

**REGULATIONS OF STUDIES OF WROCLAW MEDICAL UNIVERSITY
IN FORCE FROM THE ACADEMIC YEAR 2024/2025**

Table of contents

CHAPTER I GENERAL PROVISIONS	2
CHAPTER II STUDENT RIGHTS AND OBLIGATIONS.....	3
CHAPTER III ORGANISATION OF THE ACADEMIC YEAR AND ORGANISATION OF CLASSES.....	6
A. Organisation of the academic year	6
B Organisation of classes	7
C Study program.....	8
D. Conditions for the completion of studies by students with special needs, including those with disabilities.....	9
CHAPTER IV INDIVIDUAL MULTI-AREA STUDIES	9
CHAPTER V CONDITIONS AND COURSE OF STUDIES ACCORDING TO THE INDIVIDUAL COURSE OF STUDIES (INDIVIDUAL PROGRAM OF STUDY, INDIVIDUAL TIMETABLE)	9
A. Individual Program of Study	10
B Individual Timetable	12
CHAPTER VI GENERAL PRINCIPLES OF EVALUATION	13
CHAPTER VII FINAL CREDITS AND EXAMINATIONS.....	16
A. General rules.....	16
B Final credits for classes	16
C Examinations	17
D. Assessment of learning outcomes by a board. FINAL ATTEMPT AT THE COURSE EXAMINATION BEFORE THE BOARD	19
E Board examination	20
F Access to the work.....	21
CHAPTER VIII CONDITIONAL CONSENT FOR UNDERTAKING STUDIES IN THE NEXT SEMESTER.....	21
CHAPTER IX REPETITION OF A SEMESTER OR YEAR.....	21
CHAPTER X CONDITIONS FOR GRANTING LEAVE TO STUDENTS.....	22
CHAPTER XI PROFESSIONAL PRACTICE.....	23
CHAPTER XII DIPLOMA THESIS.....	24
CHAPTER XIII DIPLOMA EXAMINATION	25
CHAPTER XIV GRADE POINT AVERAGE FROM STUDIES	26
CHAPTER XV GRADUATION	27
CHAPTER XVI ECTS POINTS SYSTEM.....	28

CHAPTER XVII STUDENT'S MOBILITY. Transfers	29
Chapter XVIII REMOVAL FROM THE REGISTER OF STUDENTS	33
CHAPTER XIX CONDITIONS FOR RESUMING STUDIES	34
CHAPTER XX PROCEDURE FOR ISSUING DECISIONS AND OTHER RESOLUTIONS	35
CHAPTER XXI AWARDS AND MERITS	36
CHAPTER XXII PAYMENTS	36
CHAPTER XXIII TRANSITIONAL PROVISIONS	37
CHAPTER XXIV FINAL PROVISIONS	37

CHAPTER I GENERAL PROVISIONS

§ 1

1. Wrocław Medical University, hereinafter referred to as the 'University' offers first cycle studies, second cycle studies, full cycle Master's degree programs, hereinafter referred to as 'studies', completed as full-time or part-time studies.
2. Studies are conducted following the study program approved by the relevant body of the Student Government and established by the Senate of the University.

§ 2

1. The provisions of these Regulations of Studies, hereinafter referred to as the 'Regulations', shall apply to studies referred to in §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 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 enter 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 through another resolution of the University Senate taken by a majority of at least two-thirds of its statutory members.

§ 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 the student's rights and obligations 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

legally valid removal from the register of students. Persons who completed first cycle studies retain their student's rights until October 31 of the year in which they completed said studies, excluding the right to receive student benefits granted from State Budget funds.

5. The fees are determined by the Rector. The rules of collecting tuition fees and the procedure and conditions for exemption from these fees are enacted by virtue of the Rector's order.

§ 4

1. The Student Government is formed by students of the first and second cycle studies as well as full cycle Master's degree programs conducted by the University.
2. The Student Government bodies constitute the sole representative of all students and act based on the Regulations of the Student Government.

§ 5

1. The superior to all students is the Rector of the University. The immediate superior to students of the Faculty is the Dean of the relevant Faculty, hereinafter referred to as the 'Dean', and of the Branch of Wrocław Medical University, hereinafter referred to as the 'Branch', is the Branch Dean.
2. Within the scope of the powers granted, Vice-Rectors, Deans, Branch Dean and Deputy Deans act on behalf of the Rector.
3. The Deans of relevant Faculties and Branch Dean are responsible for the organisation and supervision of the process of study in particular fields, forms, levels and profiles of study.
4. The Dean and Branch Dean perform their duties in cooperation with the relevant bodies of the Student Government.

§ 6

Dean and Branch Dean:

- 1) appoint and dismiss year tutors and optionally their substitutes in cooperation with the Student Government from among the persons conducting classes at the given Faculty or Branch;
- 2) determine duties and responsibilities of year tutors and the period during which they carry out their function;
- 3) are responsible for monitoring the validity of medical examinations and vaccinations of the students according to the principles defined in a separate order of the Rector.

§ 7

Students of a given field and year are represented by their year representatives, who are elected under the conditions specified in the Regulations of the Student Government.

CHAPTER II STUDENT RIGHTS AND OBLIGATIONS

§ 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 on student rights and obligations;
- 3) be associated with student organisations following the rules laid down in the Law on Higher Education and Science, the University Statute and the provisions issued on the basis thereof;
- 4) participate in scientific, development and implementation research;
- 5) submit postulates to the 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 Student Government;
- 7) obtain awards and merits;
- 8) receive student benefits on the terms set out in separate regulations and orders of the Rector;
- 9) study within the framework of the Individual Course of Studies, on the terms set out herein;
- 10) participate in lectures in other fields of study, and in the case of other forms and types of classes at the University, with the consent and under the terms specified by the person conducting them and the Dean/Deans or Branch Dean;
- 11) in return for payment, attend classes not included in the study program, exceeding the limit of the program classes, e.g. language courses, optional classes and others;
- 12) complete a part of the studies at another university, including foreign ones, on the terms set out in separate regulations or contracts/agreements;
- 13) protect their personal data within the scope defined by separate provisions of law;
- 14) apply for a loan, student loan, or a loan for medical studies on the terms specified in separate provisions.

§ 9

The student's obligations include:

- 1) acquiring knowledge, and skills, and gaining social competencies 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 orders on the amounts and conditions of charging tuition fees and the procedure and conditions for exemption from them,
 - c) the regulations governing the management of intellectual property rights at Wrocław Medical University,

- d) other regulations concerning the course of study and students,
 - e) the Course Syllabi and the Regulations for Conducting Classes referred to in § 15 sec. 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) timely payment of tuition fees required by the University and other fees related to the completion of studies;
 - 6) participation in didactic and organisational classes;
 - 7) timely obtaining credits for courses, passing examinations, completing traineeships or professional practices, and meeting other requirements provided for in the study program;
 - 8) passing of all learning outcomes provided for in the relevant Course Syllabi for a given semester, including lectures;
 - 9) complying with deadlines arising from a course of study;
 - 10) taking care of student's dignity and the good reputation of the University, maintaining good customs of the academic community, and respecting the University's property;
 - 11) protecting personal data to which the student has access as part of their studies;
 - 12) indicating current correspondence address in the territory of the Republic of Poland within 14 days from the date of its establishment, and in the case of the first-year students no later than 30 days before the start of the academic year;
 - 13) informing the Dean's Office about any changes of personal data, such as: a photo ID confirming identity, marital status, registered address, 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;
 - 14) completing mandatory medical examinations, sanitary-epidemiological tests, and vaccinations within the time limits provided for in applicable regulations; detailed regulations concerning medical examinations, including procedures in case of finding health contraindications to education, are defined by a separate order of the Rector;
 - 15) completing OSH and fire protection training course (if compulsory) or a library training course (if required);
 - 16) regular use of:
 - a) the mailbox in the student.umw.edu.pl domain, the university account on the Microsoft 365 platform and
 - b) the student's individual account in the 'Virtual University';
 - 17) complying with the following prohibitions of:

- a) drinking alcohol or being present on the University premises in a condition indicating its consumption,
 - b) smoking tobacco products or using electronic cigarettes on the University premises,
 - c) owning, taking or distributing narcotics and psychoactive substances or being present on the University premises under their influence,
 - d) bringing onto and using on the University premises life- and health-threatening objects;
- 18) completing a student questionnaire on the evaluation of the teaching process after each teaching cycle, following the rules set out in a separate order of the Rector;
 - 19) delivering to the relevant Dean's Office or Branch Dean's Office a certificate of clean criminal record from the National Criminal Register, per the time scope and procedure set out in a separate order of the Rector.

§ 10

1. The student is obliged to pick up the Student ID.
2. The Student ID is a document certifying the status of the student. The validity of the Student ID is verified every semester.
3. Students have the right to use their Student ID till graduation date, suspension of student rights, or final removal from the register of students, and – in the case of first cycle graduates - till October 31 of the year of graduation.
4. In the case of destruction or loss of the Student ID, the student must immediately notify the relevant Dean's Office or Branch Dean's Office.
5. To certify their student status, students are required to hold and present their Student ID on the University premises and in other units where classes are held, including classes conducted using electronic means of communication.

§ 11

1. For violation of the regulations in force at the University, behaviour contrary to the contents of the oath and 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 CLASSES

A. Organisation of the academic year

§ 12

1. The academic year for all years of studies begins no later than October 1 and lasts until September 30 of the following calendar year.
2. Detailed organisation of the academic year is determined by the Rector after consultations with the Student Government and is announced no later than 6 months before the beginning of the academic year. The Student Government shall issue its

opinion within 7 days of receiving the Rector's proposal. In the event of the ineffective expiry of that period, the requirement to obtain an opinion is considered fulfilled.

3. The Rector may change the division of the academic year during its course.
4. The academic year is divided into 2 (two) semesters.
5. If necessary, the Rector may announce days or hours free from classes at the University during the academic year provided that they do not change the duration and division of the academic year and that they are made up for in accordance with § 13 sec. 7 of the Regulations. The decision on this matter is binding for students and academic teachers.
6. The Dean or Branch Dean may, if necessary, announce hours free from classes during the academic year for students of the respective Faculty or Branch, provided that they do not change the duration and division of the academic year and that they are made up for in accordance with § 13 sec. 7 of the Regulations. The decision on this matter is binding for students and academic teachers.
7. The provisions referred to in sec. 5 and 6 do not apply to students undergoing professional practice or pursuing part of the study program at other universities.

B Organisation of classes

§ 13

1. Didactic classes are carried out in the forms specified by a separate resolution of the Senate.
2. The rules for determining the number of students in a student group for particular forms of didactic classes are specified by a separate resolution of the Senate.
3. The student's participation in didactic classes is mandatory. In exceptional cases, the person conducting the classes will decide on the possibility of participation.
4. In case of absence, the student must immediately notify the person conducting the missed classes by providing the reason and the expected duration of the absence by sending an email from the address in the student.umw.edu.pl domain.
5. Absence from classes, subject to sec. 8 and sec. 9 requires the submission of a formal justification issued by an appropriate external entity via an email from the address in the student.umw.edu.pl domain.
6. Immediately after the absence ends, the original document referred to in sec. 5, serving as the basis for justification, must be delivered to the person conducting the class.
7. The student has the right to achieve the learning outcomes of classes missed due to an excused absence by making up for them. The form and the time of making up the classes are agreed with the person conducting the classes, which shall be done as soon as the reason for the absence has ceased, subject to sec. 8. Making up classes can take place during the teacher's office hours.

8. A student appointed to the bodies of the University, Committees or Councils, is excused from classes during the meetings without having to make up for them, upon presenting a certificate issued by the Vice-Rector for Student and Educational Affairs or the chairperson of the relevant committee, body or council.
9. A student participating in research or other scientific work at the University may be exempted from certain didactic classes. The decision on that matter is made by the Dean or Branch 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, with the consent of the person conducting classes, take notes from classes for 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 program

§ 14

1. The studies are carried out in accordance with the learning outcomes and teaching standards to which the study programs are adapted, in accordance with guidelines established by the Senate, after obtaining a written opinion of the relevant body of the Student Government following the principles outlined in the University Statute.
2. Study programs for the entire educational cycle shall be adopted no later than the end of February of the calendar year in which the academic year starts.
3. Students who began their studies before the adaptation of education profiles and programs, study according to the existing programs until the end of the study period provided for in the study program.
4. The Dean of the relevant Faculty or Branch Dean announces the study program for a given academic year on the University's website: www.umw.edu.pl, no later than 2 months before the beginning of the academic year.
5. Lesson plans are announced on the University's website umw.edu.pl no later than 14 days before the beginning of the semester.
6. The University may implement dual degree programs which are practical programs conducted with the participation of the employer. The course of studies is specified by a written agreement.

§ 15

1. The document defining the study program for the given subject and the formal and organisational basis for its implementation is the Course Syllabi, hereinafter referred to as the 'Syllabi,' prepared following the template and procedure in force at the University.
2. The Syllabi is announced to students by:
 - 1) presenting it in the first class of the subject;

- 2) publishing it on the University's website before the commencement of classes.
3. Before the first class, the unit shall develop and publish the Terms and Conditions for Conducting Classes on the unit's website, which shall set out the conditions for conducting the classes not included in the Syllabi, such as the safety rules applicable in the classes and other necessary information.
4. Students and persons conducting classes must comply with the Syllabi and the Terms and Conditions for Conducting Classes referred to in sec. 3.

D. Conditions for the completion of studies by students with special needs, including those with disabilities

§ 16

1. The University provides persons with special needs, including those with disabilities, with conditions enabling full participation in education.
2. Detailed conditions for ensuring the accessibility of the educational process, including the rules for submitting requests, appeal procedures, and forms of support are outlined in the Regulations for Supporting Individuals with Special Needs at Wrocław Medical University.

§ 17

The tasks of the Rector's Representative for Students and Doctoral Candidates with Disabilities and the Coordinator for Accessibility are defined by the powers granted by the Rector.

CHAPTER IV INDIVIDUAL MULTI-AREA STUDIES

§ 18

1. The University may implement individual multi-area studies, provided that the conditions outlined in the Law on Higher Education and Science are met.
2. To organise individual multi-area studies, an inter-faculty organisational unit may be established at the University.
3. The Dean of the relevant Faculty, Branch Dean or an inter-faculty organisational unit is responsible for preparing study programs.

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

§ 19

1. A student may be granted permission to study under the Individual Course of Studies, hereinafter referred to as 'ICS', carried out in the form of:
 - 1) Individual Program of Study, hereinafter referred to as the 'IPS';
 - 2) Individual Timetable, hereinafter referred to as the 'IT'.
2. The Individual Course of Studies may not cause the prolongation of studies or the

increase in the costs of the conducted didactic classes.

A. Individual Program of Study

§ 20

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 concerning whom learning outcomes have been confirmed. The conditions for confirming the learning outcomes, including the rules, place limits, the manner of appointment and the operation mode of the verification commission are determined by the University's Senate.
2. In addition to the classes provided for in the study program, the IPS may also include the student in the research course and didactic activity in a chosen discipline, acquainting them with the basic elements of research methodology and pedagogical preparation.
3. Conditions for the completion of studies by students admitted as a result of confirming their learning outcomes are specified in separate provisions adopted by the University Senate.

§ 21

1. The Rector's Representative for the Individual Program of Study (hereinafter referred to as the 'Representative') is responsible for the organisation and implementation of IPS at the University.
2. By the end of a calendar year, the Representative shall submit to the Vice-Rector for Students and Educational Affairs an annual report on the IPS implementation at the University.

§ 22

1. The IPS may be implemented by students referred to in § 20 sec. 1 point 1 and 2 during:
 - 1) full cycle Master's degree programs after the second year of studies;
 - 2) first cycle studies from the second year of studies;
 - 3) second cycle studies – from the beginning of these studies.
2. The IPS may be implemented by students referred to in § 20 sec. 1 point 3, during: full cycle Master's degree programs, first- and second-cycle studies.

§ 23

1. Recruitment for the IPS of students referred to in § 20, sec. 1 points 1 and 2 takes place at the Faculties and the Branch in the following manner:
 - 1) a student applying for the IPS admission should obtain from the current course of study (from the first year till the request submission day) a grade point average

calculated per § 46 sec. 2 of the Regulations, of at least 4.5;

- 2) a student who has obtained a grade point average of less than 4.5 but is distinguished by their significant and documented scientific achievements may also apply for the IPS admission;
- 3) a student who meets the conditions of the IPS admission must submit the following documents to the Dean or Branch Dean by September 15:
 - a) a request,
 - b) a certificate issued by a supervisor of a student research organisation, confirming current scientific activity or a documented scientific achievement (e.g. participation in grants, issued publications, papers) or, in the absence of a supervisor - by an academic teacher with academic achievements in the field associated with student's achievements,
 - c) a list of courses to be completed within the IPS;
 - d) a written opinion of an academic supervisor proposed by the student.
- 4) The consent for continuation of studies within the IPS is issued by the Dean or Branch Dean after consultation with the Representative, based on the documents submitted by the student referred to in point 3.
2. Persons referred to in § 20, Sec. 1, Point 3, must submit a written request to the Dean or Branch Dean for permission to study in the specified field at the designated level and profile within the IPS.

§ 24

1. The Dean or Branch Dean assigns an academic supervisor from among the academic teachers working in the discipline chosen by the student holding at least a PhD degree and, in the case of clinical fields, also a specialisation, to the student who has received permission to study under the IPS.
2. The supervisor may be a person suggested by the student or another person appointed by the Dean or Branch Dean.
3. The Dean or Branch Dean appoints an academic supervisor for the academic year for which the student has obtained the consent of the Dean or Branch Dean to study under the IPS.
4. The academic supervisor cannot supervise more than 2 IPS students simultaneously.
5. The academic supervisor, in consultation with the student, develops a detailed annual study program and performs a supervisory and advisory role in its implementation.
6. The academic supervisor is accountable to the Representative for the IPS implementation.

§ 25

1. Students participating in the IPS have the right to individually determine their schedule for the semester and to attend classes with any available student group.
2. Students participating in the IPS have the right to:
 - 1) take the examination in the course with a chosen examiner;

- 2) choose the form of the examination, in agreement with the examiner.
3. Students participating in the IPS can take credits and examinations on dates agreed with the examiners (also outside the examination session), but not later than by the end of the academic year.
4. Students studying under the IPS, except for the time deviations listed in the individual program, are subject to these Regulations.

§ 26

1. After the end of the summer examination session, the Dean or Branch Dean informs the Representative about the student's achievements, based on the reports received from the student.
2. In justified cases, the Representative may apply to the Dean or Branch Dean to deprive the student of the opportunity to continue studies under the IPS.
3. The semester credit within the IPS program carried out by the student is based on the documentation provided by the student, which must include the opinion of the academic supervisor and the Representative. The documentation should be submitted to the Dean or Branch Dean by the end of the given semester.
4. In exceptional situations, a student may resign from studying under the IPS, after obtaining the academic supervisor's opinion, at their own written request addressed to the Dean or Branch Dean, submitted to the Dean's Office of the relevant Faculty or Branch, no later than 1 week before the beginning of the semester.
5. The resignation referred to in sec. 4 becomes valid from the start of the next semester and cannot occur during the ongoing semester.
6. The student resigning from the IPS must pass all started courses and make up for any educational differences resulting from the standard study program.
7. The Dean or Branch Dean may withdraw the consent, referred to in § 23 sec. 1 point 4, if the student violates specific conditions for the IPS implementation, no scientific progress is observed, or at the student's request.
8. The diploma supplement shall include information about the IPS completed by the graduate.

§ 27

B Individual Timetable

1. The IT consists of determining the individual dates and methods of implementing didactic classes resulting from the study program.
2. Pregnant students, students who are parents or legal guardians of a child, and students with disabilities are granted permission for the IT until the completion of their studies.
3. The student may also seek permission for the IT by virtue of:
 - 1) affiliation with a national sports team, reserve national team, university team or university sports team;
 - 2) studying in 2 (two) or more fields;

- 3) appointment to the University's collegial bodies and committees operating under the University's internal regulations;
- 4) important fortuitous or personal reasons;
4. Permission to implement studies under the IT is issued by the Dean or Branch Dean upon the student's request.
5. The Dean or Branch Dean may withdraw the permission referred to in sec. 3 if the student violates specific conditions for the IT implementation, no scientific progress is observed, or at the student's request.
6. Under the IT, the student has the right to collaborate with the person conducting classes to set individual dates for conducting didactic classes, as outlined in the study program, within the available groups chosen by the student. Implementation of the classes must take place no later than the end of the semester in the given academic year.
7. The IT is established for a period not longer than an academic year, except for fields in which the last year of studies is set as professional practice.
8. A student who is granted permission to study under the IT must agree with all persons conducting classes in the given semester on the rules of participation in these classes, including the rules of obtaining partial and final credit, immediately after receiving the Dean's or Branch Dean's decision.

CHAPTER VI GENERAL PRINCIPLES OF EVALUATION

§ 28

1. The periods of receiving credit in the academic year are semesters: winter and summer.
2. Teaching a course in a given semester ends with an examination or credit with or without a grade. Credit conditions and grading criteria are specified in the Syllabi.
3. During teaching in a given semester, an ongoing assessment of student's progress in learning, called formative assessment, is conducted, based on which formative grades (hereinafter referred to as 'partial grades') may be issued.
4. Partial grades may influence the final grade in a given credit period, however, they cannot be the sole criterion for evaluation in a course that ends with an examination.
5. Detailed rules for issuing partial grades, and their influence on the final grade, are specified in the Syllabi.
6. The condition for passing the semester/year by the student and getting an entry to the next semester/year is:
 - 1) obtaining credits in all courses (including optional courses) and professional practice;
 - 2) obtaining positive grades in all examinations provided for in the study program for a given semester or year and levelling any program differences;

- 3) obtaining the required number of ECTS points provided for in the study program for a given semester or year.
7. The conditions for a student to be eligible for credit an examination are specified in the Syllabi. The person administering a credit, or an examination must check whether the student has been allowed to take such credit or examination.
8. Before the commencement of each credit or examination, the student is obliged, at the request of the person administering the credit or examination, to present their Student ID, or in the absence thereof, an ID document with a photo.
9. During credits and examinations, the following are prohibited:
 - 1) using a mobile phone, camera or other electronic devices;
 - 2) owning and using prohibited items and books;
 - 3) copying materials made available to students to conduct credit or examination, including questions, tasks or instructions, and sharing them;
 - 4) receiving assistance from another person (engaging in conversation or any other form of communication);
 - 5) assisting another person (does not apply to situations that pose a threat to health or life).
10. If the student violates the prohibitions specified in sec. 9:
 - 1) the student will not receive credit or
 - 2) will receive a failing grade from the credit or examination.
11. If the event referred to in sec. 10 occurs, the person conducting classes or examiner notifies the Dean of the relevant Faculty or Branch Dean. The Dean or Branch Dean conducts an explanatory interview with the student and reports it to the Rector, who decides on the initiation of explanatory proceedings by the Disciplinary Representative for Students.
12. Grades for credits and examinations are available in the 'Virtual University' system,
13. The person responsible for the course is obliged to issue and enter the grades into the electronic protocol within 5 business days from the date of the conducted examination or credit (but no later than the end of the re-sit session).

§ 29

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

Numeric entry	Grade in words	Abbreviation	Passing threshold
5.0	very good (bardzo dobry)	bdb	93-100%
4.5	above good (ponad dobry)	pdb	85-92%
4.0	good (dobry)	db	77-84%

3.5	fairly good (dość dobry)	ddb	69-76%
3.0	satisfactory (dostateczny)	dst	60-68%
2.0	unsatisfactory (niedostateczny)	ndst	Below 60%

- 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:

ECTS letter rating	Assessment	Grade in words
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 deficiencies need to be levelled up to receive a credit
F	2	unsatisfactory (niedostateczny) significant deficiencies need to be levelled up to receive a credit

- If the student's grades are issued on a scale different than the one valid at the University, the grades should be converted according to the following formula before the grade point average calculation, 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)	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)

- If a student has grades issued by a foreign university, the decision to convert them into the grading system valid at the University is made individually by the Dean of the relevant Faculty or Branch Dean, in consultation with the Erasmus+ Program Coordinator for the Faculty or Branch.

6. The annual grade is calculated using the arithmetic average of the final grades issued in the given academic year for courses completed in that year. The arithmetic mean is presented with an accuracy to 2 decimal places. If the digit in the third decimal place is equal to or greater than 5, then the second decimal place is rounded up.

CHAPTER VII FINAL CREDITS AND EXAMINATIONS

A. General rules

§ 30

1. The basis for obtaining credit for a course is achieving the learning outcomes assigned to the course and defined in the Syllabi.
2. Receiving credit for a course that ends with an examination is based on achieving all learning outcomes completed in the given semester within this course and obtaining a positive grade on the examination. The rules for calculating the final grade are specified in the Syllabi.
3. Receiving credit for a course that does not end with an examination requires passing all learning outcomes completed within the course. The rules for calculating the final grade are specified in the Syllabi.
4. Grades for final credits and examinations conducted according to sec. 2 and 3 must be issued no later than by the end of the semester in which they took place.
5. The semester completion audit conducted by the Dean or Branch Dean shall be carried out within 7 calendar days after the end date of the re-sit session but no later than the date enabling the proper reporting implementation in the POL-on system.

B Final credits for classes

§ 31

1. The student has the right to retake the test once, including partial tests, within the time limit set by the person conducting classes.
2. In the event of failing the test referred to in sec. 1, the student has the right to take a test covering the entire material included in the course curriculum for the given semester, provided that they have taken all the remaining tests. The date of the test shall be agreed upon no later than 2 business days before the planned date of the test or examination in this course.
3. In the event of failing the test referred to in sec. 2 for a course ending with an examination in the given semester, the student is not allowed to take the examination at the first sitting, and an 'unsatisfactory' grade for the first sitting is entered into the electronic protocol.
4. A student who failed the test referred to in sec. 3 for a course ending with an examination in the given semester, has the right to retake the test, however, not later than before the beginning of the re-sit session. After passing the qualifying test for the

examination, the student may take the first re-sit examination. If the student fails to pass the qualifying test, they cannot receive credit for the course.

5. In the event of failing the test referred to in sec. 2 for a course not ending with an examination, the Dean or Branch Dean can grant permission for a conditional enrolment for the subsequent semester, subject to the conditions specified in § 40 sec. 3.
6. The dates of the tests referred to in sec. 2-4 are determined by the person conducting the course in agreement with the student.
7. The interval between subsequent tests should be at least 2 days.

C Examinations

§ 32

1. The examination for the course verifies the level of learning outcomes achieved as provided in the study program for the entire course (applies also to multi-semester courses).
2. The condition for taking the examination is that the student has previously achieved all the learning outcomes for the given course.
3. The examination is conducted by the person responsible for the course, appointed by the Dean or Branch Dean, hereinafter referred to as the 'leading examiner'. The leading examiner may authorise other persons – examiners – teaching the same or a related course to conduct the examination.

§ 33

1. Examinations take place during the winter or summer session, following the published division of the academic year, subject to sec. 3 and 4.
2. The examination date is set in consultation with the year representative and year tutor by the lead examiner, who immediately forwards the information about the set date to the relevant Dean's Office or Branch Dean's Office for publication in the examination calendar on the University's website no later than:
 - 1) October 31 - applies to the winter semester sessions,
 - 2) March 31 - applies to the summer semester sessions.
3. It is allowed to conduct examinations outside examination sessions provided that all learning outcomes and credits for the given course required by the study program were achieved, subject to sec. 2.
4. It is allowed to take the examination before the first scheduled date, i.e. during the so-called early examination, provided that the student has previously achieved all learning outcomes of the course, completed the required didactic classes, and obtained the consent of the person responsible for the course. The conditions for admission to the early examination are specified by the leading examiner and described in the Syllabi.
5. Receiving an unsatisfactory grade in the early examination also constitutes an

unsatisfactory grade for the 1st (first) scheduled examination date.

6. During 1 (one) day, a student may sit an examination only in 1 (one) course.
7. The intervals between the examination dates for the same course shall not be shorter than 2 business days from the results announcement date of the previous examination.

§ 34

1. The examination may consist of practical and theoretical parts. If the examination consists of both parts, it is required to obtain at least a satisfactory grade in each part to pass the examination. The theoretical examination may be written, oral or in both of the aforementioned forms simultaneously. If the examination consists of practical and theoretical parts, the method of calculating the final examination grade (arithmetic average, weighted average including the weight of each part) is specified in the Syllabi. The examination form is specified in the Syllabi.
2. Test examinations in courses constituting sections within LEK, LDEK shall be formulated in such a way that at least 25% of the questions come from the official CEM question database (applies also to courses conducted in English).
3. The scope of the applicable material should be consistent with the program content provided in the Syllabi. In the case of theoretical and practical examinations, the leading examiner must prepare an answer key.
4. The student has the right to raise objections regarding the form and content of an examination question, immediately after the examination in the objections protocol, which is an appendix to a separate order of the Rector. The leading examiner submits the objection protocol to the Dean or Branch Dean for further proceedings. In exceptional situations, the Student Government Council has the right to raise objections regarding a controversial question, after a prior request from the representative of a given group/year, to the Dean or Branch Dean within 2 business days from the examination date.

§ 35

1. If at least 75% of the students taking the examination receive an unsatisfactory grade on the first scheduled date, the Dean verifies the correctness of the examination's preparation and implementation. Based on this verification, the Dean or Branch Dean may decide to cancel the examination and set a new examination date.
2. If at least 80% of the students taking the examination receive at least an above good grade on the first scheduled date, the Dean or Branch Dean has the right to verify the examination. The Dean or Branch Dean may decide to cancel the examination and set a new examination date.
3. If a student receives an unsatisfactory grade on the first scheduled examination date, they are entitled to two re-sit examinations for each failed course.
4. The re-sit examination takes place in the form specified in the Syllabi by the leading examiner.

5. The first or second re-sit examination, at the student's request, can be a board examination as referred to in § 38.
6. The student must take the re-sit examinations not later than the end of the re-sit session.

§ 36

1. A student who did not take the examination or one of its parts on the scheduled date without justification will receive an unsatisfactory grade in the electronic examination protocol after the deadline referred to in sec. 2.
2. The student should notify the leading examiner of the reason for not taking the examination no later than 3 business days from the scheduled examination date.
3. The justification, immediately after the reason for the absence has ceased, must be submitted to the leading examiner in paper form or electronically via email from an address in the student.umw.edu.pl domain.
4. If justification is accepted, the leading examiner reviews the request for reinstatement of the examination date and restores it, provided that:
 - 1) the examination will be held no later than within 14 days from the end of the examination session,
 - 2) the re-sit examination or board examination will be held no later than 14 days from the end of the re-sit session.
5. In the case of: not showing up on the scheduled examination date, not accepting the justification, absence of justification, or not being allowed to any examination date, the student receives an unsatisfactory grade with an entry in the electronic protocol.

D. Assessment of learning outcomes by a board. FINAL ATTEMPT AT THE COURSE EXAMINATION BEFORE THE BOARD

§ 37

1. The student, the person responsible for the course, or the relevant body of the Student Government may submit a written request to the Dean or Branch Dean regarding a final attempt at the course examination before the board. You can apply for a final attempt at the course examination before the board in the cases referred to in § 31 sec. 2 and sec. 4.
2. The request referred to in sec. 1 shall be submitted within 3 business days from the date of failing the course.
3. The Dean or Branch Dean may consider the request and order for a final attempt at the course examination before the board, which shall be held no later than 7 days after the date of the request submission.
4. The composition of the board is determined by the Dean or Branch Dean. The Dean, Branch Dean or Deputy Dean serves as a chairperson of the board. The board also

includes: an academic teacher responsible for the course and another academic teacher conducting a course in the given or related discipline.

5. An observer indicated by the student in the request may participate in the final attempt at the course examination before the board.
6. The result of the final attempt at the course examination before the board is decisive for passing or failing the course. The board's decision is final.

E Board examination

§ 38

1. Upon a written request of the student, examiner, or the relevant body of the Student Government submitted within 3 calendar days from the date of the examination results announcement, the Dean or Branch Dean, if they deem the request justified, may order a board examination which shall be held not later than 7 calendar days after the date of request submission.
2. In particularly justified cases, the Dean or Branch Dean may order a board examination on their own initiative.
3. In case of an unjustified absence of a student at the board examination, the student loses the right to take the board examination on another date.
4. In case of a justified absence of a student at the board examination, the Dean or Branch Dean sets a new date for the board examination, which becomes final.
5. You can request a board examination both in the first and in the second re-sit session.
6. The result of the board examination is final.
7. If the request is found to be justified, the Dean or Branch Dean orders:
 - 1) for oral examinations - oral examination before the board;
 - 2) for written examinations - board verification of work or oral examination before the board.
8. In exceptional cases, the Dean or Branch Dean may, at the student's request, order a written examination. During the board examination, the questions are randomly selected by the student.
9. The composition of the board is determined by the Dean or Branch Dean. The Dean, Branch Dean or Deputy Dean serves as a chairperson of the board. The board also includes: an examiner and another academic teacher conducting a course in the given or related discipline. The board cannot be chaired by the person who conducted the questioned examination.
10. An observer indicated by the student in the request may participate in the board examination.
11. The Dean's Office of the relevant Faculty or Branch's Dean's Office immediately notifies the student and the year tutor about the date of the board examination.
12. The result of the board examination is determined by voting. In the event of an equal number of votes, the chairperson's vote is decisive. The examination grade invalidates

the questioned grade and ultimately determines the result of the examination in the course.

13. The organisation of the board examination after the scheduled summer re-sit session requires the individual consent of the Vice-Rector for Students and Educational Affairs.

F Access to the work

§ 39

1. Each written work of a student, including the work prepared using a specific IT tool, is stored by the examiner or the person conducting didactic classes 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 University servers, or otherwise, in a way that ensures the security of the data contained therein.
3. A student has the right to access their graded written work and the corresponding answer key for 2 weeks from the day the results are announced, upon agreement with the examiner or the person conducting the course.

CHAPTER VIII CONDITIONAL CONSENT FOR UNDERTAKING STUDIES IN THE NEXT SEMESTER

§ 40

1. Upon the student's request, the Dean or the Branch Dean may grant conditional enrolment for the next semester by way of decision, specifying the deadline for fulfilling the condition, no later than the end of the next academic year.
2. Students may apply for the conditional enrolment if they:
 - 1) failed to complete no more than 2 (two) courses during studies, excluding program differences resulting from student mobility referred to in § 52 or
 - 2) has program differences to make up for.
3. It is not possible to obtain a conditional enrolment if:
 - 1) the student failed to complete more than 2 (two) courses, excluding program differences resulting from student mobility referred to in § 52;
 - 2) 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 the obligations arising from conditional enrolment, the Dean or Branch Dean issues a decision on repeating the semester or year or removing the student from the register of students.

CHAPTER IX REPETITION OF A SEMESTER OR YEAR

§ 41

1. Upon the student's request, the Dean or Branch Dean may grant permission to repeat the semester or year of study if the student fails to complete the given semester or year.
2. A student may obtain consent to repeat a semester or year no more than twice during the entire course of study - in the case of full cycle Master's degree programs, and no more than once in the case of first and second cycle studies unless the reason for failing a semester or year was a documented long-term illness or another documented fortuitous event.
3. A student who has been granted permission to repeat a semester or year must achieve all learning outcomes resulting from the study program specified in the decision issued by the Dean of the relevant Faculty or Branch Dean.
4. A student who repeats a semester or year is exempt from courses that were previously completed if the course program has not changed.
5. A student who repeats a semester or year pays a fee for repeating classes specified in the decision of the Dean of the relevant Faculty or Branch Dean.
6. In the case of a course conducted in different semesters or different forms of didactic classes, the student is obliged to repeat the classes for which they have not received ECTS credits.
7. The rules and amounts of fees for repeating specific classes due to unsatisfactory learning outcomes are regulated by the agreement concluded between the University and the student, and in the case of students who started their studies from the 2024/2025 education cycle, by a separate order of the Rector.

CHAPTER X CONDITIONS FOR GRANTING LEAVE TO STUDENTS

§ 42

1. The Dean or Branch Dean, at the student's request, may consent to a dean's leave, hereinafter referred to as 'leave,' if important circumstances preventing participation in didactic classes occur, with the exception of sec. 9.
2. The Dean or Branch Dean grants leave if the request is submitted during the semester. Based on the documented request, leave is granted from the start of the subsequent semester unless leave is caused by a long-term illness or exceptionally important personal or fortuitous circumstances.
3. A leave from classes and a leave from classes with the possibility of participating in the verification of achieved learning outcomes is granted to:
 - 1) a pregnant student for a period up to the day of childbirth;
 - 2) a student who is a parent for a period of up to 1 year.
 - 3) a student who is a child's legal guardian, other than a parent, for a period of up to 1 year

If the end of the leave falls during the semester, the leave may be extended until the end

of the given semester.

4. The request referred to in sec. 1, sec. 2 and sec. 3 shall be submitted to the Dean of the relevant Faculty or Branch Dean no later than 14 days from the occurrence of circumstances justifying the request.
5. The leave may be granted for a period of one semester (short-term leave) or an academic year (long-term leave). Every leave shall end at a time that allows the resumption of classes from the beginning of the semester that was interrupted.
6. Granting leave is confirmed by an entry in the 'Virtual University' system.
7. The leave can be granted twice throughout the entire course of studies unless the reason for granting the leave is:
 - 1) long-term illness;
 - 2) exceptionally important fortuitous or personal circumstances.
8. During the leave, students retain their student rights, including the right to benefits in the scope defined in the Regulations on Student Benefits, which constitute a separate order of the Rector.
9. During the leave, the student may, with the consent of the Dean of the relevant Faculty or Branch Dean, participate in some classes and take credits and examinations, with the exception of sec. 2.
10. If leave is granted for health reasons, the student must present a medical certificate stating the absence of medical contraindications to continuing education before recommencing the studies.
11. Granting leave may prolong the planned graduation date by the duration of such leave.
12. The Dean or Branch Dean may require the student returning from leave to make up for any program differences if such occur within a specified period.
13. Two weeks before the end of the leave, the student must submit to the relevant Dean's Office or Branch Dean's Office a declaration of return from leave or a request for another leave if still entitled to one, or a declaration of resignation from studies.

CHAPTER XI PROFESSIONAL PRACTICE

§ 43

1. The basic organisational unit of the University conducting education in a specified field, level, form, and profile of studies must include professional practice in the study program if it is mandated by binding regulations, taking into account the achievement of all learning outcomes.
2. Professional practice is an integral part of the study program and is subject to mandatory completion.
3. The Dean or Branch Dean, upon a student's request, may credit activities carried out by the student, especially as part of employment, internship, or volunteer work, towards professional practice if they have enabled the achievement of the learning outcomes specified in the study program for professional practices.

4. The substantive scope of professional practice and the necessary documents describing such practice are determined by the professional practice program.
5. The completion of an abroad professional practice may be credited if the professional practice program corresponds to the requirements provided for in the study program for a given practice. The condition is to obtain the consent of the Dean of the relevant Faculty or Branch Dean, after seeking the opinion of the practice supervisor or the Faculty Erasmus+ Coordinator, before its commencement.
6. Detailed rules for organising and completing professional practice in individual fields of study are laid down in a separate order of the Rector.

CHAPTER XII DIPLOMA THESIS

§ 44

1. A diploma thesis is an independent study of a specific scientific problem, presenting the student's general knowledge and skills related to the given field, level, and profile of study, and confirming their ability to analyse and draw conclusions independently.
2. The diploma thesis may be prepared in one of the modern languages with the supervisor's consent 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 Degree-awarding Regulations.
4. Upon the 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 graduating.
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. Before submitting the diploma thesis to the Dean's Office of the relevant Faculty, each thesis must be subjected to an anti-plagiarism procedure following the regulations in force at the University.
7. When in a thesis constituting the basis for granting a professional title, the person applying for the title has attributed to themselves the authorship of a significant part or other elements of someone else's work or scientific findings, the invalidity of the diploma is declared by the Rector through an administrative decision.
8. If a student is suspected of plagiarism, the Rector immediately orders a commencement of explanatory proceedings.
9. If the diploma thesis is not submitted on time, the Dean removes the student from the register of students. From the administrative decision of the Dean of the relevant Faculty, the student has the right to submit a request to the Rector for reconsideration of the case within 14 days from the day of delivery 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, upon the request of the supervisor or the student, may agree to extend the deadline for submitting the thesis, no later than September 15 of the given academic year, in cases where the supervisor confirms the impossibility of completing the thesis by the existing deadline, for justified reasons.

CHAPTER XIII DIPLOMA EXAMINATION

§ 45

1. The conditions for taking the diploma examination are:
 - 1) obtaining, according to the study program:
 - a) credits for all courses or professional practices, if required before the diploma examination,
 - b) the required number of ECTS points, specified for the given field and level of study,
 - 2) obtaining a positive grade for the diploma thesis, if required for the given field of study.
2. The detailed rules related to the diploma examination are determined by the Dean.
3. The decision to admit a student to the diploma examination is issued by the Dean.
4. The diploma examination is held on the date set by the Dean of the relevant Faculty, but no later than the end of the semester in which the diploma examination specified in the study program is scheduled. In justified cases, upon the request of the supervisor or student, the Dean may determine a different date for the diploma examination.
5. The diploma examination may be oral or written, or both forms simultaneously, and it may as well be conducted in a practical format.
6. The diploma examination may be open, at the written request of the student or the supervisor submitted to the Dean of the relevant Faculty not later than 7 days before the planned examination date. In such a case, the persons indicated by the student or supervisor can participate in the examination.
7. The Dean, upon the student's request, 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 conduct classes in the given language.
9. The diploma examination takes place before the examination committee appointed by the Dean of the relevant Faculty, which includes:
 - 1) in first cycle studies, the Dean or Deputy Dean or an academic teacher designated by the Dean employed at the given Faculty with at least a PhD degree as chairperson, supervisor and reviewer;

- 2) in second cycle studies and full cycle Master's degree programs, the Dean or Deputy Dean or an academic teacher designated by the Dean employed at the given Faculty with at least a post-doctoral degree as chairperson, supervisor, reviewer or examiner.
10. In justified cases, the Dean additionally appoints an examiner or examiners to the committee referred to in sec. 9.
11. The presence of all appointed committee members at the examination is mandatory. In the event of a long-term absence of the supervisor or reviewer, the Dean may appoint a person to replace the supervisor or reviewer during the diploma examination. The supervisor or reviewer must submit questions to the Dean in a form that secures them from access by third parties.
12. Upon the student's request submitted no later than 7 days before the planned 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 Representative for Students and Doctoral Candidates with Disabilities.
13. When evaluating the diploma examination results, the grades specified in § 29 sec. 1 are applied.
14. The diploma examination is considered passed if positive grades are obtained in:
 - 1) theoretical or theoretical and practical examination in fields where such forms of examination are in force, and
 - 2) diploma thesis defence.
15. In case of obtaining a negative grade in the diploma examination, the Dean specifies a second examination date as the final one.
16. In case of failure to pass the diploma examination on the second date, the Dean may consent to repeating a semester or year of studies, indicating specific courses included in the study program for repetition.

CHAPTER XIV GRADE POINT AVERAGE FROM STUDIES

§ 46

1. The basis for calculating the final result of studies, based on which the grade is entered into the diploma, is:
 - 1) in the medical and medicine and dentistry fields - arithmetic average calculated from all examination grades;
 - 2) in fields of study where passing a diploma examination is required, the basis for calculating the grade point average from studies is:
 - a) arithmetic average calculated from all examination grades – A,
 - b) grade for the diploma thesis – B (the arithmetic average of the grades issued by the supervisor and the reviewer of the thesis),
 - c) grade for the diploma examination - C (the arithmetic average of the thesis defence and the theoretical, practical examination, or both forms).

2. The grade point average from studies is the arithmetic average of all grades obtained from examinations, rounded to the second decimal place according to the mathematical rule: if the next digit is equal to or greater than 5, the average grade is rounded up.
3. The result of the first cycle studies is determined by the formula $0.75*A+0.125*(B+C)$. If the study program does not include a diploma thesis, the study result is determined by the formula $0.75*A+0.25*C$.
4. The result of the full cycle Master's degree programs, which require the submission of a diploma thesis, and second cycle studies is determined by the formula $0.6*A+0.25*B+0.15*C$.
5. The final study result is entered in the graduation diploma, rounded to one decimal place, per the following rules:
 - up 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)
 - from 4.61 – very good (5.0)
6. In documents other than those referred to in sec. 5, concerning the course of studies, the result of the study is rounded to the second decimal place, according to the mathematical rule: if the next digit is equal to or greater than 5, then the average grade is rounded up.

CHAPTER XV GRADUATION

§ 47

1. The conditions for graduating and obtaining a diploma are:
 - 1) achieving learning outcomes specified in the study program under separate regulations;
 - 2) passing the diploma examination, if provided for in the study program;
 - 3) positive grade for the diploma thesis - in the case of second cycle studies and full cycle Master's degree programs, and in the case of first cycle studies, if provided for in the study program.
2. The graduation date is:
 - 1) in the case of medical and medicine and dentistry fields - the date of passing the last examination required by the study program;
 - 2) in the case of pharmacy and physiotherapy fields - the date of passing the last professional practice required by the study program;
 - 3) in the case of other fields of study – the date of passing the diploma examination.
3. Graduation is recorded in:
 - 1) diploma examination protocol;
 - 2) student's album;

- 3) book of diplomas.
4. The student has the right to submit to the Dean of the relevant Faculty or Branch Dean, within the set deadline, a request to include their special achievements during studies in the diploma supplement.
5. Within 30 days from the graduation date, the University provides the graduate with a graduation diploma, a diploma supplement and 2 copies thereof, including, at the student's request, submitted before the graduation date:
 - 1) a copy of the diploma in English, French, Spanish, German, Russian or another foreign language in which education was conducted during these studies.
 - 2) a copy of the diploma supplement in English or another foreign language in which education was conducted during these studies.
6. At the request of the student or graduate, the University issues an additional copy of the graduation diploma or a copy of the diploma supplement in Polish or a foreign language referred to in sec. 5.
7. The graduate receives a graduation diploma, according to the template applicable at the University, which confirms obtaining the appropriate professional title.
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 following the template valid at the time the original copies of these documents were issued – without a photograph. If no form 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 documentation of the course of studies are specified in separate regulations.
10. For the student to obtain graduation documents, they must fulfil all obligations towards the University.

CHAPTER XVI ECTS POINTS SYSTEM

§ 48

1. Student achievements are expressed through 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, under the study program, and their individual work.
2. ECTS points are awarded for completing classes included in the study program.
3. The number of ECTS points awarded for completing classes included in the study program is determined by the University Senate.
4. Subsequent semesters are completed according to the ECTS points accumulation rules.

5. 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 full cycle Master's degree programs conducted in the 10-semester system;
 - 4) at least 360 ECTS points for full cycle Master's degree programs conducted in the 11-semester system;
 - 5) at least 360 ECTS points for full cycle Master's degree programs conducted in the 12-semester system- unless a specific provision provides otherwise.

§ 49

1. The student has the right to participate in paid classes not included in the study program, exceeding the limit of program classes, including: language courses, optional classes and others.
2. Consent for participation in additional classes not included in the study program is issued by the Dean or Branch Dean at the student's request. The student attaches to the request a list of classes in which they want to participate, along with the number of ECTS points assigned to them and the consent of the persons conducting them.
3. After receiving consent, approved subjects are entered into the student's file in the 'Virtual University' system.
4. The obtained ECTS points and grades are recorded in the diploma supplement.

CHAPTER XVII STUDENT'S MOBILITY. TRANSFERS

§ 50

1. Based on concluded contracts or agreements with other universities in Poland and abroad, a student may complete part of the study program at another university, hereinafter referred to as the 'partner university'. The decision is made by the Dean or Branch Dean at the student's request.
2. The Dean or Branch Dean may authorise a representative – the Faculty Erasmus+ Coordinator – to make the decisions referred to in sec. 1.
3. Upon the student's return to their home University, the Dean or Branch Dean will credit the courses agreed upon before departure, which the student completed at the partner university, and then, if there are grounds for conditional enrolment, will make a conditional enrolment for the semester, specifying the courses necessary to complete the learning outcomes. The provisions of § 40 sec. 2 point 1 and § 40 sec. 3 point 1 of the Regulations do not apply.
4. Changes to the program not agreed upon with the Dean or Branch Dean while studying at the partner university will not be considered when crediting the semester or year.
5. If the subjects completed at the partner university do not have an assigned number of

ECTS points, these points are determined by the Dean or Branch Dean.

6. The Dean or Branch Dean or the Faculty Erasmus+ Coordinator authorised by them, determines the detailed conditions for implementing part of the study program at the partner university.

§ 51

Students of Wrocław Medical University may transfer to another university, including a foreign one, with the consent of the Dean of the relevant Faculty, Branch Dean or an authorised person of the host university, if they have fulfilled all obligations arising from the regulations in force at Wrocław Medical University.

§ 52

1. Students from another university, including a foreign institution or Branch, may apply for a transfer, maintaining the same field, form, and level of study, after completing at least the first year of studies, provided they have fulfilled all obligations arising from the regulations in force at the university they are leaving. The transfer can only take place at the beginning of a new academic year, provided that the recruitment rules in force for that academic year at Wrocław Medical University are met.
2. Students from another university, including a foreign institution or Branch, who intend to transfer to the University are obliged to submit to the Dean's Office of the relevant Faculty or Branch Dean's Office to which the transfer is to take place:
 - 1) a transfer request;
 - 2) a photocopy of the index book or the card of periodic achievements, certified as true to the original by the home university;
 - 3) a certificate of the examinations grade point average from completed years of studies;
 - 4) a certificate of the course of studies, taking into account obtained grades and ECTS points, with the signature of the Dean of the relevant Faculty, Branch Dean or a person authorised to sign;
 - 5) a photocopy of the high school diploma, originals for inspection;
 - 6) a written declaration of no disciplinary record and that no disciplinary proceedings are pending against the student;
 - 7) information from the National Criminal Register within the scope provided for by the law on counteracting threats of criminal activity with a sexual background and protection of minors (consolidated text Journal of Laws of 2023, item 1304);
 - in the case of documents prepared in a language other than Polish, they must be provided in a version translated into Polish by a sworn translator.
3. The documents referred to in sec. 2 must be submitted to the appropriate Dean's Office of the relevant Faculty or Branch Dean's Office within the period from August 1 to August 14 of the academic year preceding the academic year in which the studies are planned to be commenced. The Dean or Branch Dean may consider requests submitted after the deadline in particularly justified fortuitous cases.

4. The Dean or Branch Dean, acting with the authorisation of the Rector, may consider the request referred to in sec. 2, provided that:
 - 1) all obligations arising from the regulations in force at the University that the student leaves were fulfilled;
 - 2) in the case of transfer within the medical and medicine and dentistry fields - there are vacancies within the limit for the given academic year determined by the Minister of Health pursuant to Art. 444 sec. 2 of the Act of July 20, 2018, Law on Higher Education and Science;
 - 3) no less than 60 ECTS points for completing each year of studies were received.
5. When considering requests, the Dean or Branch Dean takes into account, among others:
 - 1) the grade point average from studies referred to in sec. 2 point 3;
 - 2) student's academic achievements;
 - 3) the number of program differences;
 - 4) fortuitous situation.
6. The Dean or Branch Dean, acting under the authority of the Rector, when deciding (in the form of an administrative decision) on enrolment on the register of students, specifies, in particular, the program differences to be compensated during the academic year.
7. Failure to make up for program differences within the specified time frame necessitates repeating the semester or year.
8. At the student's request, the Dean of the relevant Faculty or Branch Dean may transfer the student's previous achievements. To the request, the student shall attach documentation on the course of study along with the number of obtained ECTS points, as well as the study program including the specified learning outcomes for each course.
9. For students transferring courses credited at an institution other than Wroclaw Medical University, including foreign ones, with assigned ECTS points, these courses are recognised as achievements expressed in ECTS points awarded at Wroclaw Medical University.

§ 53

1. A student may apply for a change in the form of studies from full-time to part-time and from part-time to full-time, provided that the Faculty or Branch conducts a given field, level, profile and form of studies in a given year.
2. The decision regarding the change of the form of studies is made in accordance with the limit of places, taking into account the capabilities of the Faculty or Branch, which ensures the proper and correct organisation of the educational process.
3. The student submits to the Dean of the relevant Faculty or Branch Dean a request with justification for changing the form of studies no later than August 14th before the start of the academic year preceding the change in the form of education.

4. A student may apply for a change of the form of studies from part-time to full-time after submitting a request and obtaining the consent of the Dean of the relevant Faculty or Branch Dean and crediting:
 - 1) in the case of full cycle Master's degree programs – the third year of studies preceding the change of the form of studies with a minimum grade point average from the entire course of study amounting to 4.75;
 - 2) in the case of first cycle studies - at least the second year of studies preceding the change of the form of studies with a minimum grade point average from the entire course of study amounting to 4.75;
 - 3) in the case of second cycle studies – at least the first year of studies preceding the change of the form of studies with a minimum grade point average amounting to 4.75.
5. When applying for a change in the form of studies, the student's previous achievements are also taken into account, namely:
 - 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) activities in the authorities of student organisations.
6. The Dean or Branch Dean may not consent to the change of the form of studies due to:
 - 1) the limit of places, taking into account the capabilities of the Faculty or Branch;
 - 2) the student's failure to meet their obligations towards the University on time;
 - 3) the suspension of student rights;
 - 4) the ongoing explanatory or disciplinary proceedings against the student;
 - 5) other legitimate reasons.
7. In particularly justified situations or in the event of a significant deterioration of the financial or fortuitous situation, the Dean or Branch Dean may issue a different decision.
8. The decision on changing the form of studies is issued by the Dean or Branch Dean, specifying the conditions, deadline and method of compensating for program differences by the student.

§ 54

1. Students transferring courses credited at an institution other than their home university, including a foreign one, are assigned the number of ECTS points corresponding to the learning outcomes obtained as a result of completing the relevant courses and professional practices at the receiving institution.
2. The condition for transferring courses and professional practices credited at another organisational unit of the home university or another university, including a foreign one, is the confirmation of the alignment of the achieved learning outcomes assigned to specific courses in the study program of the receiving institution.

3. The decision to transfer credited courses is made by the Dean or Branch Dean, upon the student's request, after reviewing the documentation of the course of studies undertaken at another Faculty of the University or Branch, or a university other than the home university, including foreign ones.

§ 55

1. A student may enrol in a different field, including the second and subsequent fields at the University, only through the recruitment process.
2. Upon the student's request, the Dean of the Faculty or Branch Dean, where the student has undertaken the second field of studies, may transfer the student's previous achievements. To the request, the student shall attach the transcript of the first field of studies along with the number of obtained ECTS points, as well as the study program including the specified learning outcomes for each course.

CHAPTER XVIII REMOVAL FROM THE REGISTER OF STUDENTS

§ 56

1. The Dean or the Branch Dean notifies the student in writing about the initiation of proceedings for their removal from the register of students, setting a deadline by which the student may explain the situation that has arisen.
2. The Dean or Branch Dean removes the student from the register in the following situations:
 - 1) **failure to undertake studies** - the failure to undertake studies is understood, in particular, as: a failure to register for the first semester, unjustified absence of the student from didactic classes within the first month after their commencement in a given semester; a failure to submit the required documentation by the student;
 - 2) **resignation from studies** - resignation from studies is understood as submitting a written declaration to the Dean's Office of the relevant Faculty or Branch Dean's Office or reporting resignation via the 'Virtual University' system from the student's profile. The date of submitting this declaration is the date of resignation;
 - 3) **failure to submit a diploma thesis or diploma examination on time;**
 - 4) **punishment with a disciplinary penalty of expulsion from the University.**
3. The Dean or Branch Dean may decide to remove a student from the register in the event of:
 - 1) determining the lack of participation in compulsory classes;
 - 2) determining the lack of learning progress (lack of learning progress can be declared when the degree of completion of the study program excludes the possibility of crediting the semester or academic year);
 - 3) failure to obtain credit for a semester or year within a specified period and failure

- to obtain permission for conditional enrolment or repetition of a semester or year;
- 4) failure to pay tuition fees.
4. From the administrative decision of the Dean of the relevant Faculty or Branch Dean, the student has the right to submit a request for reconsideration of the case to the Rector (through the Dean or Branch Dean) within 14 days from the delivery date of the decision.
 5. The Dean or Branch Dean shall immediately forward to the Rector a request for reconsideration of the decision regarding the student issued by the Dean or Branch Dean, together with all documentation related to the case.
 6. The Rector's decision is final. The date of removal from the register of students is the day on which the decision to remove the student becomes final.
 7. Removal from the register of students also occurs upon the death of a student. In the case of a suspected death of a student and the absence of a death certificate, the Dean or Branch Dean shall request the appropriate information from the relevant Civil Registry Office or consular authority. If this information is confirmed, the information about the death is placed in the student's file, and no administrative decision is issued on this matter due to the lack of a party to the proceedings.

CHAPTER XIX CONDITIONS FOR RESUMING STUDIES

§ 57

1. A person who has been removed from the register 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 University's record became final.
2. The Dean or Branch Dean, acting under the authority of the Rector, may give consent in the form of an administrative decision to resume studies in a particular field in especially justified cases, upon the request of a person removed from the register of students who had completed the first year of studies in the given field of a study conducted by the University before being removed.
3. A person who was removed from the register of students in the first year of studies may apply for re-admission to studies only through recruitment.
4. A person removed from the register of students may be allowed to resume studies only once.
5. The student cannot resume their studies due to being expelled from the university as a disciplinary penalty.
6. Reinstatement of student rights is impossible when the specific field of study in which a person removed from the register of students was previously enrolled is no longer offered at the University.
7. The resumption of studies takes place under the conditions in effect in the academic

year in which the resumption occurs, including conditions regarding payment of tuition fees.

8. The request for the resumption of studies along with the justification must be submitted to the Dean or Branch Dean no later than May 30.
9. The request referred to in sec. 1 must be accompanied by a medical certificate confirming the ability to study in the specified field.
10. The Dean or Branch Dean concludes the proceedings regarding the resumption of studies after removal from the register of students by issuing an administrative decision. Following the decision of the Dean or Branch Dean, the student has the right to submit a request to the Rector for reconsideration of the case within 14 days from the delivery date of the decision.
11. A student admitted to studies through resumption, commences studies at the beginning of a new academic year.
12. A student admitted to studies through resumption, must make up for any deficiencies resulting from program differences if such exist.
13. The conditions and deadlines for making up program differences are specified by the Dean or Branch Dean in the content of the decision on resuming studies, considering the student's previous achievements and the ECTS points obtained.

CHAPTER XX PROCEDURE FOR ISSUING DECISIONS AND OTHER RESOLUTIONS

§ 58

1. Decisions and other resolutions regarding students - covered by the provisions of these Regulations - are issued by the Dean or Branch Dean, acting under the authorisation of the Rector, at the written request of the student.
2. The request referred to in sec. 1, shall be submitted to the Dean's Office of the relevant Faculty or Branch Dean's Office, within the deadlines specified herein or determined by the Dean of the relevant Faculty or Branch Dean.
3. The provisions of the Act of June 14, 1960 - Code of Administrative Procedure and provisions on appealing against a decision to an administrative court, apply to the administrative decisions issued by the University's bodies in individual student cases.
4. In the event of submitting an incomplete request, the student must remedy the formal deficiencies within no more than 7 days from the date of notification. Failure to remedy the deficiencies in the above-mentioned deadline results in the request being left without consideration.
5. If the deadline for submitting the request is missed, the deadline will be restored at the student's request. The student should submit a request to restore the deadline to the Dean's Office of the relevant Faculty or Branch Dean's Office within 7 days from

the date the reason for missing the deadline ceased to exist. At the same time as submitting the request, the student must complete the actions for which a deadline was set.

6. The register of issued decisions is kept by the Dean's Office of the relevant Faculty or Branch Dean's Office.
7. Decisions and other regulations are issued in 2 copies, one of which shall be added to the student's file, and the second is to be delivered to the student.
8. The delivery referred to in sec. 7 is done:
 - 1) by post, by registered letter with return receipt requested, to the correspondence address provided in the personal file, unless another is indicated in the request;
 - 2) in person at the Dean's Office of the relevant Faculty or Branch Dean's Office with acknowledgement of receipt. Confirmation of receipt is attached to the student's file.
9. From the decisions and other regulations of the Dean of the relevant Faculty or Branch Dean, the student has the right to submit a request to the Rector for reconsideration of the case within 14 days. The Rector's decision is final.
10. To the request referred to in sec. 9, the Dean of the relevant Faculty or Branch Dean must attach a complete set of documents concerning the case and immediately forward it to the Rector.
11. The templates of requests and decisions referred to herein will be established by a separate order of the Rector.

CHAPTER XXI AWARDS AND MERITS

§ 59

1. Detailed rules and procedures for granting awards, badges and medals are specified in a separate order of the Rector.
2. Students can receive awards and scholarships funded by institutions other than the University.

CHAPTER XXII PAYMENTS

§ 60

1. Before the commencement of recruitment, the University determines the fees charged to students and their amounts. Determining the fees requires consultation with the Student Government. The Student Government issues an opinion within no longer than 7 days.
2. The University charges fees for educational services and issuance of documents following Art. 79, Art. 80 of the Act of July 20, 2018, Law on Higher Education and Science, based on which the Regulation of the Minister of Science and Education of September 27, 2018, on studies was issued.
3. The conditions of payment for studies or educational services, their amount and

payment rules are determined in a separate order of the Rector.

CHAPTER XXIII TRANSITIONAL PROVISIONS

§ 61

§ 40 sec. 3 point 3 of the Regulations applies to students who commenced their studies from the 2021/2022 education cycle and to students who repeat a semester or year, continuing their studies along with students who commenced their studies from the 2021/2022 education cycle.

CHAPTER XXIV FINAL PROVISIONS

§ 62

1. The templates of requests and decisions referred to herein will be established 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, Deans and Branch Dean.
3. The Regulations shall enter into force from the academic year 2024/2025.