

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

General provisions

§ 1.

These Rules and regulations apply to first- and second-cycle degree study and long-cycle study (full-time and extramural), conducted in Polish and in English at the Medical University of Warsaw, hereinafter referred to as the “University”.

§ 2

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

Decisions

§ 3

1. Individual cases of students are considered by way of decisions, including administrative decisions, if required by the Act.
2. The Dean issues decisions, including administrative decisions based on the authorization granted by the Rector.
3. The decision referred to in para. 1, may be reconsidered on request .The application should be submitted to the Rector through the Dean within 14 days from the date of delivery of the decision.
4. From administrative decisions issued by the Rector pursuant to para. 3, a complaint may be lodged with the administrative court.
5. In matters which are not considered by way of administrative decisions, documents may be sent by e-mail in the form of scans. In case of doubt, the Dean's office employee has the right to request the submission of original documents, and the student has the right to request the original of the decision.

Organization of studies

§ 4

1. The academic year lasts from 1st October to 30th September and is divided into winter and summer semester.
2. The rules of organization of the academic year, including the distribution of didactic weeks and

examination sessions, are determined by the Rector, after consulting the Student Government, and announce them six months before the beginning of the academic year.

3. Changes in the study program may be introduced at the beginning of a new training cycle, except for:

- 1) removing irregularities found by the Polish Accreditation Committee,
- 2) adaptation of the study program to the changes specified in generally applicable provisions.

§ 5

1. Boards of Academics operate in individual fields and years of study.
2. Boards of Academics have an advisory and consultative role in all matters related to education in a given year of study.
3. Activities of the Boards of Academics take place on the basis of the Regulations adopted by the educational council and approved by the Dean.
4. The tasks of the Boards of Academics include in particular:
 - 1) analysis of the course of education in individual Departments conducting classes,
 - 2) preparing proposals for changes in study programs,
 - 3) coordination of schedules, credits, colloquia and exams in a given year of study,
 - 4) analysis of applications and surveys of the student community regarding education.
5. Members of the Boards of Academics are appointed at the request of Heads of the Departments or bodies of the Student Government.
6. The Boards of Academics are appointed by the Dean.
7. The Boards of Academics include:
 - 1) the Chairman appointed from among academic teachers conducting classes in a given year of study. The candidacy for the Chairman needs to be agreed with the Student Government,
 - 2) a year representative and representatives of all Dean's groups.
8. The Chairmen of the Boards of Academics are also year/years tutor. The scope of duties of the year/ years tutor is defined in the Regulations of the Boards of Academics referred to in para. 3.
9. Meetings of the Boards of Academics are recorded. The protocols are kept in the Dean's office.

Organization of classes and examination session

§ 6

1. The detailed timetable is established and announced by the Dean no later than 4 weeks before the beginning of the semester.
2. The detailed schedule of the examination session is established and announced by the Dean in consultation with the Pedagogical councils, no later than 3 months before the beginning of the session.

3. The rules for the participation of students in classes are set out in consultation with the Dean, by the teacher conducting the classes and announces them at the latest on the first classes.
4. Part of the learning outcomes of the study program may be obtained using distance learning methods and techniques.
5. By the Dean's decision selected didactic classes as well as passing subjects and exams may be conducted in English.
6. In matters concerning the organization of studies not covered by the provisions of these Regulations, decisions are made by the Dean, who may consult the Student Government bodies.

§ 7

1. The size of student groups during classes (including optional courses) is determined annually by the Rector, at the Dean's request, by way of a separate Regulation.
2. The content of the Regulation shall be consulted with the Student Government.

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

§ 8

A student who, after starting studies at another university, finds himself in unexpected circumstances, may apply for a transfer to the University if the transfer makes it easier for him to overcome problems or continue functioning in unexpected circumstances, provided that he fulfills all of the following conditions:

- 1) fulfilled all obligations arising from the provisions of the university where he/she studied so far,
- 2) completed at least one year of study at the university where he/she studied,
- 3) accepts the study conditions at the University,
- 4) the learning outcomes achieved are convergent at both universities,
- 5) submitted to the Dean an application together with justification and documents confirming the unexpected circumstances and the current course of studies.

§ 9

1. Student removed from the list of students, subject to para. 2 may resume studies providing he/she fulfilled all the following conditions:
 - 1) was not removed from the list of students due to disciplinary punishment of expulsion from the University,
 - 2) completed the first year of study,
 - 3) resumes for the first time.
2. Student who completed the studies but did not submit a diploma thesis or diploma examination

may apply for resumption of studies for the time of submitting the diploma thesis and the diploma examination or for the diploma examination.

3. Resumption of studies may take place:

1) within 5 years from the date of the first removal from the list of students, in case of a student referred to in paragraph 1

2) within 2 years from the date of the first removal from the list of students, in case of a student referred to in paragraph 2.

4. The Dean, at the student's request, grants consent to resume studies and specifies the conditions for resumption, taking into account previous academic results, the period which has elapsed since the day of being removed from the list of students and changes in the study program at that time.

5. Student may be required to make up for differences in curriculum if another study program has been implemented at the resumed studies.

§ 10

1. At the student's request, Deans of relevant Faculties may agree to change the field of study, provided that all of the following conditions have been met:

1) the student meets the currently applicable requirements of the admission procedure for the field of study and form to which he is to be transferred,

2) completed the first year of study,

3) the learning outcomes in both fields are convergent.

2. The student makes up for the curriculum differences resulting from the change of field of study.

§ 11

1. At the student's request, the Dean may transfer a student from part-time studies to full-time studies or from full-time studies to part-time studies.

2. The change of the form of studies from part-time to full-time may take place not earlier than:

1) after completing the second year of studies - in case of students of medicine, dentistry, medical analytics, pharmacy and physiotherapy,

2) after completing the first year of study - for students of other fields of study.

3. The condition for applying for the transfer from part-time to full-time studies is obtaining an average grade not lower than 4.5 from the last two completed years of study, and in case referred to in para. 2 point 2 after the first year of studies - not lower than 4.5 from the first year of study.

§ 12

1. At the student's request, the Dean may agree to transfer within the same field of study, from studies in English to studies in Polish or from studies in Polish to studies in English.

2. Transfer from studies in English to studies in Polish may take place:

- 1) not earlier than after completing two years of study,
- 2) when the average grade is not lower than 4.5 of the last two completed years of study.
3. If the language of instruction at the studies to which the student wishes to be transferred is not his/her native language, the student is required to present a document confirming the knowledge of the language of instruction at the level enabling to complete the studies, in accordance with the requirements of the Admission Resolution for a given academic year.

§ 13

1. The Dean set the limit of free places for students transferring from another university or changing the field of study or form of studies, or the language in which they study.

§ 14

1. The Dean, at the student request, who transfers from another university, resume studies, changes the field and form of studies or language of instruction transfers credits and grades from classes and examinations with respective ECTS points, subject to paragraph 2.
2. The Dean makes the decision after content-related consultation with the Head of the relevant Department. The Dean may credit classes or refuse to credit classes or credit classes provided that the curriculum differences are completed on the terms set out by the Head of the appropriate Department (e.g. attending selected classes, passing the exam without attending classes).
3. The rules referred to in para. 1 and 2 shall also apply in case of a student who applies for transfer of completed classes from already completed or concurrent studies, provided that the learning outcomes achieved coincide with the effects that apply in the field in which the student is currently studying.

§ 15

1. The student may resign from studies.
2. The student shall resign from studies in writing. The student submits the application to the relevant Dean's office or sends a scan of the document electronically.

Individual organization of studies (IOS)

§ 15

1. At the student's request, the Dean may agree to study according to the individual organization of studies (IOS), specifying the detailed IOS rules for each application.
2. Individual organization of studies (IOS) is:
 - 1) individual study program or
 - 2) individual study plan or
 - 3) individual method and dates of crediting the subjects.
3. Individual organization of studies (IOS) may be granted to a student who:

- 1) is outstanding in science,
- 2) is participating in research,
- 3) is standing out in sports, cultural, artistic or organizational activity for the University,
- 4) is referred to study at another university,
- 5) is pursuing more than one field of study at a time,
- 6) with a disability or chronic disease,
- 7) pregnant students and students who are parents,
- 8) accepted for studies as a result of confirmation of learning outcomes,
- 9) if student's life situation does not allow him/her to attend classes and credit subjects in accordance with the study plan.

4. The Dean may withdraw consent to study according to IOS when a student:

- 1) does not comply with the conditions and rules of IOS,
- 2) does not comply with the basic obligations arising from these Regulations,
- 3) does not comply with other University regulations.

5. Individual organization of studies (IOS) may not result in early graduation.

Rights and obligations of students

§ 17

1. A person accepted for studies acquires the rights of a student upon taking the oath. The content of the oath is determined by the University's Statute.
2. After acquiring student rights, the student receives a student ID.
3. Student rights and obligations expire on the day of graduation, suspension in student rights or removal from the list of students, whereas the first-cycle study graduate retains the student's rights (including student ID) until 31 October of the year of graduation excluding the right to financial support.

§ 18

1. The student has the right to:
 - 1) acquiring knowledge and skills and developing own scientific, social, cultural or sports interests,
 - 2) transfer and recognition of ECTS points,
 - 3) study according to the individual organization of studies (IOS),
 - 4) change the field of study, transfer to full-time or part-time studies, change the language of instruction, resign from studies,
 - 5) take an exam before a board with the participation of an observer he/she chooses
 - 6) repetition of specific classes due to unsatisfactory academic results,
 - 7) excuse absences from classes, leave from classes and Dean's leave with the possibility of verification of the learning outcomes specified in the study program,

- 8) access the personal records
 - 9) access to electronic curricula and learning materials,
 - 10) health protection on the principles set out in separate provisions,
 - 11) assessing didactic work of academic teachers and administration work,
 - 12) active participation in the work of the University's collective bodies,
 - 13) passive and active voting rights in line with the principles set out in the University's Statute and the Student Government Regulations,
 - 14) associate in University student organizations,
 - 15) use of University library resources,
 - 16) use of the University premises and equipment base in line with the principles established by the University authorities,
 - 17) apply for financial support, prizes, awards in line with the principles set out in separate regulations,
 - 18) apply for accommodation in student dormitory,
 - 19) wear student insignia referring to the tradition of the University's faculties,
 - 20) be advised by the Student Government on the rights and obligations of the student,
 - 21) OHS training.
2. If the student, due to disability or chronic illness, has difficulties with full participation in the educational process, he/she may apply to the Dean for modification of the conditions of participation in classes, including applying for IOS in line with the terms specified in § 15 Disabled students have the right to submit comments and motions to the Rector's Plenipotentiary for Disabled Persons.
3. A pregnant student and a student parent may not be refused consent for:
- 1) pursuing studies at a specific field and level according to individual organization of studies (IOS) until their completion - in case of full-time studies,
 - 2) leave from classes with the possibility of verification of the learning outcomes specified in the study program.
4. A student parent submits an application for the leave referred to in para. 3, within 1 year of the child's birth.
5. The leave referred to in para. 3 for:
- 1) pregnant students are granted for the period until the day the child is born,
 - 2) student parent is granted for a period up to 1 year - but if the leave ends during the semester, may be extended until the end of this semester

§ 19

1. The student is obliged to act according to the oath and the regulations in force at the University, and in particular to:

- 1) participate in classes according to these Regulations,
 - 2) take examinations, do the professional practices and meet other requirements set in the study program,
 - 3) take mandatory medical examinations and vaccinations on the dates provided in separate provisions,
 - 4) respect the University employees and follow the rules of social conduct,
 - 5) read and follow the University provisions, available on the University's website,
 - 6) sign a certificate of familiarization with these Regulations and the rules of payment and rules of use of the Virtual Dean's Office, as well as the commitment to pay fees for educational services on time to the personalized bank account relevant to the student (applies to students starting studies from the academic year 2019/2020).
 - 7) comply with the terms of the agreement on the terms of payment for educational services (applies to students who began their studies before the academic year 2019/2020),
 - 8) timely payment of fees for educational services provided for in the Rector's Regulation, while the amount of fees for students admitted to studies for a given academic year may not be increased until they graduate,
 - 9) immediately notify the Dean of a change of name, marital status, address and contact details, as well as material conditions,
 - 10) make use of functionality, documents and information provided by the Virtual Dean's Office
 - 11) use the Virtual Dean's Office and the university e-mail address assigned to the student for the duration of studies,
 - 12) protect the confidentiality of passwords,
 - 13) compliance with intellectual property rights,
 - 14) taking care of the student's dignity and the good of the University,
 - 15) compliance with the principles of ethics and professional deontology,
 - 16) compliance with the Student Ethics Code,
 - 17) compliance with occupational health and safety regulations
2. The student is liable for damages caused by his fault in the property (equipment) of the University and third parties during or in connection with taking classes or staying at the University.
 3. The student is required to undergo medical examination and submit to the Dean's office a certificate of the result of the examination, if he/she receives a referral from the Dean for medical examination if the obligation to undergo the examination results from separate provisions or if the dean receives information about the student's behavior, which deviates from commonly accepted norms of behavior and may raise doubts as to his health in the context of the safety of this student, other students or third parties.

§ 20

1. The student shall bear disciplinary liability, in line with applicable provisions on higher education, for violation of the rules in place at the University and any actions that offend student dignity.
2. The acts committed by the student that serve as a basis of disciplinary responsibility include, in particular:
 - 1) violation of ethical principles or failure to keep confidential any information concerning a patient/patients, obtained by the student in relation to classes included in the curriculum (practical classes, clinical placement, etc.),
 - 2) alcohol consumption or staying within the territory of the University in a condition implying consumption of the alcohol,
 - 3) possessing, consuming or dissemination of intoxicants and psychoactive substances or staying within the territory of the University under the influence of such substances,
 - 4) bringing objects that threaten the life or health of people to the territory of the University,
 - 5) violation of the examination regulations.

3. Each and every student and employee of the University shall inform the Rector having found out that any student committed an act offending student dignity or violated regulations in place at the University.

Grading academic year

§ 21

1. The grading period is the academic year.
2. The conditions of receiving credit for a year of study:
 - 1) being awarded credits for all academic courses and placement trainings provided for in the study program,
 - 2) obtaining at least 'satisfactory' grade from all exams and credits provided for in the study program,
3. Credit of the year of study must be obtained until the end of this academic year, as result from the division of the academic year.

§ 22

1. The student should obtain credits for all classes within the deadline stipulated in the plan of study or agreed upon with the person conducting the classes, however, no later than before the end of the year of study or before the beginning of the exam session during which the exam on the subject is scheduled.
2. The terms and conditions of obtaining credits for specific subjects shall be determined by the relevant academic unit, with the decision being presented to students at least 1 month before the start of the academic year through the website of the organizational unit of the University and in the

syllabus.

3. The terms and conditions for crediting placement trainings provided for in the study program, are specified in separate regulations.
4. The student shall receive credit for the placement training, provided for in the study program .The Dean gives consent to the internship in a specific location.
5. The organization, course and principles of awarding credit for military classes, defense training or other compulsory classes having a special form by students are set out in separate regulations.

§ 23

1. The student can complete some of the elements of the curriculum at another university in Poland or abroad, in particular, based on agreements or programs to which the University is a signatory.
2. The referral principles regarding students from other universities are governed by separate regulations.
3. Credits obtained by the student at a university (including a university abroad) other than the home university, within the same field of study shall be transferred together with the ECTS credits and allocated towards achievements at the home university, expressed in ECTS credits.

§ 24

1. Student participating in meetings of:

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

has a justified absence from classes taking place during the meetings of these bodies. The presence of the student at the above-mentioned meetings is confirmed by the meeting organizer.

2. The method, form and date of making up for arrears arising from excused absences from classes are determined by the Head of the Department conducting the classes. Student should catch up by the end of the given semester. Should the student make up for classes at a later date the Dean's consent is necessary.

§ 25

1. A student may take examinations:

- 1) during the exam session, in line with the rules specified in paragraph 2-4 or
- 2) outside the exam session, in line with rules specified in paragraph 5.

2. The condition of sitting for an exam is the timely completion of the course provided for in the given grading period.

3. If justified, a student who did not obtain credit for up to two subjects in due time can be admitted by the Dean to sit for the exam session. The admission is granted if the Head of the Department conducting the classes decides that it is possible for the student to make up for the

outstanding classes and obtain the missing credits before the start of the next re-take exam session.

4. Having obtained the missing credit, the student shall take the exam in the subject. The exam shall be treated as taken at first sitting.

5 The condition of sitting for an exam the date of which is determined outside the exam session is the credit for the subject of the exam obtained earlier and the consent of the Head of the Department conducting classes to take the exam outside the session.

§ 26

1. A student shall be eligible for two exam sittings, of which the second sitting during the retake examination.
2. In the case of failing the final exam, a student is eligible to sit for a retake in each failed subject.
3. An exam outside the exam session should be considered taken on the first attempt.
4. The date of the exam outside the exam session should not conflict with the dates of student regular classes.
5. Exams are conducted and evaluated separately for each subject. This does not apply to subjects grouped in blocks, in which case a single, aggregate exam can be held, whereas the overall grade refers to each of the subjects examined.
6. The range and form of the exam is established by the head of the academic organizational unit of the University and communicated no later than 3 months before the start of the exam session.
7. The student's failure to take an exam or a part thereof in due time without justification shall be equivalent to a 'fail'.
8. In the case of excused absence from the exam, the student is entitled to an additional examination date. The student should notify the examiner about the reasons for his/her failure to sit for the exam within three business days after the exam at the latest. A medical certificate justifying the absence, the student shall provide the examiner within 7 working days from the date of issue of the certificate, but no later than within three working days after the exam date. An additional exam date is established by the examiner in consultation with the Dean. Such an exam shall be considered taken in due time.

§ 27

1. A student who received a 'fail' can take a resit exam during the next retake session or at another date, if the Dean's consent has been obtained.
2. Resit exams and exams before the examination board shall be taken by the student until the end of the next exam session.

§ 28

1. The student may submit an application to the Dean within 7 days from the credit date or the exam date for:
 - 1) permission to take the commission credit in case student fails to obtain credit for the subject on the first and second attempt,
 - 2) permission to take the examination before examination board in case student received an unsatisfactory grade in the first and second attempt in the course ending with the grade,
 - 3) permission to take the examination before the examination board in case of student's justified reservations on the form, course of the exam or the existence of special circumstances of a student.
2. The Dean considers the student's application within 7 days from the date of its submission.
3. The decision on the form, time limit and composition of the examination review board shall be made by the Dean, not later than 7 days before the planned time limit of the exam. The student shall be informed of the time limit of the exam before the examination review board not later than 7 days before the time limit of this exam.
4. The composition of the examination review board is as follows:
 - 1) Chairman of the commission - Dean or Deputy Dean appointed by the Dean,
 - 2) Member of the commission - Chairman of the Board of Academics
 - 3) Examiner - an academic teacher appointed by the Dean, representing the specialization specific to the subject of the commission examination,
 - 4) Observer - a representative of the Student Government,
 - 5) Observer on request - a person indicated by the student in the application, submitted at the latest 7 days before the scheduled date of the examination before examination board.
5. The Dean may order an examination before the examination board on his/her own initiative.
6. Grade awarded by the examination review board is final.

§ 29

1. The principles of final credits and conducting final examinations are set out in the Student Assessment Procedure specified in a separate Regulation.
2. The following exam grades shall apply:
 - 1) very good/bardzo dobry = 5.0, (very good),
 - 2) better than good/ ponad dobry = 4.5, (pdb),
 - 3) good/dobry = 4.0, (db),
 - 4) better than satisfactory/dość dobry = 3.5, (ddb),
 - 5) satisfactory/dostateczny = 3.0, (dst),
 - 6) fail/niedostateczny = 2.0. (ndst).

3. Exam results shall be made available to the student on his account in the student's IT (Virtual Dean's Office) system within 5 working days from the day of the exam.
4. The average grade includes examinations grades, including the grades obtained in process of recognition of learning outcomes.

§ 30

1. The Dean can take the following decisions regarding the student who did not complete a year of study:
 - 1) upon the request of a student, allows student to repeat the year of study. The provision shall not apply to first-year students, unless the reason for failing the first year was the granting of health leave,
 - 2) upon the request of a student, conditionally approve the student for promotion to the successive year of study – if the student failed one exam or one subject (does not apply to the first-year students).The conditional consent for the student to continue education in the next year of study obligates the student to participate in classes in the failed subject and pass the exam or obtain a credit within the deadlines agreed upon with the Dean,
 - 3) delete a student from the list of students.
2. A student who repeats a year of study is awarded credit for classes and exams from the previous semester in the subjects in which he/she received at least 'satisfactory' mark. Both grades obtained at first and second sitting are recognised. If the grade obtained at the second sitting is to be allocated towards the repeated year, the 'fail' from the first sitting shall also be inserted in the records. The student should obtain a consent for the previous year's grades to be recognised before the beginning of the semester. A student repeating the year is obliged to attend classes in the failed subject and to pass the exam or obtain a credit.

§ 31

1. The Dean shall remove a student from the list of students in the cases student:
 - 1) failed to take up studies,
 - 2) resigned from studies,
 - 3) failed to submit the thesis or did not pass the diploma exam,
 - 4) was penalised with the disciplinary penalty of expulsion from the University,
2. The Dean may remove a student from the list of students in the cases enumerated below :
 - 1) lack of participation in compulsory classes has been reported,
 - 2) no educational progress has been reported,
 - 3) the student did not complete the semester or year of study in due time,
 - 4) lack of payment of the tuition fee

3. In case of removal from the list of students, settlements between a student and the University shall be made according to separate regulations.

Awards, distinctions

§ 32

1. Scholarships, prizes and distinctions may be awarded to students distinguished by exceptionally good academic results, exemplary fulfillment of their duties, ethical attitude, activity in student life or special sports achievements.
2. Detailed procedures, the mode of distinguishing students and the amount of scholarships and awards are set out in separate regulations.

§ 33

1. A graduation diploma with honours is awarded to graduates of full-time studies, who fulfil all the conditions below:
 - 1) completed studies within the assumed deadlines,
 - 2) obtained a grade point average during exams of at least 4.60,
 - 3) their diploma thesis and exam (if required) were marked 'very good'.
2. A diploma with honours is awarded by the Rector, at the Dean's request.
3. A graduate awarded a diploma with honours also receives a single cash prize.
4. The value of the prize depends on the amount of dedicated funds and amounts to:
 - 1) 100 % of the amount for graduates of master studies,
 - 2) 50 % of the amount for graduates of first cycle studies ,
 - 3) 50 % of the amount for graduates of second cycle studies,
5. An outstanding graduate may be awarded the "Golden Graduate's Laurel" on the principles set out in separate regulations.

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

Leaves

§ 34

1. The Dean, at the student's request, can grant to the student:
 - 1) dean's leave
 - 2) health leave.
- 2 .The leave is granted for a full academic year of study.
3. The leave is confirmed with the relevant entry in the student's records.

4. During the dean's leave, the student can, upon the dean's consent, participate in selected classes and proceed to verification of the learning outcomes obtained.
5. During the health leave, the student may not participate in classes or sit for exams.
6. In order to grant the health leave, the Dean may refer the student for examination and ask for the doctor's opinion.
7. After the end of the health leave, the student can be admitted to study having filed an opinion of the occupational health doctor concerning his/her fitness for continuation of the studies.
8. Granting the leave shall automatically postpone the planned date of graduation by the duration of the leave.
9. If the Dean's leave is granted to an extramural student or to a student studying in English, the financial settlements shall be performed according to the principles set out in separate regulations.
10. The leave shall not be granted for past periods, unless prerequisites for such a leave arose earlier and the student was unable to immediately submit the request referred to above for material and duly documented reasons.
11. Short-term absences from classes can be justified in accordance with the rules adopted by the departments conducting such classes and announced on the web page of the department.

Graduation

§ 35

1. The conditions for completing studies and obtaining a diploma are:
 - 1) achieving learning outcomes specified in the study program, which has been assigned at least:
 - a) 180 ECTS credits - in case of first-cycle studies,
 - b) 90 ECTS credits - in case of second-cycle studies,
 - c) 300 ECTS credits - in case of long-cycle Master's studies lasting 9 or 10 semesters,
 - d) 360 ECTS credits - in case of long-cycle Master's studies lasting 11 or 12 semesters;
 - 2) passing a diploma examination or a positive assessment of the diploma thesis for the fields of study where the study program provides for.
2. The date of graduation is the date of passing the diploma exam, in case of studies in medicine, medicine and dentistry - the date of passing the last final exam required in the study program, and in case of studies in pharmacy and physiotherapy (long-cycle Master's studies) - the date of obtaining credit for the last placement training required in the study program.

§ 36

1. The deadline for the submission of diploma thesis is determined by the Dean.

2. If requested by the promotor or the student, the Dean can extend the deadline for submission of the dissertation, in the following cases:
 - 1) long-lasting illness of the student,
 - 2) impossibility to prepare the thesis within the deadlines established for justified reasons independent of the student..
3. If the promotor is absent for a period that might lead to delays in submission of the thesis by the student, the Dean shall be obliged to appoint another person to supervise the preparation of the thesis.
4. In exceptional situations, the Dean can refer the student to another department to prepare the thesis.
5. Whenever justified, the Dean can allow for a thesis to be written in a foreign language. The terms and conditions of writing a thesis in a foreign language are determined by the Dean.

§ 37

1. The student prepares the master's thesis under the supervision of a duly authorised University teacher with at least doctoral title (*doktor*). Having sought an opinion of the Faculty Council, the Dean can authorise a person from outside of the University to supervise the thesis preparation (doctor's title or higher). This, however, requires consent of a duly authorised person.
2. The student prepares the bachelor thesis under the supervision of a duly authorised University teacher with the title of *magister/ (lek. med.)* or higher. Having sought an opinion of the Faculty Council, the Dean can authorise a person from outside of the University to supervise the thesis preparation (title of *magister/ (lek. med.)* or higher). This, however, requires consent of a duly authorised person.
3. The subject of the master's thesis should be determined one year before the graduation at the latest, while the subject of the bachelor thesis should be determined one semester before the graduation at the latest.
4. The bachelor thesis is approved by the promotor and assessed by the reviewer.
5. At the Faculty of Pharmacy with the Laboratory Medicine Section, the master's thesis is approved by the promotor and assessed by the promotor and one reviewer.
6. At other Faculties, the master's thesis is approved by the promotor and assessed by the reviewer.
7. In the case of discrepancies in assessment of the bachelor's or master's thesis, the decision whether to allow the student to sit for the final exam is to be made by the Dean, who can seek an opinion of another reviewer.

§ 38

1. Conditions for admission to the diploma exam:

- 1) obtaining credits for all didactic classes and placement trainings and passing all exams provided for in the curriculum,
 - 2) positive result of verification of the thesis with the use of the anti-plagiarism system and evaluation of the thesis ('satisfactory' mark or higher) – if required.
2. The diploma exam is held before a committee appointed by the Dean.
 3. The Commission includes:
 - 1) the Chairman – the Dean or Deputy Dean appointed by the Dean,
 - 2) the promotor,
 - 3) reviewier (second reviewer),
 - 4) member – an academic teacher who have knowledge on the topic of the thesis
4. The diploma exam should be held within three months following the submission of the diploma paper and with participation of minimum 3 members of the Commission.
 5. In justified cases the Dean, acting in cooperation with the promotor/tutor, shall establish an individual date of the diploma exam.

§ 39

1. The form of the diploma exam shall be established by the Dean.
2. At the request of the student or the promotor, the diploma exam can be held as an open exam
3. Detailed mode of conduct of an open diploma exam shall be established by the Dean.

§ 40

Should the student fail the diploma exam or not appear at all on the date established, the Dean shall establish another date for the exam to be held, which shall be final.

§ 41

1. A graduate receives a graduation diploma according to the pattern approved by the Senate.
2. A graduate receives within 30 days of graduation, a diploma, a diploma supplement and two copies thereof. At the student's request, the University issues copies in a foreign language.
3. A graduate can keep his/her student's record book if it was handed over to him/her in paper form.

§ 42

1. The final result of studies shall be calculated based on:
 - 1) for field of study with no obligation to submit a thesis or to sit for a final exam - arithmetic mean of all exam grades,
 - 2) for field of study with no obligation to submit a thesis, completed with a final exam:
 - a) arithmetic mean of all exam grades,
 - b) diploma exam grade or, if the exam consists of two parts (theoretical and practical), arithmetic mean of both grades.

The final result of study is calculated according to the following formula: $\frac{1}{2}$ for point 1 and $\frac{1}{2}$ for

point 2.

3) for field of study with obligation to submit a thesis:

a) arithmetic mean of all exam grades,

b) arithmetic mean of the following grades:

- diploma exam; if the exam consists of two parts - arithmetic mean of both grades,
- thesis,

The final result of study is calculated according to the following formula: $\frac{1}{2}$ for point a) and $\frac{1}{2}$ for point b).

2. The average grade is calculated by the student IT system based on the grades entered in it.

3. The final result of study is featured in the diploma.

4. The following rules for entering grades on the diploma shall apply:

- 1) up to 3.25 - satisfactory
- 2) from 3.26 to 3.75 – better than satisfactory
- 3) from 3.76 to 4.20 - good
- 4) from 4.21 to 4.50 – better than good
- 5) from 4.51 to 5.00 - very good.

Documentation of the course of study

§ 43

1. The course of study should be documented in:

- 1) examination protocols drawn up in paper form and in the form of printouts from the IT system or only in the form of printouts from the IT system if credit records are not drawn up in paper form in the given year of study;
 - 2) student's record book in electronic form
 - on the principles set out in separate regulations.
2. Credits and grades from the examinations shall be entered in the IT system within 5 days following the exam or credit.
3. The examination protocols shall be printed out from the IT system within 14 days following the end of exam session in which the student obtained the last grade necessary to settle the given stage of study.

§ 44

Graduation is documented in:

1) student's records book

2) diploma exam records,

- 3) student files,
- 4) book of diplomas.

Rules of participation in classes for high school students

§ 45

1. Highly talented high school students may, with the Dean's consent, participate in theoretical classes provided for in the course of study in the fields consistent with their aptitudes and proceed to pass these theoretical classes on the same principles as those provided for University students participating in these classes.
2. A condition for the dean's consent is to present the consent of the student's school principal indicating that the student's participation in classes at the University does not interfere with the student's school duties. Parental consent is also required for students under 16 years of age. In any case, in order to ensure proper security for the student, the Dean has the right to require the student to meet certain conditions for his / her participation in classes conducted at the University (e.g. as to the requirement of protective clothing, etc.).
3. The right specified in par. 1 does not include the right of the high school student to participate in practical classes conducted at the University, in particular does not include classes conducted on the premises of health care facilities, i.e. in organizational units of the University located in hospitals or other health care facilities (e.g. clinics, clinical departments, institutes, etc.).

Final provisions

§ 46

1. For cases initiated and not completed before the date of entry into force of these Regulations, the existing provisions shall apply.
2. The rights acquired on the basis of decisions taken before the entry into force of the Resolution of the Senate of the Medical University of Warsaw implementing these Regulations shall remain valid.
3. The Study Regulations are available on the University's website and at the website of the Office for Information and Promotion.

§ 47

The Regulations enter into force at the beginning of the academic year specified in the Resolution of the Senate of the Medical University of Warsaw implementing these Regulations.