by a foreign university, the decision to recalculate them using the grading system applied at this University is made individually by the Dean of the relevant Faculty in consultation with the Erasmus+ Faculty Coordinator.
6. The annual grade is calculated using the arithmetic mean of final grades in conducted classes, obtained in a given academic year. 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**

#### Article 32

1. The basis for obtaining credits for a course is to achieve and recognise the learning outcomes assigned to the course and defined in the course syllabus.
2. The condition for completing the "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 a 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 Section 3, the person conducting the course 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 students' disciplinary commissioner.
5. The person responsible for the course 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 by the end of the re-take 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-take 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-take an examination**

### Article 33

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 course lecturer.
4. In the event of failing the test referred to in Section 3, the student has the right to take a test covering the entire material included in the course curriculum in a given term, provided that they take all the remaining tests. The date of the test should be agreed on no later than two working days prior to the planned date of the test or examination in this course.
5. In the event of failing the test referred to in Section 4 on the course ending with an examination, the student is not allowed to take the examination on the first date, and an unsatisfactory grade from the first exam is entered into the electronic protocol.
6. A student who did not pass a test referred to in Section 4, 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 re-take session. After passing the test allowing to resit the examination, the student may sit the re-take examination on its first date. If the student fails the test, they cannot receive credit for the course.
7. In the event of failing the test referred to in Section 4, from a course ending with an examination, the Dean can grant permission for conditional promotion to the next term, in accordance with the conditions specified in Article 43(2).
8. The dates of the tests mentioned in Sections 4 and 6 are determined by the person conducting the course in agreement with the student.
9. The interval between subsequent tests should be at least 2 days.

## **C. Examinations**

### Article 34

1. The examination in a given course 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 course.

#### Article 35

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

#### Article 36

1. Examinations are held during the winter or summer session, in accordance with the published division of the academic year, subject to Section 3 and Article 37(4).
2. The date of the examination shall be set by the examiner or the subject coordinator in consultation with the year representative and the year tutor and shall be communicated to the students and the Dean or a person authorised by the Dean and published on the University's website at the latest:
  - 1) by 31 October - applies to the winter sessions,
  - 2) by 31 March - applies to the summer session.
3. It is permissible to hold examinations outside examination sessions after all the learning outcomes and credits for a given course required by the study programme for a given subject have been obtained, subject to Section 2.

#### Article 37

1. The examination may consist of two parts - a practical and a theoretical one. If the examination consists of both parts, it is required to obtain at least a satisfactory grade for each part of the examination. The theoretical examination may be written, oral or both. Where an examination consists of a practical and a theoretical part, the method of calculating the final examination grade (arithmetic mean, weighted mean, including the weight of each part) is defined in the Course Syllabus.
2. The intervals between the dates of the examination in the same course should not be shorter than 2 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 course and obtaining the consent of the person responsible for the course. The conditions of admission to the early examination are specified by the person responsible for the course.
5. Failing of an early examination means failing the first examination.
6. The student has the right to raise objections regarding the form and the content of an examination question in objections protocol, immediately after the examination. The examiner shall submit the protocol to the coordinator and the Dean for further proceedings.

#### Article 38

1. If at least 75% of students taking the examination receive an unsatisfactory grade, the Dean shall verify the correctness, preparation and conduct of the examination. On the basis of the verification, the Dean may decide to invalidate the examination. A new examination date will be set in accordance with the rules specified in Article 37.
2. In case of obtaining an unsatisfactory grade in the examination, the student has the right to re-take the examination twice in each failed course.
3. The re-take examination may take place in the current form determined by the person conducting the classes or the person responsible for the course.
4. At the student's request, the first or second re-take examination may be an examination taken before an examination committee referred to in Article 41.
5. The student is obliged to take the re-take examinations not later than until the end of the re-take session.

#### Article 39

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 into the electronic examination report following the deadline referred to in Section 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. Immediately after the reason for absence has ceased, a justification should be submitted to the examiner in paper form or in electronic form via e-mail from the address in the student.umw.edu.pl domain.
4. If the justification is accepted, the examiner reviews the request for reinstatement and then forwards the request for reinstatement along with the justification to the Dean, who ultimately decides whether the absence should be justified and the date reinstated, with the proviso that:
  - 1) the examination is held no later than within 14 days following the end of the examination session;
  - 2) the re-take examination/examination taken before an examination committee 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 receives an unsatisfactory grade that is entered into the electronic protocol.

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

### **FINAL ATTEMPT COURSE TEST BEFORE A FACULTY COMMITTEE**

#### Article 40

1. The student or the course lecturer or the relevant body of the Student Government may make a written request for the final attempt course test before a faculty committee. The final attempt course test before a faculty committee may be applied for in the cases referred to in Article 33(4) and (6).
2. The request referred to in Section 1 must be submitted within 3 business days from the date of failing the course.
3. The Dean may consider the request and order the final attempt course test before a faculty committee, which should take place no later than 7 days after the date of the request 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 course and another academic teacher conducting a course in a given or related discipline.
5. An observer indicated by the student in the request may participate in the final attempt course test before a faculty committee.
6. The result of the final attempt course test before a faculty committee is decisive for completing or failing the subject. The committee's decision shall be final.

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

#### Article 41

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 their 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 re-take date.
6. The result of the examination before a faculty committee is final.
7. If the request is deemed justified, the Dean orders:

- 1) in relation to the oral examination - an oral examination before a faculty committee;
  - 2) in relation to a written examination - a verification of the thesis by a faculty committee or an oral examination before a faculty committee.
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 course 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 request 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 re-take session requires an individual consent of the Vice-Rector for Students and Educational Affairs.

## **E. Inspection of written work**

### Article 42

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. The works referred to in Section 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

shall provide the student with the key to open questions, closed questions, or both forms of questions during their inspection of examination works.

4. The student has the right to inspect their examination work, in time allowing them to become familiar with its substantive assessment. The student may only inspect the answer key or the template of the set to which they have given answers.

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

### Article 43

1. Upon the request of the student, the Dean may agree to a conditional entry for the next term by resolution, 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 courses in the course of study, excluding programme differences resulting from the mobility of students referred to in Article 55, 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 courses, excluding programme differences resulting from the mobility of students referred to in Article 55;
  - 2) a failure to receive credit or a failure to pass an examination concerns a course 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 fulfil their obligations resulting from the conditional entry, the Dean makes a decision to repeat the term or year or to remove them from the list of students.

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

### Article 44

1. Upon the request of the student, the Dean may give them consent to repeat the term or year of study.
2. The student may obtain consent to repeat the term or 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 or year was a documented long-term illness or another important random event.

3. A student who has obtained the consent to repeat a term or year is required to complete all the learning outcomes resulting from the study programme, specified in the resolution issued by the Dean.
4. A student who is repeating a term or year is exempt from courses that have been completed earlier, if the programme of such course has not been changed.
5. A student who is repeating a term/year shall pay a fee for the repetition of the course, as specified in the Dean's resolution.
6. In the case of a course 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**

### Article 45

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 Section 9.
2. The Dean grants leave if the request is submitted during the term. On the basis of the documented request, leave is granted from the start of the subsequent term, unless the 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) the student who is a parent, for up to 1 year,
  - 3) the student who is a legal guardian, but not a parent, of a child for a period of 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 request referred to in Sections 1, 2 and 3 should be submitted to the Dean not later than within 14 days from the circumstances justifying the request.
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 random 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 Section 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 may prolong 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**

### Article 46

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 education 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. At the student's request, the Dean may credit the activities performed by the student, in particular as part of employment, internship or volunteering, as traineeship, if the activities enabled the achievement of learning outcomes specified in the study programme for traineeships.
4. The substantive scope of traineeships and the necessary documents describing such traineeships are determined by the traineeship programme.
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 or the Faculty Coordinator of the ERASMUS+ Programme for it to be implemented before it is started.
6. Detailed rules for organising and completing traineeships in individual fields of study are specified in a separate regulation of the Rector.

## **CHAPTER XII DIPLOMA THESIS**

### Article 47

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 the modern languages with the consent of the supervisor 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 a summary 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 supervisor, the Dean may change the supervisor, 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 a student is suspected of committing plagiarism, the Rector shall immediately order an investigation.
9. If the thesis is not submitted in time, the Dean shall remove the student from the list of students. A student may submit a request 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 their duties and entrust them to another academic teacher.
11. The Dean, at the request of the thesis supervisor or the student, may agree to extend the deadline for the submission of the thesis, no later than 15 September of a given academic year, in the event that the thesis supervisor confirms the inability to complete the thesis by the applicable deadline for justified reasons.

### **CHAPTER XIII DIPLOMA EXAMINATION**

#### Article 48

1. The condition for admission to take the diploma examination is:
  - 1) obtaining, according to the study programme:
    - a) credits for all courses 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 from 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 shall be held on a date set by the Dean, but no later than by the end of the term in which the diploma examination specified in the study programme is scheduled. 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, written, or both, and may also be conducted 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 may 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 written.
  8. In the situation referred to in Section 7, the committee includes at least two persons who conduct classes in the foreign language.
  9. The diploma examination takes place before an examination committee 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 studies and uniform Master's 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, reviewer or examiner.
  10. In justified cases, the Dean shall additionally appoint an examiner or examiners to the committee referred to in Section 9.
  11. The presence of all appointed committee members at the examination is obligatory. In the case of long-term absence of the supervisor or reviewer, the Dean may appoint a person to replace the supervisor or the reviewer during the diploma examination. The supervisor or reviewer is required to submit questions to the Dean, in a form that prevents the questions from being accessed by third parties.
  12. At the request of a student submitted no later than 7 days before the scheduled

examination date, a representative of the Student Government may be present at the examination, and in the case of a student with a disability certificate, also the Rector's Plenipotentiary for students and doctoral students with disabilities.

13. When assessing the results of the diploma examination, the grades specified in Article 31(1) shall be applied.
14. The diploma examination is considered passed in the case of obtaining positive grades in:
  - 1) theoretical or theoretical and practical examinations in the fields of study where these forms of examination are mandatory, and
  - 2) the diploma thesis defence.
15. In the case of obtaining a negative grade from the diploma examination, the Dean specifies the second examination date, which is the final one.
16. Should the diploma examination be failed in the second date, the Dean may give consent for repeating the term or year of studies, indicating the courses provided in the curriculum which should be retaken.

#### **CHAPTER XIV AVERAGE OVERALL GRADE**

##### Article 49

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 a diploma examination is required, 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 of diploma thesis defence and theoretical examination, practical examination or both).
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 determined by the formula

$$0.6*A+0.25*B+0.15*C.$$

5. The result of the course of study shall be included in the graduation diploma and rounded up to one decimal place, according to the following rules:  
to 3.24 – satisfactory (3.0)  
from 3.25 to 3.74 – fairly good (3.5)  
from 3.75 to 4.24 – good (4.0)  
from 4.25 to 4.60 – above good (4.5)  
over 4.61 – very good (5.0)
6. In documents concerning the course of studies other than the ones referred to in Section 5, the result of studies is determined by 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**

### Article 50

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 uniform Master's studies, and in the case of first-cycle studies, if the programme of study so provides.
2. The date of graduation is:
  - 1) in the case of medicine, medicine and dentistry fields of study - the date of passing the last exam required by the study programme;
  - 2) in the case of pharmacy and physiotherapy fields of study - the date of completion of the last traineeship required by the study programme;
  - 3) in the case of other fields of study - the date of passing the diploma examination.
3. Completion of studies is recorded in the form of:
  - 1) diploma examination report;
  - 2) student register;
  - 3) diploma register.
4. The student has the right to submit a request 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 Section 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 specified in separate regulations.
  10. The condition for issuing graduation documents to a graduate is the settlement of all obligations towards the University.

## **CHAPTER XVI ECTS POINT SYSTEM**

### Article 51

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. Subsequent terms are completed according to the ECTS point accumulation rules.

5. 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 for first-cycle studies;
  - 2) at least 90 ECTS points for second-cycle studies,
  - 3) at least 300 ECTS points for uniform Master's studies in the 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.

#### Article 52

1. In return for payment, the 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 persons conducting the classes.
3. After obtaining the consent, the approved courses are entered into the student's file in the "Virtual University" IT system.
4. The obtained ECTS points and grades are recorded in the diploma supplement.

### **CHAPTER XVII STUDENT MOBILITY**

#### Article 53

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 plenipotentiary - a Faculty Coordinator of the Erasmus + Programme - to make the decisions referred to in Article 1.
3. Following the student's return to their 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 provisions of Article 43(2) point 1 and Article 43(3) point 1 of the Regulations 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 term or year.
5. In the case when courses 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 study programme at the partner higher education institution are specified by the Dean or the Faculty Coordinator of the Erasmus + Programme authorised by the Dean.

#### Article 54

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.

#### Article 55

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 first year of studies, if they have fulfilled all obligations arising from the regulations in force at the higher education institution, which they are leaving. Transfers may take place only from the beginning of the new academic year, provided that the rules for enrolment applicable during a given academic year at Wrocław Medical University are met.
2. A student of another higher education institution, including a foreign one, who intends to be transferred to the University is obliged to submit the following documents to the Dean's Office of the relevant Faculty, to which the transfer is to take place:
  - 1) a request for transfer;
  - 2) a photocopy of the course of studies record or the academic progress record, confirmed as true copies by the home university;
  - 3) certificate of the exam grade mean from the completed terms of the studies;
  - 4) certificate of the course of studies, including the obtained grades and ECTS points, signed by the Dean or an authorised person;
  - 5) a photocopy of a certificate of completion of secondary education, originals available for inspection;
  - 6) a written declaration of no disciplinary record and that no disciplinary proceedings are conducted against the student
    - the documents drafted in a language other than Polish must be provided in a version translated into Polish by a sworn translator.
3. The documents referred to in Section 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 requests submitted after the deadline in particularly justified cases.
4. The Dean, acting under the authority of the Rector, may consider the request referred to in Section 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 Article 444(2) of the Act of 20 July 2018 on Law on Higher Education and Science;
  - 3) receiving not less than 60 ECTS points for completing each year of studies.
5. When examining requests, the Dean will take into account, among other things:
    - 1) the average overall grade referred to in Section 2(3);
    - 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 into the list of students, the Dean, acting under the authority of the Rector, specifies, in particular, the programme differences to be compensated during the academic year.
  7. Failure to complete the programme differences on time results in the need to repeat the term or 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 request 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 courses.
  9. In the case of a student who transfers subjects completed at a higher education institution other than Wroclaw Medical University, including at a foreign one, with ECTS points assigned to them, such subjects are classified as achievements expressed in ECTS points awarded at Wroclaw Medical University.

#### Article 56

1. A student may apply for a change of 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 a request with a justification for changing the form of study no later than by 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 a request and obtaining the Dean's consent and passing:
  - 1) in the case of uniform Master's 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 are also taken into account, 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 their 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.

#### Article 57

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 completed 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.

#### Article 58

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 the 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 courses.

## **CHAPTER XVIII REMOVAL FROM THE LIST OF STUDENTS**

### Article 59

1. The Dean notifies the student in writing of the initiation of the procedure for their removal from the list of students and specifies the deadline within which the student may provide their explanation.
2. The Dean removes the student from the list 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 to 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) **failure to submit the diploma thesis within the deadline or 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 list 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 or 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 repeating a term or year;
  - 4) failure to pay fees related to studying.
4. A student may submit (via the Dean) a request to the Rector for reconsideration of the case within 14 days from the date of delivery of the decision.
5. The Dean shall immediately forward to the Rector a request for reconsideration of the student's case against the decision issued by the Dean, together with all

documentation concerning the case.

6. The Rector's decision is final. The date of removal from the list of students is the day on which the decision to remove the student from the list of students becomes legally binding.
7. Removal from the list of students also occurs after the student's death. 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 the student's death 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 THE RESUMPTION OF STUDIES**

### Article 60

1. A person who has been removed from the list of students may apply for resumption of studies if no more than 5 years have passed since the date the decision to remove them from the list of students 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 removed from the list of students and who, prior to being removed from the list of students, had successfully completed the first year of study in a given field at the University.
3. A person who was removed from the list of students in the first year of studies may apply for re-admission only by way of recruitment.
4. A person removed from the list of students may be granted permission to resume studies only once.
5. Students are not allowed to resume their studies after being subject 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 offered at the University and which a person removed from the list 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 request and a justification for recommencement are submitted to the Dean by 30 May at the latest.
9. A medical certificate confirming the ability to study in a given field should be enclosed with the aforementioned request.
10. The Dean concludes the proceedings for resumption of studies after removal from the list of students by issuing an administrative decision. A student may submit a request

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 resumes education 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 the student's previous achievements and the ECTS points they have obtained.

## **CHAPTER XX PROCEDURE FOR MAKING DECISIONS AND OTHER RULINGS**

### Article 61

1. Decisions and other rulings 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 request referred to in Section 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 request, 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 leave the request undecided.
5. In the case of a failure to submit the request 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 to 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. A register of issued decisions is kept by the Dean's Office of the appropriate Faculty.
7. Decisions are issued in two copies, one of which should be attached to the student's personal file, and the other should be delivered to the student.
8. The delivery mentioned in Section 7 is carried out:
  - 1) by post, registered letter with a return receipt to the correspondence address specified in the student's personal file, unless another address was indicated in the request;
  - 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.
9. A student may submit a request 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. The Dean should attach a complete set of documentation referring to a given case to the request referred to in Section 9 and forward the documents to the Rector immediately after the request has been received by the Dean's Office.
  11. The templates of requests and decisions referred to herein will be determined by a separate order of the Rector.

## **CHAPTER XXI AWARDS AND MERITS**

### Article 62

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

## **CHAPTER XXII FEES**

### Article 63

1. Prior to the recruitment process, the University shall determine the fees charged to students and their amount. The amount of fees shall require consultation with the Student Government. The Student Government shall issue an opinion within 7 days.
2. The University collects fees for educational services and issuing documents in accordance with Article 79 and Article 80 of the Act of 20 July 2018 - Law on Higher Education and Science, on the basis of which the Regulation of the Ministry of Science and Higher Education of 27 September 2018 on Studies was issued.
3. The terms of payment for studies or educational services, their amount and the rules of payment are specified in the agreement referred to in Article 3(5), concluded between the University and the Student.

## **CHAPTER XXIII TRANSITIONAL PROVISIONS**

### Article 64

Article 43(3), point 3 of the Regulations applies to students who started their studies in the 2021/2022 academic year and to students who repeat a term or year while continuing their studies together with students who started their studies in the 2021/2022 academic year.

## **CHAPTER XXIV FINAL PROVISIONS**

### Article 65

1. The templates of requests and decisions referred to herein will be 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 2023/2024 academic year.