

STUDIES REGULATIONS OF THE WROCLAW MEDICAL UNIVERSITY.
VALID FROM THE ACADEMIC YEAR 2025/2026

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CHAPTER I GENERAL PROVISIONS

§ 1

1. The Wrocław Medical University, hereinafter: the 'University', offers first-cycle studies, second-cycle studies, long-cycle Master's degree programmes, hereinafter: 'studies', in full-time and part-time modes.
2. Studies are conducted in accordance with syllabi approved by the competent bodies of the Student Government Council and adopted by the University Senate.

§ 2

1. The provisions of these Study Regulations, hereinafter: the 'Regulations', apply to the studies referred to in § 1, section 1.
2. The provisions of the Regulations shall not apply to doctoral studies, post-graduate studies and classes at the University of the Third Age.
3. The Regulations define the organisation and course of studies.
4. The Regulations shall be adopted by the University Senate at least 5 months before the beginning of the academic year.
5. The Regulations shall enter into force at the beginning of the academic year, after consultation with the Student Government Council. If within 3 months of the adoption of the Regulations, the University Senate and the Student Government Council fail to reach an agreement on their content, the Regulations shall enter into force by virtue of a new resolution of the University Senate adopted by a majority of at least 2/3 of its statutory composition.

§ 3

1. Admission to studies at the University shall be based on the rules laid down in the Senate resolution on the conditions and procedure for admission to full-time and part-time studies in a given academic year.
2. A person admitted to studies shall commence studies and acquire the rights and obligations of a student upon taking the oath, the content of which is specified

in the Statute of the University. A person admitted to studies shall confirm the fact of taking the oath in writing.

3. After taking the oath, the student shall receive a student ID card.
4. The rights and obligations of a student expire on the date of graduation or valid removal from the student register. A person who has completed first-cycle studies retains their student rights until 31 October of the year in which they completed their studies, with the exception of the right to receive student benefits granted from the state budget.
5. The amount of tuition fees shall be determined by the Rector. The rules for charging fees for educational services and the procedure and conditions for partial exemption from these fees shall be laid down in an order of the Rector.

§ 4

1. Students of first-cycle and second-cycle programmes and long-cycle Master's degree programmes conducted by the University shall form the Student Government Council.
2. The bodies of the Student Government Council shall be the sole representative of all students and shall operate on the basis of the Regulations of the Student Government Council.

§ 5

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

§ 6

The Dean and the Dean of the Branch:

- 1) appoints and dismisses the year supervisor and, if necessary, their deputy in partnership with the Student Government Council from among the persons conducting classes at the given Faculty and at the Branch;
- 2) defines the duties and tasks of the year supervisor and the term of their

office;

- 3) is responsible for monitoring the validity of students' medical check-ups and vaccinations, in accordance with the rules laid down in a separate order of the Rector.

§ 7

Students on a given field of study and year are represented by representatives elected in accordance with the rules laid down in the Student Government Council.

CHAPTER II STUDENT RIGHTS AND OBLIGATIONS

§ 8

Students have the right, in particular, to:

- 1) develop their own scientific, cultural and sporting interests and, for this purpose, use the University's teaching rooms, devices and resources, including the University's library collections, as well as assistance from academic teachers and the University authorities;
- 2) be trained by the Student Government Council in the rights and obligations of students;
- 3) associate in student organisations on the rules specified in the Act on Higher Education and Science and in the University Statutes and regulations issued on its basis;
- 4) participate in scientific, development and implementation research;
- 5) submit to the University authorities proposals concerning the course of studies and other matters important to the academic community;
- 6) actively participate in elections to the collegial bodies of the University and to the bodies of the Student Government Council;
- 7) receive awards and distinctions;
- 8) receive benefits for students on the terms specified in separate regulations and orders of the Rector;
- 9) study on the basis of Individual Curriculum Plan, on the terms specified in these Regulations;
- 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 according to the rules specified by the lecturer and the Dean or Deans or the Dean of the Branch;
- 11) pay for classes not included in their syllabus, exceeding the limit of classes included in the syllabus, including language classes, optional classes and

others;

- 12) complete part of their studies at another university, including outside the country, on the terms specified in separate regulations or agreements or arrangements;
- 13) have their personal data protected to the extent specified by separate legal provisions;
- 14) apply for a student overdraft or loan or a loan for medical studies on the terms specified in separate regulations.

§ 9

The duties of students include:

- 1) acquiring knowledge, skills and social competences in order to prepare for future professional work;
- 2) acting in accordance with the oath taken;
- 3) reading and complying with the regulations in force at the University, in particular:
 - a) these Regulations,
 - b) the Rector's orders on the amount and rules for charging fees for educational services and the procedure and conditions for exemption from these fees,
 - c) the regulations on the management of intellectual property rights at the Wrocław Medical University,
 - d) other regulations concerning the course of studies and students,
 - e) subject syllabuses and regulations for conducting classes referred to in § 15,
 - f) regulations for the use of research infrastructure.
- 4) compliance with the rules of medical ethics and the Student Code of Ethics;
- 5) timely payment of fees required by the University for educational services and other fees related to the course of study;
- 6) participation in teaching and organisational activities;
- 7) timely achievement of credits for subjects, passing exams, completion of practical classes or work placements and fulfilment of other requirements provided for in the syllabus;
- 8) passing all learning outcomes provided for in the relevant course syllabi in a term, including lectures;
- 9) complying with deadlines resulting from the course of study;
- 10) caring for the dignity of students and the good name of the University,

- maintaining good manners in the academic community and respecting the property of the University;
- 11) protecting personal data to which the student has access as part of their studies;
 - 12) providing a current mailing address in the Republic of Poland within 14 days of its establishment, and in the case of first-year students, no later than 30 days from the start of the academic year;
 - 13) notifying the Dean's Office of any changes in personal data, including: a document with a photograph confirming identity, marital status, registered address, place of residence and correspondence address, as well as changes in financial circumstances (if they affect the granting and amount of financial aid), immediately after the change occurs. In the event of failure to comply with this obligation, the student shall bear all negative consequences;
 - 14) undergoing mandatory medical check-ups, tests for sanitary and epidemiological purposes and vaccinations required by applicable regulations; detailed regulations concerning medical check-ups, including procedures in the event of health contraindications to education, are specified in a separate order of the Rector;
 - 15) completion of OHS and fire safety training (if mandatory) or library training (if required);
 - 16) regular use of:
 - a) an email account in the student.umw.edu.pl domain, a university account on the Microsoft 365 platform, and
 - b) individual student account in the 'Virtual University';
 - 17) compliance with the following prohibitions:
 - a) consuming alcohol or remaining on the University premises in a state indicating its consumption,
 - b) smoking tobacco products or using electronic cigarettes on the University premises,
 - c) possession, use and distribution of intoxicating agents and psychoactive substances or being on the University premises under their influence,
 - d) bringing and using objects that pose a threat to life or health on the University premises;
 - 18) completing a student survey on the evaluation of the teaching process after each cycle of classes, in accordance with the rules laid down in a

separate order of the Rector;

- 19) timely delivery to the relevant dean's office or the dean's office of the Branch of a certificate of no criminal record from the National Criminal Register, in accordance with the procedure laid down in a separate order of the Rector.

§ 10

1. Students are obliged to collect their student ID cards.
2. The student ID card is a document certifying the student's status. The validity of the student ID card is confirmed each term.
3. Students are entitled to use their student ID cards until the date of graduation, suspension of student rights or final removal from the student register, and in the case of graduates of first-cycle studies - until 31 October of the year of graduation.
4. In the event of damage or loss of the student ID card, the student is obliged to immediately notify the relevant dean's office or the dean's office of the Branch.
5. In order to certify their student status, students are obliged to possess and present their student ID card on the premises of the University, in other units in which classes are held, including classes conducted using electronic means of communication.

§ 11

1. For violation of the regulations in force at the University, conduct contrary to the content of the oath and for acts detrimental to the dignity of a student, the student shall be subject to disciplinary responsibility in accordance with the rules laid down in separate regulations.
2. A copy of the final disciplinary decision shall be attached to 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 study begins no later than 1 October and lasts until 30 September of the following calendar year.
2. The detailed organisation of the academic year is determined by the Rector after consulting the Student Government Council and is made public no later

than 6 months before the beginning of the academic year. The Student Government Council shall issue its opinion within 7 days of receiving the Rector's proposal. If the above deadline expires without effect, the requirement to consult the Student Government Council shall be deemed to have been fulfilled.

3. The Rector may make changes to the division of the academic year during its course.
4. The academic year is divided into 2 (two) terms.
5. If necessary, the Rector may establish days or hours free from classes at the University during the academic year, provided that this does not result in a change in the duration and division of the academic year and provided that they are made up in accordance with § 13 section 7 of the Regulations. The decision in this matter is binding on students and academic teachers.
6. The Dean or the Dean of the Branch may, if necessary, announce during the academic year hours free from classes for students of the Faculty or Branch under their authority, provided that this does not cause a change in the duration and division of the academic year and provided that they are made up in accordance with § 13 section 7 of the Regulations. The decision in this matter is binding on students and academic teachers.
7. The provisions referred to in sections 5 and 6 shall not apply to students undergoing work placements or completing part of their syllabus at other universities.

B. Organisation of classes

§ 13

1. Classes are conducted in forms specified in a separate resolution of the Senate.
2. The rules for determining the number of students in a student group for particular forms of classes are specified in a separate resolution of the Senate.
3. Student participation in classes is compulsory. In exceptional cases, the person conducting the classes shall decide on the possibility of participation.
4. In the event of absence, the student is obliged to immediately notify the person conducting the classes of the reason for and expected duration of the absence by sending an email from an address in the domain: student.umw.edu.pl.

5. Absence from classes, subject to sections 8 and 9, requires the submission of a formal excuse issued by the appropriate external entity via email from an address in the domain: student.umw.edu.pl.
6. Immediately after the end of the absence, the original document referred to in section 5, constituting the basis for the excuse, shall be delivered to the person conducting the classes.
7. The student has the right to achieve the learning outcomes of classes they were absent from due to justified reasons by making up for them. The make-up of classes shall take place in a form and within a time limit agreed with the person conducting the classes, which shall be done immediately after the reason for the absence has ceased, subject to section 8. The make-up of classes may take place during the teacher's office hours.
8. A student appointed to the University bodies, Commissions, Teams and Councils shall be excused from classes during the duration of the meetings without the need to make them up, upon presentation of a certificate issued by the Vice-Rector for Student Affairs and Teaching or the chairperson of the relevant commission, team or council.
9. A student participating in the execution of research work or other work of a scientific or organisational nature, carried out at the University or on its behalf, may be exempted from participation in certain classes. The decision in this matter shall be made by the Dean or the Dean of the Branch in consultation with the person conducting the classes.
10. In the event of cancellation of classes, they shall be held at a later date.
11. In justified cases, with the consent of the lecturer, students may take notes from classes for personal use in an alternative form (recording, photographing), using technical equipment or the assistance of third parties, in a manner that does not disrupt the course of the class.

C. Study programme

§ 14

1. Studies shall be conducted in accordance with the learning outcomes and educational standards to which the syllabi are adapted, in accordance with the guidelines established by the Senate, after consulting the relevant bodies of the Student Government Council, in accordance with the rules laid down in the Statute of the University.

2. Syllabi for the entire cycle of education shall be adopted by the end of February of the calendar year in which the academic year begins.
3. Students who commenced their studies before the adaptation of study profiles and syllabi shall study according to the existing syllabi until the end of the period of study specified in the syllabus.
4. The Dean of the relevant Faculty or the Dean of the Branch shall announce the study plan 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. Class schedules shall be posted on the University's website umw.edu.pl no later than 14 days before the beginning of the term.
6. The University may offer dual studies, which are practical studies conducted with the participation of an employer. The organisation of studies is specified in a written agreement.

§ 15

1. The document specifying the curriculum of a given subject and the formal and organisational basis for its implementation is the subject syllabus, hereinafter: the 'syllabus', prepared in accordance with the template and procedure in force at the University.
2. The syllabus is made available to students by:
 - 1) presenting it during the first class of the subject;
 - 2) publication on the University's website before the start of classes.
3. The unit shall develop and publish on its website before the first class the Regulations for conducting classes, which specify the conditions for conducting classes not included in the syllabus, including the safety rules applicable during classes and other necessary information.
4. Students and persons conducting classes are obliged to comply with the syllabus and the Regulations for conducting classes referred to in section 3.

D. Conditions of study for students with special needs, including students with disabilities

§ 16

1. The University shall provide persons with special needs, including persons with disabilities, with conditions for full participation in education.
2. Detailed conditions for ensuring the accessibility of the education process, including the rules for submitting applications, the appeal procedure and forms

of support, are laid down in the Regulations on support for persons with special needs at Wroclaw Medical University.

§ 17

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

CHAPTER IV INDIVIDUAL INTERDISCIPLINARY STUDIES

§ 18

1. Individual interdisciplinary studies may be conducted at the University, subject to the conditions specified in the Act on Higher Education and Science.
2. An inter-faculty organisational unit may be established at the University for the purpose of organising individual interdisciplinary studies.
3. The Dean of the relevant Faculty or the Dean of the Branch or an inter-faculty organisational unit appointed for this purpose shall be responsible for preparing the syllabus.

CHAPTER V CONDITIONS AND PROCEDURES FOR STUDYING ACCORDING TO INDIVIDUAL CURRICULUM PLAN (INDIVIDUAL EDUCATION PROGRAMME, INDIVIDUAL SCHEDULE OF CLASSES)

§ 19

1. A student may obtain permission to study according to an Individual Study Plan, hereinafter: the 'IOS', implemented in the form of:
 - 1) Individual Education Programme, hereinafter: the 'ITS';
 - 2) Individual Schedule of Classes, hereinafter: the 'IRZ'.
2. The Individual Curriculum Plan may not result in the extension of studies or an increase in the costs of teaching activities.

A. Individual education programme

§ 20

1. ITS is a form of education for:
 - 1) particularly talented and outstanding students in their chosen academic disciplines;
 - 2) students holding positions in the bodies of the Student Government Council specified in the Regulations of the Student Government Council, with the approval of the Vice-Rector for Student Affairs and Teaching;
 - 3) persons whose learning outcomes have been confirmed. The conditions for confirming learning outcomes, including the rules, limits on the number of

places and the manner of appointing and operating verification commissions, shall be determined by the University Senate.

2. In addition to the classes provided for in the syllabus, the ITS programme may also include the student's participation in research and teaching activities in a selected discipline, introduction to the basic elements of scientific research methodology and pedagogical preparation.
3. The conditions for studying by students admitted to studies as a result of the confirmation of learning outcomes are specified in separate regulations adopted by the University Senate.

§ 21

1. ITS may be pursued by students referred to in § 20, section 1, items 1 and 2, in:
 - 1) long-cycle Master's degree programmes from the second year of study;
 - 2) first-cycle programmes from the second year of study;
 - 3) second-cycle programmes – from the beginning of these studies;
 - 4) studies referred to in items 1-3 from the first year of studies – in the case of winners or finalists of national and international subject competitions or participants in international subject competitions admitted to the first year of studies in accordance with the provisions set out in a separate Senate Resolution.
2. The ITS may be pursued by students referred to in § 20 section 1 item 3, in the following studies: long-cycle Master's degree programmes, first-cycle and second-cycle programmes.

§ 22

1. Recruitment for ITS of students referred to in § 20 section 1 items 1 and 2 takes place at the Faculties and at the Branch, in the following manner:
 - 1) students applying for admission to ITS should obtain from their previous studies, from the first year until the date of submitting the application, a grade point average calculated in accordance with § 45 section 2 of the Regulations and amounting to at least 4.5, with the exception of students referred to in § 21 section 1 item 4;
 - 2) students who have obtained an average grade lower than 4.5 but have significant and documented academic achievements may also apply for admission to ITS, with the exception of students referred to in § 21 section 1 item 4;
 - 3) students who meet the admission requirements for ITS must submit the

following documents to the Dean or Dean of the Branch by 15 September:

- a) application,
 - b) a certificate issued by the supervisor of a scientific student organisation confirming active scientific activity or documented scientific achievements (e.g. participation in grants, publications, papers) or, in the absence of a supervisor, an academic teacher with scientific achievements in a field related to the student's achievements,
 - c) a list of subjects to be completed as part of the ITS,
 - d) a written opinion of the academic supervisor proposed by the student.
- 4) consent to continue studies under the ITS shall be issued by the Dean or the Dean of the Branch, on the basis of the documents submitted by the student referred to in item 3.
2. The persons referred to in § 20 section 1 item 3 are obliged to submit a written application to the Dean or Dean of the Branch for consent to study in a given field, level and profile within the ITS.

§ 23

1. A student who has been granted permission to study under the ITS shall be assigned a scientific supervisor by the Dean or the Dean of the Branch from among academic teachers working in the discipline chosen by the student, who shall hold at least a doctoral degree and, in clinical fields, also a specialisation.
2. The supervisor may be a person proposed by the student or another person indicated by the Dean or Dean of the Branch.
3. The Dean or Dean of the Branch appoints the academic supervisor for the academic year for which the student has obtained the consent of the Dean or Dean of the Branch to study under the ITS.
4. A scientific supervisor may not supervise more than 2 students participating in the ITS at the same time.
5. The scientific supervisor, in consultation with the student, shall develop a detailed annual syllabus and shall perform a supervisory and advisory role in its implementation.
6. The scientific supervisor shall be responsible for the implementation of the ITS.

§ 24

1. A student pursuing an ITS has the right to individually determine their schedule for the term and to attend classes with any available student group.

2. A student studying according to an ITS has the right to:
 - 1) take an exam in a subject with an examiner of their choice,
 - 2) choose the form of the exam, in consultation with the examiner, if the applicable regulations allow it.
3. Students studying according to the ITS are allowed to obtain credits and take exams on dates agreed with the examiners (also outside the exam session), but no later than by the end of the academic year.
4. Students studying according to ITS, with the exception of the deadlines specified in the individual programme, are subject to these Regulations.

§ 25

1. Credit for a term completed as part of the ITS programme is awarded on the basis of documentation submitted by the student, accompanied by an opinion from the academic supervisor. The documentation should be delivered to the Dean or Dean of the Branch by the end of the term in question.
2. In justified cases, the Dean or the Dean of the Branch may deprive a student of the possibility of continuing their studies according to ITS.
3. In exceptional circumstances, a student may withdraw from studying according to the ITS, after obtaining the opinion of their academic supervisor, upon their written application addressed to the Dean or Dean of the Branch, submitted to the Dean's Office of the relevant Faculty or, respectively, to the Dean's Office of the Branch no later than 1 week before the start of the term.
4. The withdrawal referred to in section 3 shall take effect on the date of commencement of the next term and may not take place during the term.
5. A student withdrawing from the ITS shall be obliged to complete all courses commenced and make up for any arrears resulting from the standard syllabus.
6. The Dean or the Dean of the Branch may withdraw the consent referred to in § 22 section 1 item 4 in the event of a violation by the student of the specific rules of the ITS, lack of progress in studies or at the student's request.
7. Information about the ITS completed by the graduate shall be included in the supplement to the diploma.

B. Individual schedule of classes

§ 26

1. The IRZ consists in determining individual dates and methods of completing classes resulting from the syllabus.
2. Pregnant students and students who are parents or legal guardians of children,

as well as students with disabilities, shall be granted IRZ until the completion of their studies.

3. Students may also apply for IRZ on the following grounds:
 - 1) membership in a national sports team, national reserve team, university games team or university sports team;
 - 2) studying at two (2) or more fields of study;
 - 3) appointment to collegial bodies of the University, commissions operating on the basis of internal regulations of the University;
 - 4) valid unforeseen circumstances or personal reasons;
4. Consent to study according to IRZ shall be granted by the Dean or the Dean of the Branch upon application submitted by the student.
5. The Dean or the Dean of the Branch may withdraw the consent referred to in section 3 in the event of a violation by the student of the specific rules of the IRZ, lack of progress in studies or at the student's request.
6. As part of the IRZ, students have the right to agree with the lecturer on individual dates for classes resulting from the syllabus applicable to the year in which the student is enrolled, in available groups of their choice. Classes must be completed no later than by the end of the term in the given academic year.
7. The IRZ is established for a period not longer than one academic year, except for fields of study in which the final year of study is set as a work placement.
8. A student who obtains permission to study under the IRZ is obliged to agree with all teachers conducting classes in a given term on the rules of participation in these classes, including the rules for obtaining partial credits and final credits, immediately after receiving the decision of the Dean or the Dean of the Branch.

CHAPTER VI GENERAL RULES OF ASSESSMENT

§ 27

1. The academic year is divided into two terms: winter and summer.
2. The teaching of a subject in a given term ends with an examination or an ungraded credit. The conditions for passing and the grading criteria are specified in the syllabus.
3. During the teaching period in a given term, ongoing assessment of students' learning progress is carried out, known as formative assessment, on the basis of which formative grades (hereinafter: 'partial grades') may be awarded.

4. Partial grades may affect the final grade in a given assessment period, but may not be the sole criterion for assessment in the case of a subject ending with an exam.
5. Detailed rules for issuing partial grades, including the rules for their inclusion in the final grade, are specified in the syllabi.
6. In order for a student to pass a term or year and obtain an entry for the next term or year, they must:
 - 1) receive credits for all subjects (including optional subjects) and work placements;
 - 2) receive positive grades in all examinations provided for in the syllabus for a given term or year and making up for any differences in the programme;
 - 3) earn the required number of ECTS credits provided for in the syllabus for a given term or year.
7. The conditions for admitting a student to a credit or examination are specified in the syllabus. The person conducting the assessment or examination is obliged to check whether the student has been admitted to the assessment or examination.
8. Before the start of each assessment or examination, the student is obliged, at the request of the person conducting the assessment or examination, to present their student ID card or, in its absence, an identity document with a photograph.
9. During all forms of credit assessments and examinations, it is prohibited to:
 - 1) use mobile phones, cameras or other electronic equipment;
 - 2) possess or use prohibited subjects and books;
 - 3) copy materials made available to students for the purposes of the assessment or examination, including questions, tasks or instructions, or make them available to others;
 - 4) engage in a conversation or other form of communication.
10. If a student violates the prohibition referred to in section 9:
 - 1) they shall not receive a pass or
 - 2) they shall receive an unsatisfactory grade for the credit or exam.
11. In the event of an incident referred to in section 10, the lecturer or examiner shall, in justified cases, notify the Dean of the relevant Faculty or the Dean of the Branch. The Dean or the Dean of the Branch shall conduct an explanatory interview with the student and, in justified cases, notify the Rector, who shall

decide on the initiation of disciplinary proceedings by the disciplinary officer for student affairs.

12. The results of credits and examinations are available in the 'Virtual University' system.
13. The person responsible for the subject is obliged to issue and publish grades in an electronic report within 5 working days from the date of the examination or credit (but no later than the end of the resit session).

§ 28

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

| Numerical record | Grade in words | Abbreviation | Pass threshold | Pass threshold – arithmetic mean |
|------------------|--------------------------|--------------|----------------|----------------------------------|
| 5.0 | very good (5.0) | bdb | 93-100% | from 4.61 |
| 4.5 | above good (4.5) | pdb | 85-92% | from 4.25 to 4.60 |
| 4.0 | good | db | 77-84% | 3.75 to 4.24 |
| 3.5 | above satisfactory (3.5) | ddb | 69-76% | 3.25 to 3.74 |
| 3.0 | satisfactory | dst | 60-68% | from 3.24 to 3.00 |
| 2.0 | unsatisfactory | ndst | Less than 60% | up to 2.99 |

2. In the case of a subject ending with an ungraded credit, the electronic report shall contain the entry 'pass' or 'fail'.
3. In addition to the grading scale for examinations in all fields of study, an auxiliary ECTS (European Credit Transfer System) scale is used:

| Letter grade ECTS | Grade | Grade in words |
|--------------------------|--------------|-----------------------|
| A | 5 | very good (5.0) |

| | | |
|----|-----|---|
| B | 4.5 | above good (4.5) |
| C | 4 | good |
| D | 3.5 | above satisfactory (3.5) |
| E | 3 | satisfactory |
| FX | 2 | unsatisfactory certain deficiencies must be made up in order to obtain credit |
| F | 2 | unsatisfactory significant deficiencies must be made up in order to obtain credit |

4. If a student has grades issued on a scale other than that used at the University, before calculating the average grade for the studies, the grades should be converted according to the following template, with the exception of grades issued by foreign universities, subject to section 5:

| grade issued according to a different scale | grade used at the University |
|--|---|
| unsatisfactory (1.0) | unsatisfactory (2.0) |
| admissible (2.0) | satisfactory (3.0) |
| satisfactory (3.0) | above satisfactory (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 on their conversion to the grading system used at the University shall be made individually by the Dean of the relevant Faculty or the Dean of the Branch, in consultation with the Erasmus+ Programme Coordinator for the Faculty or Branch.

6. The annual grade is calculated using the arithmetic mean of the final grades awarded in a given academic year for subjects completed during that year. The arithmetic mean is presented to 2 decimal places. If the digit in the third decimal place is equal to or greater than 5, the second digit after the decimal point is rounded up.

CHAPTER VII CREDITS AND EXAMS

A. General rules

§ 29

1. Credit for a course is based on achievement of the learning outcomes assigned to the course and specified in the syllabus.
2. Credit for a course culminating in an examination is based on the achievement of all the learning outcomes pursued in each term, within the framework of that course, and a positive grade on the exam. The rules for calculating the final grade are specified in the syllabus.
3. Completion of a course not covered by an exam requires the completion of all learning outcomes achieved within the course. The rules for calculating the final grade are specified in the syllabus.
4. Grades for final course credit and examinations conducted on the basis of sections 2 and 3 must be issued by the end of the term in which they took place.
5. The settlement of the term by the Dean or the Dean of the Branch should be completed within 7 calendar days after the end of the resit session, no later than within the time limit enabling the proper completion of reporting in POL-on.

B. Credit for classes

§ 30

1. Students have the right to retake a test, including a partial test, once within the time limit set by the lecturer.
2. If the test referred to in section 1 is not passed, the student has the right to take a test covering the entire material covered by the programme of the subject in a given term, provided that the student takes the remaining tests. The date of the test should be set no later than 2 working days before the planned date of passing or examination in this subject.

3. If a student fails the test referred to in section 2 for a subject ending with an exam in a given term, they shall not be admitted to the exam in the 1st (first) term and an unsatisfactory grade shall be entered in the electronic report for the 1st (first) term of the exam.
4. A student who fails the test referred to in section 3 shall have the right to take another test in the case of a subject ending with an exam in a given term, but no later than before the start of the resit session. After passing the test qualifying for the exam, the student may take the 1st (first) resit examination. If the qualifying test is not passed, the student cannot obtain a credit for the course.
5. In the event of failure to pass the test referred to in section 2 for a subject not ending with an exam, the Dean or the Dean of the Branch may grant conditional entry for the next term, subject to the conditions set out in §39, section 3.
6. The dates of the tests referred to in sections 2-4 shall be set by the person responsible for the subject in consultation with the student.
7. The interval between consecutive tests shall be at least 2 days.

C. Examinations

§ 31

1. An exam in a subject is a test of the level of learning outcomes achieved as set out in the syllabus for the entire subject (this also applies to subjects lasting several terms)
2. In order to be admitted to the exam, the student must have previously achieved all the learning outcomes for the subject.
3. The examination is conducted by the lead examiner, who may be the person responsible for the subject or a person appointed by the Dean or the Dean of the Branch. The lead examiner may authorise other persons – examiners – teaching the same or a related subject to conduct the examination.

§ 32

1. Exams are held during the winter or summer session, in accordance with the published academic year schedule, subject to sections 3 and 4.
2. The date of the examination shall be set by the lead examiner in consultation with the class representative and the year tutor, and the lead examiner shall immediately forward the information about the set date to the Dean's Office of the relevant Faculty or the Dean's Office of the Branch for publication in the

examination calendar on the University's website no later than:

- 1) by 31 October – for the winter term,
 - 2) by 31 March – for the summer term.
3. Examinations may be taken outside of examination sessions after all learning outcomes required by the syllabus have been achieved and credits for a given subject have been obtained, subject to section 2.
 4. It is possible to take an exam before the first date, i.e. in what is known as the early exam period, provided that the student has previously achieved all the learning outcomes for that subject, passed the classes and obtained the consent of the person responsible for the subject. The conditions for admission to the early exam period are determined by the lead examiner and described in the syllabus.
 5. Obtaining a fail grade in the early exam date means simultaneously obtaining an unsatisfactory grade in the 1st (first) exam date.
 6. Within 1 (one) day, a student may take an exam in only 1 (one) subject; this does not apply to exams in repeated subjects.
 7. The intervals between exams in the same subject should not be shorter than 2 working days from the date of announcement of the exam result.

§ 33

1. The exam may consist of a practical and a theoretical part. If the exam consists of both parts, a minimum grade of satisfactory is required in each part of the exam in order to pass. The theoretical exam may be written, oral or both. If the exam consists of a practical and a theoretical part, the method of calculating the final grade for the exam (arithmetic mean, weighted mean, including the weight of each part) is specified in the syllabus. The form of the exam is specified in the syllabus.
2. Test exams in subjects constituting sections within the National Medical Examination (LEK) and the National Medical And Dental Examination (LDEK) should be formulated in such a way that at least 25% of the questions come from the official CEM question database (this also applies to subjects taught in English).
3. The scope of the material covered should be consistent with the programme content specified in the syllabus. In the case of theoretical and practical examinations, the lead examiner is obliged to prepare an answer key.

4. Students have the right to report objections to the form and content of an exam question immediately after the exam in a report of objections, which is an appendix to a separate order of the Rector. The lead examiner decides on the validity of the objection.
5. In exceptional circumstances, the Student Government Council has the right to raise an objection to a disputed question, upon prior application by the representative of the group/year, to the Dean or Dean of the Branch within 2 working days of the date of the examination.
6. The student has the right to report an objection to the answer key, upon prior application of the representative of the given group/year, to the lead examiner within 1 working day from the date of viewing the work.

§ 34

1. If at least 75% of the students taking the exam receive an unsatisfactory grade on the first attempt, the Dean or the Dean of the Branch shall verify the correctness of the preparation and conduct of the exam. Based on the verification, the Dean or the Dean of the Branch may decide to invalidate the exam and set a new date for the exam.
2. If at least 80% of students obtain at least a good grade in the first exam, the Dean or the Dean of the Branch has the right to verify the exam. The Dean or the Dean of the Branch may decide to invalidate the exam and set a new exam date.
3. If a student receives an unsatisfactory grade in the first exam, they shall be entitled to two resit exams for each failed subject.
4. The resit exam shall take the form specified in the syllabus by the lead examiner.
5. The first or second resit exam, at the student's request, may be a final resit exam referred to in § 37.
6. The student is obliged to take the resit exams no later than by the end of the resit session.

§ 35

1. A student who fails to take an exam or one of its parts on the set date without a valid excuse shall receive an unsatisfactory grade in the electronic exam report after the deadline specified in section 2.
2. The student should notify the lead examiner of the reason for not taking the exam no later than within 3 working days of the set date of the exam.

3. The excuse shall be submitted to the lead examiner in paper form or electronically via email from an address in the student.umw.edu.pl domain immediately after the reason for absence has ceased to exist.
4. If the excuse is accepted, the lead examiner shall issue an opinion on the application for reinstatement of the date and reinstate the date, provided that:
 - 1) the exam shall take place no later than within 14 days of the end of the exam session;
 - 2) the resit exam or the final resit exam shall take place no later than within 14 days of the end of the resit session.
5. In the event of failure to appear for the exam on the appointed date, failure to accept the excuse, lack of excuse or failure to be admitted to any exam date, the student shall receive an unsatisfactory grade with an entry in the electronic report.

D. Final attempt to get a credit.

§ 36

1. A student or a person responsible for a subject, or the competent body of the Student Government Council, may submit a written application to the Dean or the Dean of the Branch for a final attempt to get a credit. An application for a final attempt to get a credit may be submitted in the cases referred to in §30 sections 2 and 4.
2. The application referred to in section 1 shall be submitted within 3 working days from the date of failure to pass the subject.
3. The Dean or the Dean of the Branch may accept the application and order a final attempt to get a credit, which should take place within 7 days from the date of submission of the application.
4. The composition of the commission shall be determined by the Dean or the Dean of the Branch. The Chairperson of the Commission shall be the Dean or the Dean of the Branch or the Vice-Dean. In addition, the commission shall include: the academic teacher responsible for the subject and another academic teacher teaching the subject in the given discipline or a related discipline.
5. An observer indicated by the student in the application may participate in the final attempt to get a credit.
6. The result of the final attempt to get a credit decides whether or not a course is passed. The decision of the committee is final.

E. Final resit exam

§ 37

1. At the written application of the student, examiner or competent body of the Student Government Council submitted within 3 calendar days from the date of announcement of the exam result, the Dean or the Dean of the Branch, if the application is deemed justified, may order a final resit exam, which should take place within 7 calendar days from the date of submission of the application.
2. In particularly justified cases, the Dean or the Dean of the Branch Office may order a final resit exam on their own initiative.
3. In the event of an unexcused absence of a student from a final resit exam, the student loses the right to take the final resit exam at another date.
4. In the case of an excused absence of a student, the Dean or the Dean of the Branch shall set a new date for the final resit exam, which shall become final.
5. A final resit exam may be requested on both the first and second resit dates.
6. The result of the final resit exam is final.
7. If the application is justified, the Dean or the Dean of the Branch shall order:
 - 1) in the case of an oral examination – a final oral examination;
 - 2) in the case of a written examination – a committee review of the work or a final oral examination.
8. In exceptional cases, the Dean or the Dean of the Branch may, at the request of the student, order a written examination. During the final resit exam, the questions are drawn by the student.
9. The composition of the commission shall be determined by the Dean or the Dean of the Branch. The Chairperson of the Commission shall be the Dean or the Dean of the Branch or the Vice-Dean. In addition, the commission shall include: the examiner and another academic teacher teaching a subject in the same or a related discipline. The commission may not be chaired by the person who conducted the contested examination.
10. An observer indicated by the student in the application may participate in the final resit exam.
11. The Dean's Office of the relevant Faculty or the Dean's Office of the Branch shall immediately notify the student and the year tutor of the date of the final resit exam.
12. The result of the final resit exam is determined by a vote. In the event of a tie, the chairperson of the committee has the casting vote. The grade obtained in

the examination shall invalidate the contested grade and shall be the final grade for the subject.

13. The organisation of a final resit exam after the deadline for the summer resit session requires the individual consent of the Vice-Rector for Student Affairs and Teaching.

F. Access to work

§ 38

1. All written work of students, including work prepared using specific IT tools, shall be stored by the examiner or the person conducting the classes for a period of 12 months in the case of tests and for a period of 24 months in the case of examination papers. The manner of storage of the work shall be determined by the head of the unit where the work is stored.
2. The work referred to in section 1 may also be stored in the form of electronic scans on the University's servers or in another manner ensuring the security of the data contained therein.
3. The student has the right to inspect each of their assessed written work and the answer key, the set of questions they answered, for a period of 2 weeks from the date of announcement of the results, after consultation with the examiner or the person conducting the classes.
4. The student may not record their work or the answer key in electronic form.

CHAPTER VIII CONDITIONAL AUTHORISATION TO COMMENCE STUDIES IN THE NEXT TERM

§ 39

1. At the student's request, the Dean or the Dean of the Branch may grant conditional entry for the next term by way of a decision, specifying the deadline for fulfilling the condition, which shall be no later than the end of the next academic year.
2. A student, may apply for conditional entry if:
 - 1) they have failed no more than 2 (two) subjects during their studies, excluding programme differences resulting from student mobility referred to in § 51, or
 - 2) they have programme differences to make up.
3. Conditional entry is not possible if:
 - 1) the student has failed more than 2 (two) subjects, excluding programme

- differences resulting from student mobility referred to in § 51;
- 2) the failure or non-passing of an exam concerns a subject which the student has already failed once;
 - 3) the student has not obtained a pass in a compulsory subject specified in the Appendix to these Regulations.
4. If the student fails to fulfil the obligations arising from the conditional entry, the Dean or the Dean of the Branch shall decide on repeating the term or year or on removing the student from the list of students.

CHAPTER IX REPEATING A TERM OR YEAR

§ 40

1. At the student's application, the Dean or the Dean of the Branch may grant permission to repeat a term or year of study in the event of failure to pass a term or year.
2. A student may obtain permission to repeat a term or year no more than twice during the entire period of study in the case of long-cycle Master's degree programmes and no more than once in the case of first-cycle and second-cycle degree programmes, unless the reason for failing to pass the term or year was a documented long-term illness or other documented important case of force majeure.
3. A student who has obtained permission to repeat a term or year is obliged to achieve all the learning outcomes specified in the decision as determined by the Dean of the relevant Faculty or the Dean of the Branch.
4. A student who repeats a term or year is exempt from subjects that have already been passed, provided that the subject programme has not changed.
5. A student repeating a term or year shall pay a fee for repeating classes, as specified in the decision of the Dean of the relevant Faculty or the Dean of the Branch.
6. In the case of a subject taught in different terms or forms of teaching, the student is obliged to repeat those classes for which they did not obtain the assigned ECTS credits.
7. The rules and amount of fees for repeating specific classes due to unsatisfactory academic performance shall be governed by an agreement concluded between the University and the student, and in the case of students who commenced their studies in the 2024/2025 academic year, by a separate order of the Rector.

CHAPTER X CONDITIONS FOR GRANTING LEAVE OF ABSENCE TO STUDENTS

§ 41

1. The Dean or the Dean of the Branch, at the student's application, may grant a dean's leave, hereinafter: the 'leave', in the event of important circumstances preventing participation in classes, with the exception of section 9.
2. The Dean or the Dean of the Branch shall grant leave if the application is submitted during the term. On the basis of a documented application, the leave shall be granted from the next term, unless the reason for the leave is a long-term illness or exceptionally important circumstances of a random or personal nature.
3. Leave from classes and leave from classes with the possibility of verification of the learning outcomes achieved shall be granted to:
 - 1) a female student who is pregnant, for a period until the date of the child's birth,
 - 2) a student who is a parent for a period of up to 1 year,
 - 3) a student who is the legal caregiver of a child, who is not a parent, 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 application referred to in sections 1, 2 and 3 should be submitted to the Dean of the relevant Faculty or the Dean of the Branch no later than within 14 days of the circumstances justifying the application.
5. Leave may be granted for one term (short-term leave) or one academic year (long-term leave). Each leave of absence should end at a time that allows the student to commence classes at the beginning of the term of study that was interrupted.
6. The granting of a leave of absence shall be confirmed by an entry in the 'Virtual University' system.
7. During the entire period of study, a student may be granted a leave of absence twice, unless the reason for the leave is:
 - 1) long-term illness;
 - 2) exceptionally important random or personal circumstances.
8. During the leave, the student retains their student rights, including the right to use the benefits specified in the Regulations on benefits for students,

constituting a separate order of the Rector.

9. During the leave, the student may, with the consent of the Dean of the relevant Faculty or the Dean of the Branch, participate in certain classes and attend tests and examinations, with the exception of sections 2 and 3.
10. If a leave of absence is granted for health reasons, the student is obliged to present a medical certificate stating that there are no contraindications to continuing their studies before resuming their studies.
11. Granting a leave of absence may extend the planned date of graduation by the duration of the leave.
12. The Dean or the Dean of the Branch may oblige a student returning from a leave of absence to make up for any differences in the programme within a specified period, if such differences occur.
13. Two weeks before the end of the leave, the student is obliged to submit a declaration of return from leave to the relevant Dean's Office or the Dean's Office of the Branch, or to submit an application for another leave, if entitled, or to submit a statement of resignation from studies.

CHAPTER XI WORK PLACEMENTS

§ 42

1. The basic organisational unit of the University offering education in a specific field, level, form and profile of studies is obliged to include work placements in the syllabus if this is required by mandatory regulations, taking into account the achievement of all learning outcomes.
2. Work placements are an integral part of the syllabus and are subject to compulsory completion.
3. At the student's application, the Dean or the Dean of the Branch may credit work placement activities performed by the student, in particular as part of employment, internship or voluntary work, if they enabled the student to achieve the learning outcomes specified in the syllabus for work placement.
4. The scope of work placement and the applicable documents describing the work placement are specified in the work placement programme.
5. A student may be credited for work placement completed abroad if the work placement programme meets the requirements specified in the syllabus for the given work placement. This is conditional upon obtaining the consent of the Dean of the relevant Faculty or the Dean of the Branch, after consulting the work placement supervisor or the Faculty ERASMUS+ Programme

Coordinator, prior to its commencement.

6. Detailed rules for the organisation and completion of work placements in individual fields of study are laid down in a separate order of the Rector.

CHAPTER XII DIPLOMA THESIS

§ 43

1. The diploma thesis is an independent study of a specific scientific issue, presenting the student's general knowledge and skills related to the field of study, level and profile, and confirming the ability to analyse and draw conclusions independently.
2. The diploma thesis may be prepared in one of the modern languages with the consent of the supervisor in consultation with the Dean of the relevant Faculty. A thesis written in a foreign language must include a title and summary in Polish.
3. The Dean shall specify the detailed conditions for the execution of diploma theses at the Faculty in the Regulations for the award of diplomas.
4. Upon a justified application by the student, the Dean, after consultation with the current supervisor, may change the supervisor, provided that this does not extend the deadline for submitting the thesis and completing the studies.
5. In the event of a prolonged absence of the supervisor, which could delay the 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 undergo an anti-plagiarism procedure in accordance with the University's applicable order.
7. If, in the diploma thesis constituting the basis for awarding a professional title, the person applying for the title has attributed to themselves the authorship of a significant fragment or other elements of someone else's work or scientific findings, the Rector shall declare the diploma invalid by way of an administrative decision.
8. If a student is suspected of plagiarism, the Rector shall immediately order an investigation.
9. If the diploma thesis is not submitted on time, the Dean shall remove the student from the list of students.
10. The student has the right to appeal the administrative decision of the Dean of the relevant Faculty to the Rector for reconsideration within 14 days of the date of delivery of the decision. The Rector's decision is final.

11. If the reviewer fails to submit a signed review within the specified time limit or due to other circumstances, the Dean may release the reviewer from their duties and entrust their duties to another academic teacher.
12. At the request of the supervisor or the student, the Dean may agree to extend the deadline for submitting the work, no later than 15 September of the given academic year, in the event of the supervisor confirming that it is impossible to complete the diploma thesis within the prescribed time limit for justified reasons.

CHAPTER XIII DIPLOMA EXAMINATION

§ 44

1. The conditions for admission to the diploma examination are:
 - 1) completion of the following, as specified in the syllabus:
 - a) passing all subjects or work placements, if required before the diploma examination,
 - b) obtaining the required number of ECTS credits specified for the field of study, level of study and year of study.
 - 2) obtaining a positive grade for the diploma thesis, if required by the field of study.
2. Detailed rules for conducting the diploma examination shall be established by the Dean.
3. The decision on admitting a student to the diploma examination shall be made by the Dean.
4. The diploma examination shall take place on a date set by the Dean of the relevant Faculty, but no later than by the end of the term in which the diploma examination specified in the syllabus is scheduled. In justified cases, at the application of the supervisor or the student, the Dean may set a different date for the diploma examination.
5. The diploma examination may be oral or written or both, and may also be conducted in a practical form.
6. The diploma examination may be open, upon a written application of the student or supervisor submitted to the Dean of the relevant Faculty at least 7 days before the planned date of the examination. In such a case, persons indicated by the student or supervisor may participate in the examination.
7. At the student's request, the Dean may agree to conduct the diploma examination in a foreign language in which the diploma thesis was prepared.

8. In the situation referred to in section 7, the commission shall consist of at least two persons teaching in the given foreign language.
9. The diploma examination shall be held before an examination commission appointed by the Dean of the relevant Faculty, composed of:
 - 1) for first-cycle studies, the Dean or Vice-Dean or an academic teacher employed at the relevant Faculty with at least a doctoral degree, appointed by the Dean, as the chairperson, supervisor and reviewer;
 - 2) for second-cycle studies and long-cycle Master's degree programmes, the Dean or Vice-Dean or an academic teacher appointed by the Dean, employed at the given Faculty with at least a postdoctoral degree, as chairperson, supervisor, reviewer or examiner.
10. In justified cases, the Dean shall additionally appoint an examiner or examiners to the commission referred to in section 9.
11. The presence of all appointed members of the commission at the examination is mandatory. In the event of a prolonged 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 shall be obliged to submit questions to the Dean in a form that prevents access by third parties.
12. At the student's application submitted at least 7 days before the planned date of the examination, a representative of the Student Government Council 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. The grades specified in § 28 section 1 shall be used to assess the results of the diploma examination.
14. The diploma examination shall be considered passed if positive grades are obtained in:
 - 1) the theoretical examination or the theoretical and practical examination in fields of study where such forms of examination are required, and
 - 2) the defence of the diploma thesis.
15. In the event of a negative grade in the diploma examination, the Dean shall set a second date for the examination.
16. In the event of failing the diploma examination on the second date, the Dean may agree to repeat the term or year of study, indicating the specific subjects to be repeated as provided for in the syllabus.

CHAPTER XIV AVERAGE GRADES

§ 45

1. The basis for calculating the final result of studies, on the basis of which the grade is entered on the diploma, is:
 - 1) in the medical and dental fields – the arithmetic mean calculated from all exam grades;
 - 2) in fields of study requiring a diploma exam, the basis for calculating the average grade for the studies is:
 - a) the arithmetic mean calculated from all exam grades – A,
 - b) the grade for the diploma thesis – B (arithmetic mean of the grades given by the supervisor and reviewer of the diploma thesis),
 - c) diploma exam grade – C (arithmetic mean of the diploma thesis defence and the theoretical or practical exam, or both).
2. The average grade for studies is the arithmetic mean of all grades obtained in examinations, rounded to 2 (two) decimal places, in accordance with the mathematical rule: if the next digit is equal to or greater than 5, the average grade is rounded up.
3. The result of first-cycle studies is determined by the formula $0.75*A+0.125*(B+C)$. If the syllabus does not provide for a diploma thesis, the result of studies is determined by the formula $0.75*A+0.25*C$.
4. The result of long-cycle Master's degree programmes requiring a diploma thesis and second-cycle studies is determined by the formula $0.6*A+0.25*B+0.15*C$.
5. The final result of studies shall be entered in the diploma of graduation, rounded to one decimal place, in accordance with the following rules:
up to 3.24 – satisfactory (3.0)
from 3.25 to 3.74 – above satisfactory (3.5)
from 3.75 to 4.24 – good (4.0)
from 4.25 to 4.60 – above average (4.5)
from 4.61 – very good (5.0)
6. In documents other than those listed in section 5, concerning the course of studies, the result of studies shall be specified, rounded to 2 decimal places, in accordance with the mathematical rule: if the next digit is equal to or greater than 5, the average grade shall be rounded up.

CHAPTER XV GRADUATION

§ 46

1. The conditions for graduation and obtaining a diploma are:
 - 1) achievement of the learning outcomes specified in the syllabus in accordance with separate regulations;
 - 2) passing the diploma examination, if required by the syllabus;
 - 3) a positive assessment of the diploma thesis – in the case of second-cycle studies and long-cycle Master's degree programmes, and in the case of first-cycle studies, if provided for in the syllabus.
2. The date of graduation shall be the date specified in the generally applicable regulations.
3. Graduation shall be recorded in:
 - 1) the diploma examination report;
 - 2) the student's album;
 - 3) the diploma register.
4. The student has the right to submit an application to the Dean of the relevant Faculty or the Dean of the Branch within the time limit specified by them for the inclusion of special achievements during their studies in the diploma supplement.
5. Within 30 days of the date of graduation, the University shall issue to the graduate a diploma of graduation together with a diploma supplement and 2 copies thereof, including, at the student's request submitted by the date of graduation:
 - 1) a copy of the diploma in English, French, Spanish, German, Russian or another foreign language in which the studies were conducted.
 - 2) a copy of the diploma supplement in English or another foreign language in which the studies were conducted.
6. At the request of a student or graduate, the University shall issue an additional copy of the diploma or a copy of the diploma supplement in Polish or in a foreign language referred to in section 5.
7. Graduates shall receive a diploma in accordance with the template used at the University, which confirms that they have obtained the relevant professional title.
8. In the event of loss of the original diploma or diploma supplement, the graduate may apply to the University which issued the diploma or diploma supplement with a written request for a duplicate of these documents. The duplicate shall be issued on the original diploma or diploma supplement form,

in accordance with the template in force at the time of issue of the original documents, without a photograph. If there is no form in accordance with the template of the diploma or diploma supplement valid at the time, the duplicate shall be issued on a form prepared by the University, consistent with the content of the original diploma or diploma supplement.

9. Detailed regulations concerning the documentation of the course of studies are laid down in separate provisions.
10. The condition for issuing graduation documents to a graduate is the settlement of all obligations towards the University.

CHAPTER XVI ECTS CREDIT SYSTEM

§ 47

1. Student achievements are expressed in credit points, hereinafter: 'ECTS credits'. One ECTS credit corresponds to learning outcomes which require an average of 25-30 hours of work on the part of the student, whereby the number of hours of work includes classes organised by the university in accordance with the syllabus and the student's individual work.
2. ECTS credits are awarded for passing the classes specified in the syllabus.
3. The number of ECTS credits awarded for passing the classes provided for in the syllabus shall be determined by the University Senate.
4. Subsequent terms shall be passed according to the rule of accumulation of ECTS credits.
5. In order to obtain a specific degree, confirmed by a diploma of graduation, a student shall be required to obtain:
 - 1) at least 180 ECTS credits for first-cycle studies;
 - 2) at least 90 ECTS credits for second-cycle studies;
 - 3) at least 300 ECTS credits for long-cycle Master's degree programmes in the 10-term system;
 - 4) at least 360 ECTS credits for long-cycle Master's degree programmes in the 11-term system;
 - 5) at least 360 ECTS credits for long-cycle Master's degree programmes in the 12-term system- unless otherwise provided for in specific regulations.

§ 48

1. Students have the right to participate, for a fee, in classes not included in the syllabus, exceeding the limit of classes included in the syllabus, including

language classes, optional classes and others.

2. Permission to participate in additional classes not included in the syllabus shall be granted by the Dean or the Dean of the Branch at the student's request. The application shall be accompanied by a list of classes in which the student wishes to participate, together with the number of ECTS credits assigned to them and the consent of the lecturers.
3. After receiving consent, the approved subjects shall be entered into the student's file in the 'Virtual University' system.
4. The ECTS credits and grades obtained shall be recorded in the diploma supplement.

CHAPTER XVII STUDENT MOBILITY

§ 49

1. On the basis of agreements or arrangements concluded with other universities in Poland and abroad, a student may complete part of the syllabus at another university, hereinafter referred to as the 'partner university'. The decision shall be made by the Dean or the Dean of the Branch at the student's application.
2. The Dean or Dean of the Branch may authorise a plenipotentiary – the Faculty Erasmus+ Programme Coordinator – to make the decision referred to in section 1.
3. Upon the student's return to their home University, the Dean or Dean of the Branch shall credit the classes agreed upon before departure, which the student has passed at the partner university, and then, if there are grounds for conditional entry, shall make a conditional entry for the term, determining the classes necessary to complete the learning outcomes. The provisions of § 39 section 2 item 1 and § 39 section 3 item 1 of the Regulations shall not apply.
4. Changes to the programme not agreed with the Dean or Dean of the Branch during studies at the partner university shall not be taken into account when crediting the term or year.
5. If the subjects completed at the partner university do not have a specified number of ECTS credits, these credits shall be determined by the Dean or the Dean of the Branch.
6. Detailed conditions for the completion of part of the syllabus at the partner university shall be determined by the Dean or the Dean of the Branch or the Faculty Erasmus+ Programme Coordinator authorised by the Dean.

§ 50

A student of the Wroclaw Medical University may transfer to another university, including a foreign university, with the consent of the Dean of the relevant Faculty or the Dean of the Branch or a person authorised by the receiving university, if they have fulfilled all obligations arising from the regulations in force at the Wroclaw Medical University.

§ 51

1. A student of another university, including a foreign university or a branch, may apply for transfer, while maintaining the field of study, form and level of education, after completing at least the first year of study, if they have fulfilled all obligations arising from the regulations in force at the university they are leaving. The transfer may only take place at the beginning of a new academic year, provided that the admission rules in force in the given academic year at the Wroclaw Medical University are met.
2. A student of another university, including a foreign university or a branch, who intends to transfer to the University is required to submit to the Dean's Office of the relevant Faculty or the Dean's Office of the Branch to which the transfer is to take place:
 - 1) transfer request;
 - 2) a photocopy of the student's index or periodic achievement card certified as a true copy by the home university;
 - 3) a certificate of the average grade from exams passed in previous years of study;
 - 4) a certificate of the course of studies, including grades and ECTS credits, signed by the Dean of the relevant Faculty or the Dean of the Branch or a person authorised to sign;
 - 5) a photocopy of the secondary school leaving certificate, with the originals available for inspection;
 - 6) written declarations of no disciplinary penalties and that no disciplinary proceedings are pending against the student;
 - 7) information from the National Criminal Register to the extent provided for in the Act on counteracting threats of sexual offences and protecting minors (i.e. Journal of Laws of 2023, item 1304);
 - 8) certificate confirming the current status of the student signed by the Dean or an authorised person;in the case of documents drawn up in a language other than Polish, they

must be submitted in a version translated into Polish by a sworn translator.

3. The documents referred to in section 2 shall be submitted to the relevant Dean's Office of the relevant Faculty or the Dean's Office of the Branch between 1 August and 14 August of the academic year preceding the academic year in which the studies are planned to commence. The Dean or the Dean of the Branch may consider applications submitted after the deadline in particularly justified cases of force majeure.
4. The Dean or Dean of the Branch, acting with the authorisation of the Rector, may accept the application referred to in section 2, provided that:
 - 1) all obligations arising from the regulations in force at the university which the student is leaving have been fulfilled;
 - 2) in the case of transfer within the fields of study of medicine and dentistry – there are free places in relation to the limit for a given academic year, specified by the Minister of Health on the basis of Article 444 section 2 of the Act of 20 July 2018 on Higher Education and Science;
 - 3) obtaining no less than 60 ECTS credits for each year of study.
5. When considering applications, the Dean or the Dean of the Branch shall take into account, for example:
 - 1) the average grade point average referred to in section 2, item 3;
 - 2) the student's academic achievements;
 - 3) the number of differences in the study programmes;
 - 4) unexpected circumstances.
6. The Dean or the Dean of the Branch, acting on the authorisation of the Rector, when deciding (in the form of an administrative decision) on entry to the list of students, shall specify, in particular, the differences in the programme to be compensated for during the academic year.
7. Failure to make up for the differences in the programme within the specified time limit shall result in the need to repeat the term or year.
8. At the student's application, the Dean of the relevant Faculty or the Dean of the Branch may transfer the student's previous achievements. The application should be accompanied by documentation of the course of study with the number of ECTS credits obtained and the syllabus with the specified learning outcomes for individual subjects.
9. Students transferring courses completed at a university other than the Wrocław Medical University, including foreign universities, with assigned ECTS credits, shall have these courses credited to their achievements expressed in

ECTS credits awarded at the Wroclaw Medical University.

§ 52

1. A student may apply for a change of study form from full-time to part-time and from part-time to full-time, provided that the given field of study, level, profile and form of study is offered by the Faculty or Branch in the given year.
2. The decision on the change of the form of studies shall be made in accordance with the limit of places available at the Faculty or Branch, which ensures the proper and correct organisation of the teaching process.
3. The student shall submit an application to the Dean of the relevant Faculty or the Dean of the Branch, together with a justification for the change in the form of studies, no later than 14 August before the beginning 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 an application and obtaining the consent of the Dean of the relevant Faculty or the Dean of the Branch and after passing:
 - 1) in the case of long-cycle Master's degree programmes – the 3rd (third) year of studies preceding the change in the form of education with a minimum average grade of 4.75 for the entire course of studies;
 - 2) in the case of first-cycle studies – at least the second year of study preceding the change in the form of education with a minimum average grade of 4.75 for the entire course of study;
 - 3) in the case of second-cycle studies – at least the first year of study preceding the change in the form of education with a minimum average grade of 4.75.
5. The student's previous achievements shall also be taken into account when applying for a change of form of study, i.e.:
 - 1) academic achievements;
 - 2) activity in a student organisation, including a research circle;
 - 3) activity for the benefit of the University and the student community;
 - 4) activity in the authorities of student organisations.
6. The Dean or Dean of the Branch shall not consent to a change in the form of studies due to:
 - 1) a limit on the number of places available at the Faculty or Branch;
 - 2) the student's failure to fulfil their obligations towards the University in a timely manner;
 - 3) suspension of a student;

- 4) disciplinary or explanatory proceedings against the student;
- 5) other justified reasons.
7. In particularly justified situations or in the event of a significant deterioration in the student's financial or personal circumstances, the Dean or Dean of the Branch may take a different decision.
8. The decision on changing the form of studies shall be taken by the Dean or Dean of the Branch, specifying the conditions, deadline and manner in which the student is to make up for the differences in the programme.

§ 53

1. A student transferring classes completed at a university other than their home university, including a foreign university, shall be awarded the number of ECTS credits corresponding to the learning outcomes achieved as a result of completing the relevant classes and work placements at the receiving unit.
2. The transfer of classes and work placements completed at another organisational unit of the home university or another university, including a foreign university, is conditional upon the confirmation of the equivalence of the learning outcomes assigned to specific classes in the syllabus of the receiving unit.
3. The decision on the transfer of credited classes shall be made by the Dean or the Dean of the Branch, at the student's application, after reviewing of the documentation presented by the student on the course of studies completed at another Faculty of the University or Branch or at a university other than the home university, including a foreign university.

§ 54

1. A student may undertake studies in another, including a second and subsequent field of study at the University only through recruitment.
2. At the request of the student, which must be submitted no later than two weeks after the start of the academic year, the Dean of the Faculty or the Dean of the Branch where the student has undertaken the second (second) field of study may transfer the student's previous achievements. The request should be accompanied by a transcript of the 1st field of study, including the number of ECTS credits obtained and the syllabus with the specified learning outcomes for individual subjects. The transfer of credits does not entitle the student to transfer to a higher year of study.

CHAPTER XVIII REMOVAL FROM THE LIST OF STUDENTS

1. The Dean or Dean of the Branch shall notify the student in writing of the initiation of proceedings for removal from the list of students, setting a deadline for the student to explain the situation.
2. The Dean or Dean of the Branch shall remove a student from the list of students in the following cases:
 - 1) **failure to commence studies** – failure to commence studies shall mean, in particular: failure to enrol for the first term of studies, unjustified absence of the student from classes for the first month from the date of commencement of classes in a given term; failure by the student to submit the required documentation;
 - 2) **resignation from studies** – resignation from studies means submitting a written declaration to the Dean's Office of the relevant Faculty or the Dean's Office of the Branch, or reporting resignation via the 'Virtual University' system from the student's individual profile. The date of resignation is the date of submission of the declaration;
 - 3) **failure to submit a diploma thesis or pass a diploma examination within the prescribed time limit;**
 - 4) **disciplinary punishment in the form of expulsion from the University.**
3. The Dean or the Dean of the Branch may decide to remove a student from the list of students in the event of:
 - 1) failure to attend compulsory classes;
 - 2) failure to make progress in studies (failure to make progress in studies may be determined when the degree of completion of the syllabus excludes the possibility of passing the term or year of study);
 - 3) failure to pass the term or year within the specified time limit and failure to obtain authorisation for conditional entry or repetition of the term or year;
 - 4) failure to pay fees related to studies.
4. The student may appeal against the administrative decision of the Dean of the relevant Faculty or the Dean of the Branch to the Rector (via the Dean or the Dean of the Branch) within 14 days of the date of delivery of the decision.
5. The Dean or Dean of the Branch shall immediately forward to the Rector an application for reconsideration of the decision concerning the student issued by the Dean or Dean of the Branch, together with all documentation relating

to the case.

6. The Rector's decision is final. The date of removal from the student register is the date on which the decision to remove the student becomes final.
7. Removal from the list of students also occurs after the death of a student. The Dean or the Dean of the Branch, in the event of suspected death of a student and the absence of a death certificate, shall request the relevant information from the competent Civil Registry Office or consular authority. If this information is confirmed, information about the death shall be entered in the student's file and no administrative decision shall be issued in this matter due to the lack of a party to the proceedings.

CHAPTER XIX CONDITIONS FOR READMISSION TO A PROGRAMME OF STUDY

§ 56

1. A person removed from the list of students may apply for the readmission to a programme of study if no more than 2 years have elapsed since the date on which the decision to remove them from the list of students of the University became final.
2. The Dean or the Dean of the Branch, acting with the authorisation of the Rector, may grant consent in the form of an administrative decision of readmission to a programme of study in a given field of study in particularly justified cases, at the application of a person removed from the list of students who, prior to removal, completed the first year of studies in a given field of study offered by the University.
3. A person who has been removed from the list of students in the first year of studies may apply for readmission to a programme of study only through recruitment.
4. A person removed from the list of students may be granted readmission to a programme of study only once.
5. A student may not resume their studies due to disciplinary expulsion from the University.
6. Reinstatement of student rights is not possible if the field of study in which the person removed from the student register was previously enrolled is no longer offered at the University.
7. The readmission to a programme of study shall be subject to the conditions applicable in the academic year in which the resumption takes place, including

the conditions relating to the payment for educational services.

8. An application for the readmission to a programme of study, together with a justification, shall be submitted to the Dean or the Dean of the Branch no later than 30 May.
9. The application referred to in section 1 shall be accompanied by a medical certificate confirming the ability to study in the given field of study.
10. The Dean or the Dean of the Branch shall conclude the proceedings concerning the readmission to a programme of study after removal from the student register by issuing an administrative decision. The student has the right to appeal the decision of the Dean or Dean of the Branch to the Rector for reconsideration within 14 days of the date of delivery of the decision.
11. A student admitted to studies by way of a readmission to a programme of study shall commence their studies at the beginning of the new academic year.
12. A student admitted to studies by way of a readmission to a programme of study shall be obliged to make up for any outstanding work resulting from differences in the programme, if there are any.
13. The conditions and deadline for making up for differences in the programme shall be specified by the Dean or the Dean of the Branch in the decision on the readmission to a programme of study, taking into account the student's previous achievements and ECTS credits obtained.

CHAPTER XX PROCEDURE FOR ISSUING DECISIONS AND OTHER RESOLUTIONS

§ 57

1. Decisions and other resolutions concerning students covered by the provisions of these Regulations shall be taken by the Dean or the Dean of the Branch, acting on the authority of the Rector, upon a written application of the student.
2. The application referred to in section 1 shall be submitted to the Dean's Office of the relevant Faculty or Branch within the time limits specified in these Regulations or determined by the Dean of the relevant Faculty or Branch.
3. Administrative decisions taken by the University authorities in individual student cases shall be governed by the provisions of the Act of 14 June 1960 – Code of Administrative Procedure and the provisions on appealing against decisions to an administrative court.
4. If an application is incomplete, the student shall be requested to remedy the formal deficiencies within 7 days of the date of delivery of the request. Failure

to remedy the deficiencies within the above-mentioned deadline means that the application is not considered.

5. If the deadline for submitting the application is missed, the deadline shall be restored at the student's request. The student shall submit a request for restoration of the deadline to the Dean's Office of the relevant Faculty or the Dean's Office of the Branch within 7 days from the date on which the reason for missing the deadline ceased to exist. At the same time as submitting the request, the student is obliged to perform the action for which the deadline was set.
6. A register of decisions issued shall be kept by the Dean's Office of the relevant Faculty or the Dean's Office of the Branch.
7. Decisions and other resolutions shall be issued in two copies, one of which shall be attached to the student's personal file and the other delivered to the student.
8. The delivery referred to in section 7 shall be made:
 - 1) by post, by registered letter with acknowledgement of receipt, to the correspondence address given in the personal file, unless another address is indicated in the application;
 - 2) in person at the Dean's Office of the relevant Faculty or the Dean's Office of the Branch, against confirmation of receipt. The confirmation of receipt shall be attached to the student's personal file.
9. The student has the right to appeal to the Rector for reconsideration of the case within 14 days of the decision or other resolution of the Dean of the relevant Faculty or the Dean of the Branch. The Rector's decision is final.
10. The Dean of the relevant Faculty or the Dean of the Branch shall attach a complete set of documentation on the case to the application referred to in section 9 and forward it to the Rector without delay.
11. Templates of the applications and decisions referred to in these Regulations shall be established by a separate order of the Rector.

CHAPTER XXI AWARDS AND DISTINCTIONS

§ 58

1. Detailed rules and procedures for awarding prizes, badges and medals shall be laid down in a separate order of the Rector.
2. Students may receive awards and grants funded by institutions other than the University.

CHAPTER XXII FEES

§ 59

1. Before the commencement of recruitment, the University shall determine the fees to be charged to students and their amounts. The determination of fees requires consultation with the Student Government Council. The Student Government Council shall issue its opinion within 7 days.
2. The University charges fees for educational services and the issue of documents in accordance with Articles 79 and 80 of the Act of 20 July 2018 on Higher Education and Science, on the basis of which the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies was issued.
3. The conditions for payment for studies or educational services, their amount and the rules for payment shall be specified in separate orders of the Rector.

CHAPTER XXIII TRANSITIONAL PROVISIONS

§ 60

§ 39 section 3 item 3 of the Regulations shall apply to students who commenced their studies in the 2021/2022 academic year and to students who are repeating a term or year, continuing their studies together with students who commenced their studies in the 2021/2022 academic year.

CHAPTER XXIV FINAL PROVISIONS

§ 61

1. Templates of the applications and decisions referred to in these Regulations shall be established by a separate order of the Rector.
2. Supervision over compliance with these Regulations shall be exercised by the Vice-Rector for Student Affairs and Teaching and the Deans and Dean of the Branch.
3. These Regulations shall enter into force on the academic year 2025/2026.