

RULES AND REGULATIONS OF STUDY AT THE MEDICAL UNIVERSITY OF WARSAW

I. 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. Admission to studies takes place at the moment of matriculation and swearing an oath to the Vice-Chancellor or the Dean. The wording of the oath is defined in the Statute of the University.
2. After matriculation and swearing an oath, the student is handed the student’s records. The records feature the course and results of study.
3. All students are represented by the Student Self-Government.

§3

1. The supervisor of the students in the Vice-Chancellor.

II. ORGANISATION OF STUDIES

§4

Studies are carried out based on curricula and plans of study, according to the education outcomes specified in the Regulation of the Minister of Science and Higher Education or adopted by the Senate of the University.

§5

1. Academic year starts no later than on October 1st and lasts no longer than until September 30th of the next calendar year, and is divided into two semesters.
2. The principles of organisation of the academic year, with its division into semesters and specification of the timetable of educational courses and dates of exam sessions, are specified by the Vice-Chancellor, after consultations with the Student Self-Government, before May 1st of the previous academic year at the latest.
3. The Dean determines and publishes a detailed mode and schedule of courses 4 weeks before the start of the semester at the latest, through a website, information in display cases or the academic guide.

4. The person conducting individual classes, acting in cooperation with the Dean, determines the rules according to which students attend such classes (encompassed by the subject curriculum) and communicates them during the first classes at the latest.

5. Classes can be conducted with the use of distance-communication methods and techniques.

6. Through the decision of the Dean, selected classes and course completion assessments can be conducted in English.

§6

1. Boards of Academics are appointed for all years of study.

2. Boards of Academics are the Dean's advisory and opinion-giving bodies on all issues connected with the academic and educational process in the given year of study.

3. Performance of the Board of Academics is based on the Regulations adopted by the Faculty Council.

4. Responsibilities of the Board of Academics encompass, in particular:

1) analysis of the organisation and course of study at the given year of study as well as the conduct of the academic process in individual units conducting courses,

2) integration of education during the given year of study,

3) coordination of schedules of classes, assessments, tests and examination in the given year of study,

4) analysis of the education outcome of individual students and submission of the appropriate requests to the Dean,

5) analysing and giving opinions on requests made by students concerning the academic and educational process in the given year of study.

5. The Board of Academics is composed of:

1) president appointed by the Dean in cooperation with the Student Self-Government bodies from among the university teachers who conduct courses in the given year of study,

2) members appointed by the Dean at the request of heads of the units or the Student Self-Government bodies,

3) year prefect and prefects of all Dean's groups,

4) course prefects – for extramural studies.

6. Presidents of Boards of Academics also perform the function of year tutors. The responsibilities of the year tutors are set forth in the Regulations mentioned in section 3 above.

7. Meetings of Boards of Academics are minuted. The minutes are stored at the Dean's Office and the Student Self-Government's Office.

§7

1. The sizes of groups for individual courses are established in the following manner:

- 1) lectures shall be given jointly to the entire student body in the given year, faculty or field of study, subject that if the number of students in the specific year exceeds 150, lectures can be given in two separate groups,
 - 2) seminars, foreign language classes and practical classes in subjects of general education shall be conducted in groups of at least 20 students,
 - 3) practical classes and placement trainings to be completed during the academic year shall be conducted in groups of up to 8 students,
 - 4) clinical classes at the faculty of medicine and medicine and dentistry shall be conducted for groups of:
 - a) 5-6 persons – non-surgical classes,
 - b) 4-5 persons – surgical classes, paediatric classes and infectious disease classes,
 - c) 4-5 persons – internal diseases – classes conducted at the ICU, appropriately marked in the plans of studies,
 - 5) for students at the Faculty of Pharmacy with Laboratory Medicine Section, specialist classes in chemical analysis and methodologically advanced laboratory classes carried out with the use of biological material, as well as classes in hospital pharmacies, diagnostic laboratories and hospital departments, shall be conducted in groups of at least 5,
 - 6) physical education classes should be conducted in groups of at least 20,
 - 7) clinical classes (field of study: physiotherapy) should be conducted in groups of max. 6 people,
 - 8) classes not listed in items 4) – 7) shall be conducted for groups of max. 10 students.
2. If justified, the Vice-Chancellor can change the sizes of course groups.

§8

1. At the student's request, whenever justified, the Dean can allow the student to study according to an individualised programme or plan of study.

2. The **individualised programme of study** (hereinafter: IPS) can be awarded by the Dean to students with outstanding academic achievements, to aid them in expanding their knowledge and ensure unobstructed participation in works performed by R&D (research and development) teams. The principles of the IPS at individual faculties of the University are set forth in the Rules and regulations of individualised programmes of study at individual faculties of the University, enclosed hereto as Annexes 1-5:

- a) 1st Faculty of Medicine – Annex 1 containing the Rules and regulations of individualised programme of study at the 1st Faculty of Medicine;

b) 2nd Faculty of Medicine with an English Division and Physiotherapy Division – Annex 2 containing the Rules and regulations of individualised programmes of study at the 2nd Faculty of Medicine with an English Division and Physiotherapy Division;

c) Faculty of Medicine and Dentistry – Annex 3 containing the Rules and regulations of individualised programmes of study at the Faculty of Medicine and Dentistry;

d) Faculty of Health Sciences – Annex 4 containing the Rules and regulations of individualised programme of study at the Faculty of Health Sciences of the Medical University of Warsaw;

e) Faculty of Pharmacy with Laboratory Medicine Section – Annex 5 containing the Rules and regulations of individualised programme of study at the Faculty of Pharmacy with Laboratory Medicine Section of the Medical University of Warsaw.

3. The **Individualised Plan of Study** (hereinafter: Individualised Plan) can be awarded by the Dean to a student who is unable to attend classes and receive credits for individual subjects according to the plan of study due to his/her life situation, in particular in the case of:

a) disability or disease,

b) studying in more than one field or specialty,

c) taking care of a child.

4. The Individualised Plan can encompass, in particular, modifications to the system of organisation of classes and exams as well as to the schedule of classes in the course of study.

5. A student applying for the Individualised Plan prepares a schedule of course completion assessments and exams for the academic year (divided into semesters) in accordance with the curriculum, as well as the terms of credit award, established by the student and approved by the university teachers in charge of the subjects in question in the academic year or semester concerned, to be accepted by the Dean.

6. The Individualised Plan is awarded for one academic year, starting at the beginning of the academic year for which it was awarded or on the day specified in the Dean's decision.

7. The Dean can withdraw the decision to award the Individualised Plan to the student, should the student fail to satisfy conditions stemming from the consent to the Individualised Plan granted to the student, fulfil his/her primary obligations hereunder or observe other provisions in place at the University.

8. The decision of the Dean can be appealed against to the Vice-Chancellor in charge of student and teaching affairs.

9. Studying according to an Individualised Plan shall not lead to earlier graduation.

§9

1. Upon the Dean's consent, exceptionally talented secondary school students can participate in theoretical classes included in the curriculum of faculties corresponding to the talents demonstrated

by such students, and proceed to exams/credits ending such theoretical classes on conditions analogical to conditions which are to be satisfied by university students participating in such classes.

2. The Dean shall consent to the secondary school student's participation in the aforementioned classes based on the statement of the head of the school attended by the student that his/her participation in the classes at the University does not interfere with the student's obligations at school. If the students are younger than 16, the parents' consent is also required. In each case, in order to ensure the appropriate level of safety to the student, the Dean can require that the student fulfil the established conditions of his/her participation in the classes conducted at the University (e.g. regarding the requirements to wear protective clothes, etc.).

3. The authorisation referred to in section 1 does not encompass the student's right to participate in practical classes conducted by the University including, in particular, classes conducted in healthcare facilities, i.e. in organisational units of the University located in hospitals or other healthcare facilities (e.g. university hospitals, clinics, institutes, etc.)

§10

1. A student admitted to study based on a confirmation, by the University, of the learning outcomes according to the principles, conditions and mode of confirmation of learning outcomes adopted by the Senate of the University, studies at the given faculty according to the applicable curriculum, taking into account the individualised programme of study elaborated for the student and approved by the relevant Dean.

2. The grade point average does not encompass classes assessed based on confirmation of the learning outcome.

§11

1. ECTS credits are awarded for classes included in the curriculum and the plan of study.

2. In order to obtain a 1st cycle studies graduation diploma, the student shall receive at least 180 ECTS credits; in order to obtain a 2nd cycle studies graduation diploma, the student shall receive at least 90 ECTS credits; in order to obtain a long-cycle studies graduation diploma, the student shall receive at least 300 ECTS credits for five-year and 360 ECTS credits for six-year studies.

III. RIGHTS AND OBLIGATIONS OF STUDENTS

§12

1. The student has the right to:

1) study in the selected fields of study,

2) obtain knowledge and skills,

3) develop own academic, social, cultural or sports interests and use the academic facilities, devices or resources of the University for this purpose (also outside of classes, unless this interferes with normal operation of such facilities etc.), as well as aid of the University teachers and authorities of the University,

- 4) become a member of student organisations at the University, student associations as well as artistic and sports teams,
- 5) participate actively in works of the University's collective bodies,
- 6) receive awards and distinctions stipulated in the relevant regulations,
- 7) study according to the Individualised Programme of Study (IPS) or Individualised Plan of Study (Individualised Plan),
- 8) receive financial aid, on conditions defined in separate regulations, including a scholarship awarded by the local government or the employer, or received from structural funds of the European Union,
- 9) undertake gainful employment which, however, shall not release the student from his/her obligations towards the University,
- 10) wear student insignia referring to the tradition of the University's faculties,
- 11) receive up-to-date academic guides or access to electronic versions thereof for the given academic year at the beginning of such a year; the guides should contain up-to-date curriculum, to enable assessment of the programme implementation by the University's academic organisational units, after the end of the academic year,
- 12) evaluate the forms and quality of education in organisational units of the University, including assessment of the academic work of University teachers and administration; the manners and criteria of evaluation are established by the University management in cooperation with the University Self-Government bodies,
- 13) obtain information on mandatory medical examinations and vaccinations as well as on referrals to mandatory, unpaid medical examinations and vaccinations,
- 14) participate in open classes carried out as part of other fields of study,
- 15) be treated like partners by the University staff,
- 16) be ensured health protection in line with separate regulations,
- 17) receive synopses of presentations of the classes or other academic materials in electronic form.

2. A student who begins studies has the right to be trained on his/her rights and obligations. The trainings are conducted by the Student Self-Government in cooperation with the Parliament of Students of the Republic of Poland.

3. If, due to a disability or chronic illness, a student finds it difficult to participate in the academic process, he/she can file a request to the Dean to modify the conditions of his/her participation in the classes, including the award of the Individualised Plan in line with principles determined in §8 sections 3-9 of the Rules and regulations. Disabled students can report their remarks and requests to the Representative of the Vice-Chancellor for persons with disabilities.

§13

1. The student's obligations include full and comprehensive use of the educational opportunities ensured by the University and conduct in accordance with the oath and Rules and regulations of study.

2. In particular, the student is obliged to:

1) fulfil academic obligations according to the plan, in line with the Rules and regulations of study, including, in particular, timely taking of examinations and serving placement trainings,

2) observe the rules and regulations in place at the University,

3) undergo the required medical examinations and vaccination procedures within the deadlines provided for in applicable regulations,

4) show respect to the University staff and act in accordance with principles of social co-existence,

5) take proper care of his/her dignity as a student and act in the best interests of the University,

6) act in accordance with the rules of professional and deontological ethics,

7) act in accordance with the Student's Code of Ethics,

8) fill in a student survey concerning evaluation of the academic process after each cycle of classes, however, before the end of the academic year at the latest,

9) submit a statement that the student does not receive financial aid in more than one field of study,

10) submit a written statement confirming that the student satisfies all conditions necessary to undertake/continue full-time studies at a public university without paying fees,

11) sign an agreement on the terms and conditions of payment for educational services related to education provided as part of full-time studies at the Medical University of Warsaw,

12) pay fees for educational services in the amount specified by the Vice-Chancellor, to a customised bank account of the student,

13) immediately notify the Dean of any changes in the name, marital status, address, contact details or financial conditions,

14) use the email address awarded to the student by the University throughout the period of study,

15) protect confidentiality of passwords, copyright and intellectual property rights, including electronic materials.

§14

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 Vice-Chancellor having found out that any student committed an act offending student dignity or violated regulations in place at the University.

§15

1. Students can apply for being transferred from another university, provided that they fulfilled all obligations stipulated in the rules of such university and accept the Rules and regulations of study at the University. Any subjects completed at another organisational unit of another university, including a university abroad, can be recognised in place of the scores assigned to the classes and placements defined in the plan of study and the curriculum of the University only where the educational outcomes of both have been found convergent. The decision on convergence of the educational outcomes obtained, the establishment of curriculum differences and admission to the year of study applied for is taken by the Dean.

2. The transfer referred to in section 1, to full-time studies, is only possible within the limits awarded by the Minister of Health or adopted by the Senate of the University. The decision whether to exceed the limit is taken by the Vice-Chancellor.

3. Students transferred from other universities, where a different curriculum applies, can begin studies in the given year of study on condition that they would make up for any and all curricular differences. The student is obliged to make up for the curricular differences within the time limits and on conditions specified in the Dean's decision. Failure to satisfy the terms and conditions set forth in the Dean's decision shall result in the year of study not being completed. The decision concerning admission to the given year of study and completion of the year of study is taken by the Dean.

4. In the case described in section 1, the student is obliged to deliver to the Dean a request with due justification, as well as documents presenting the course of previous study.

§16

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 programmes to which the University is a signatory.

2. The referral principles regarding students from other universities are governed by separate regulations.

§17

Credits obtained by the student at a university (including a university abroad) other than the home university shall be transferred together with the ECTS credits and allocated towards achievements at the home university, expressed in ECTS credits.

§18

1. Upon the consent of the relevant Deans, the student can change the field of study or study other subjects at other universities next to his/her major field of study, provided that he/she fulfils all obligations related to the programme of study in the major field. A student who changes the area of study or undertakes additional studies shall not be released from the recruitment procedure.

2. The Dean can withdraw his/her consent for the student to take up additional studies if the student fails to fulfil his/her duties related to the programme of the primary area of study.

3. Without prejudice to the provisions of § 15, the decision to admit a person who commenced studies abroad is each time taken by the Dean.

§19

1. Extramural students at the faculty of medicine, medicine and dentistry, medical analytics and pharmacy at the University can apply for transfer to full-time studies no earlier than after completion of the 2nd year of study.

2. A student can apply for the transfer referred to in section 1 provided that his/her grade point average in the last two years of study was not lower than 4.50.

3. In other fields of study, extramural students can apply for transfer to full-time studies, within the limits established, having completed the first year of study. To apply for transfer, the student must have a grade point average that is not lower than 4.50.

4. The decision to transfer a student from extramural studies to full-time studies is taken by the Dean based on the results achieved by the student. The transfer should be performed as part of the limit awarded by the Minister of Health or Resolution of the Senate.

IV. CREDITS AT THE END OF ACADEMIC YEAR

§20

1. The grading period can be either a semester or a year of study. The grading periods for respective fields of study are established by the Faculty Council.

2. Credit for the year of study must be obtained until the end of the semester / academic year, as results from the division of the academic year.

§21

1. Conditions of receiving credit for a semester / year of study:

- 1) being awarded credits for all academic courses and placement trainings provided for in the plan of study,
 - 2) obtaining at least 'satisfactory' mark in all exams and exam-based course completion assessments provided for in the plan of study.
2. The following grades are used to evaluate exams and exam-based course completion assessments:
- 1) very good/bardzo dobry = 5.0 (bdb)
 - 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. Subjects which do not end with an exam can end with a credit or graded credit. The crediting method is to be selected by the Dean.
4. The grade point average is calculated based on exam grades only.
5. 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, subject to §23.
6. 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 organisational unit of the University as well as information in the display case, syllabus and academic guide.
7. The schedule of classes is established 4 weeks before the start of the semester at the latest by the Dean, at the request of heads of the units that offer the classes which received a positive opinion of the Board of Academics, and is thereupon communicated to students.
8. Results of test exams, including electronic exams, are published at the website of the University's academic unit which held the exam within 2 business days following the exam; results of written exams other than tests are published analogically within 5 days following the exam. The information with the result of the exam contains the student's record file number and the grade.
9. The rules for conducting course completion assessments and examinations are defined in the Student Assessment Procedure introduced by way of the Regulation of the Vice-Chancellor (appended hereto) and, in particular:
- a) Rules for Conducting Written Exams at the Medical University of Warsaw
 - b) Rules for Conducting Test Exams at the Medical University of Warsaw
 - c) Rules for Conducting Electronic Exams at the Medical University of Warsaw

d) Rules for Conducting Oral Exams at the Medical University of Warsaw

e) Rules for Conducting Practical Exams at the Medical University of Warsaw.

10. A student who performs research works as a member of a team implementing academic plans of the University's organisational unit or rendering services in healthcare units can be awarded a credit, if the works performed correspond to the curriculum and are thematically related to the curriculum element concerned.

11. Absence from classes of a student who participates in meetings of collective and elective bodies operating within the structures of the University is justified if the classes are held during such meetings, in which case the student is not obliged to make up for such classes.

12. The manner, form and deadline for making up for classes unattended due to justified absence shall be defined by the unit which conducts the classes. The classes should be made up for before the end of the semester. Making up for missed classes at a later date is only possible upon the Dean's consent.

§22

1. The modes and principles of awarding credits for placement trainings provided for in the plans of studies by the Dean are specified in separate regulations.

2. The student shall receive credit for the placement training, to be completed in Poland or abroad, provided that before starting the placement training he/she obtained a consent of the Dean for the training to be performed in the specific location.

3. The organisation, course and principles of awarding credits for military classes and defence trainings are specified in separate regulations.

4. Whenever mandatory placement training is provided for in the plan of study, the Dean can release a student who performed works that satisfy the aims of the placement training from such placement training, wholly or partially.

5. Provisions of section 3 apply accordingly towards other non-standard mandatory classes.

§23

1. A student who completed the course and in due time obtained all the credits in all subjects in the given grading period can sit for exams.

2. Upon the consent or at the request of the head of the unit conducting the classes and upon the Dean's consent, a student who satisfies all the conditions referred to in section 1 can take the exam before the established date of the exam session.

3. The form of exams held at an earlier date is to be decided by the head of the unit conducting the classes. Exams conducted at an earlier date shall be considered exams at first sitting.

4. A student who received a 'fail' can take a resit exam during the next resit session or at another date, if the Dean's consent has been obtained.

5. A student who did not exercise the right to take the exam at an earlier date is obliged to take it during the exam session when the exam is scheduled.
6. Detailed organisation of the session lies with the Dean, who acts in cooperation with the Board of Academics, and shall be completed no later than 3 months before the commencement of the session.
7. 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 unit 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 resit exam session.
8. Having obtained the missing credit, the student shall take the exam in the subject. The exam shall be treated as taken at first sitting.
9. 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.
10. The range and form of the exam is established by the head of the academic organisational unit of the University and communicated to the Board of Academics for the given year and the students at the beginning of the semester, no later than 3 months before the start of the exam session.

§24

1. In the case of failing the final exam, a student is eligible to sit for a retake in each failed subject.
2. Resit exams shall be taken by the student until the end of the next resit exam session.
3. The student's failure to take an exam or a part thereof in due time without justification shall be equivalent to a 'fail', which is to be inserted into the student's records.
4. The student should notify the examiner about the reasons for his/her failure to sit for the exam within three days after the exam at the latest. Should it be decided that the student's absence from the exam was justified the Dean, acting in cooperation with the examiner, shall establish a new date of the exam. Such an exam shall be considered taken in due time.
5. Should the student receive a 'fail', both at the first and the second sitting, in a subject ended with a credit, he/she shall have the right to apply to the Dean for a consent to sit before an examination review board.

§25

1. Whenever justified, should the student fail the resit exam, at the student's request submitted within 7 days following the resit exam the Dean shall order an exam before the examination review board, to be conducted within 14 days following the submission of the request. If justified, the student can take exams before the board in two subjects.
2. The exam before a review board can be either an oral or a written exam. The decision concerning the type of the exam is made by the Dean, upon appointment of the examination review board, 3 days before the scheduled date of the exam at the latest.

3. The examination review board is appointed by the Dean.
4. The composition of the examination review board is as follows:
 - 1) Dean acting as the President of the board,
 - 2) President of the Board of Academics,
 - 3) an academic teacher, elected by the Dean, representing the specialty area appropriate for the subject of the exam taken before the review board, acting as the examiner,
 - 4) a representative of the Student Self-Government, acting as an observer,
 - 5) at the student's request filed 7 days before the scheduled date of the exam at the latest: a person different than the person indicated in point 4) above, acting as an observer.
5. The Dean can order an exam before an examination review board on his/her own initiative.
6. Grades awarded by the examination review board are final.

§26

1. The Dean can take the following decisions regarding students who did not complete a year of study:
 - 1) allow the student to repeat the year of study. The present provision shall not apply to 1st year students in Polish, unless the student failed to complete the year of study due to illness (health leave),
 - 2) 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 1st year students – except for students studying in English). 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) remove the 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 year 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.
3. A student who:
 - 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

shall be removed from the list of students by the Dean.

4. Failure to take up studies shall be understood to mean the student's failure to proceed to fulfilment of his/her obligations under the Rules and regulations of study or the curriculum, either during the first or subsequent years of study. Failure to take up studies shall also mean the student's failure to appear to study in a subsequent year after the holidays, until the day of commencement of classes during the semester immediately following the leave granted to the student at the latest.

5. A student can be removed from the list of students by the Dean in the cases enumerated below:

1) no educational progress has been reported – lack of educational progress is pronounced by the Dean if the student's ability to receive credit in the subject or the year of study repeated raises serious doubt although all opportunities related to repeating the classes or the year of study provided for in the Rules and regulations of study have been exhausted,

2) the student did not complete the semester or year of study in due time,

3) the student failed to pay fee for studies,

4) the student did not sign the agreement on the terms of payment for studies or educational services provided by the University.

6. The Dean's decision on the student's removal from the list of students is delivered with a confirmation of receipt.

7. The student can appeal against the Dean's decision to remove him/her from the list of students to the Vice-Chancellor, within 14 days following the receipt of the decision on the removal.

8. The decision to remove the student from the list of students is governed by applicable provisions of the Polish Code of Administrative Proceedings and regulations related to appealing against decisions to the administrative court, as relevant.

9. Settlements between a student removed from the list of students and the University shall be made according to separate provisions of law.

10. Resignation from studies (hereinafter: "Student's Resignation") shall be made in writing, in the form of a statement signed by the student, and shall be submitted in the Dean's Office or sent by registered mail to the address of the University (Dean's Office) where the resignation is to be filed. The date of delivery of the Student's Resignation shall be the date of submission of the Student's Resignation to the Dean's Office (if submitted personally) or the date of receipt of the registered mail with the Student's Resignation at the office (if sent by registered mail).

§27

1. Re-admission of students removed from the list of students during the 1st year of study is conducted in line with general provisions applicable with regard to recruitment.

2. The Dean can allow 2nd or higher year students to resume studies in the next academic year (resumption of studies), unless the removal was due to disciplinary penalty of expulsion from the University or more than 5 years passed from the removal.

3. The resumption of studies is only possible once and only within the same field of study or specialty.
4. The terms and conditions of resumption are determined by the Dean.

V. AWARDS AND DISTNCTIONS

§28

1. A student with outstanding results can be awarded:
 - 1) prize and scholarship founded by state institutions, individuals, scientific societies, social organisations – according to respective regulations,
 - 2) scholarship of the Minister of Health for educational achievements and outstanding sports achievements,
 - 3) award and distinction of the Vice-Chancellor,
 - 4) Vice-Chancellor's scholarship for the best students,
 - 5) diploma with honours,
 - 6) commendation of the Vice-Chancellor,
 - 7) insertion into a list of students with honours.
2. Scholarships of the Minister of Health are granted and paid based on separate regulations.
3. The awards referred to in section 1 item 3 are paid out of dedicated funds received by the University, up to the limits established each year.
4. Detailed principles and modes of award of the prizes mentioned in section 1 item 3 are determined by the Vice-Chancellor.
5. A student can simultaneously receive the scholarship awarded by the Vice-Chancellor for the best students and the scholarship awarded by the minister for outstanding achievements. Being awarded such scholarships does not exclude the student's right to receive financial aid or to receive scholarships awarded by local government and employers or founded from the EU's structural funds.
6. The Senate can establish other forms of rewarding outstanding students.
7. The provisions of § 28 sections 1-6 do not apply to foreigners studying in English who have been admitted to study on different conditions than apply towards Polish citizens.

§29

1. Graduates in all fields of study (long-cycle full-time master's studies) and 2nd cycle students who completed studies within the assumed deadline and with the best results in each field of study (separate for each faculty) shall be awarded the "Golden Graduate's Laurel", according to principles set forth in § 37 section 2.

2. 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'.

3. A diploma with honours is awarded by the Faculty Council, at the Dean's request.

4. A graduate of long-cycle full-time studies (master's degree) awarded a diploma with honours also receives a single cash prize. The value of the prize depends on the amount of dedicated funds.

5. For two-cycle studies, the prize (50%), is awarded to:

- 1) graduates of 1st cycle studies,
- 2) graduates of 2nd cycle studies.

6. The Vice-Chancellor or the Dean can award a commendation (with the relevant entry in the student's records) for achievements in studies, work at the student scientific association, social work or sports accomplishments.

7. Provisions of §28 section 4 shall not apply to foreigners who study in English.

VI. LEAVES

§30

1. Whenever particularly justified, the Dean can grant the dean's leave to a student (at the student's request) for at least 1 academic year (long-term leave) or a leave encompassing 1 semester at most (short-term leave). The dean's leave shall not be granted for a period shorter than 1 semester.

2. The dean's leave is confirmed with the relevant entry in the student's records.

3. When on leave, the student retains student's rights, except for the right to receive financial aid. Whenever justified the Dean, acting in cooperation with Student Self-Government bodies, can give his/her consent for this right to be exercised.

4. When on leave, the student can, upon the Dean's consent, participate in selected classes and sit for credits and exams.

5. In the case of an illness, at the student's request the Dean grants a health leave. Whenever justified, the Dean can ask the committee at the healthcare facility cooperating with the University for opinion on the student's health.

6. After the end of the health leave, the student can be admitted to study having filed an opinion of the occupational health officer concerning his/her fitness for continuation of the studies.

7. Granting the leave shall automatically postpone the planned date of graduation by the duration of the leave.

8. If the dean's leave is granted to an extramural student, the financial settlements shall be performed according to the agreement.

9. The dean's leave shall not be granted for past periods or during exam session, 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.

10. Short-term absences from classes can be justified in accordance with the rules adopted by the units conducting such classes.

VII. GRADUATION

§31

Obtaining credits for all didactic courses and placement trainings, as well as passing all exams provided for in the curriculum, shall serve as prerequisites for obtaining a graduation diploma and the relevant academic title.

§32

1. Where a diploma thesis is required (bachelor thesis/master's thesis), the deadline for its submission 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 facility 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.

§33

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 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.

§34

1. Prerequisites 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 diploma exam should be held within three months following the submission of the diploma paper.

Should the date of submission of the paper, referred to in §32 section 2, be postponed, the Dean, acting in cooperation with the promotor/tutor, shall establish an individual date of the diploma exam.

§35

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.

§36

1. 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.
2. Should the student fail the exam at the second sitting, the Dean shall decide to:
 - 1) allow the student to repeat the final year or semester of study,
 - 2) remove the student from the list of students.

3. A student who failed to submit the diploma thesis within the deadlines established in § 32 section 1 shall be removed from the list of students. The terms and conditions of resumption of studies shall be determined by the Dean.

§37

1. A graduate receives a graduation diploma according to the pattern approved by the Senate.

2. The final result of studies shall be calculated based on:

A. – for faculties with no obligation to submit a thesis (bachelor or master’s thesis) or to sit for a final exam:

- arithmetic mean of all exam grades,

B. - for faculties with no obligation to submit a thesis (bachelor or master’s thesis), completed with a final exam (bachelor or master’s exam):

1) arithmetic mean of all exam grades,

2) 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.

C. - for faculties with obligation to submit a thesis (bachelor or master’s thesis):

1) arithmetic mean of all exam grades,

2) arithmetic mean of the following grades:

a) diploma exam (bachelor or master’s exam);

if the exam consists of two parts (theoretical and practical, arithmetic mean of both grades,

b) thesis (bachelor or master’s thesis),

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

The grades are inserted into the diploma according to the following principle:

a) ‘satisfactory’ mark is given to graduates with results of up to 3.49

b) ‘good’ mark is given to graduates with results between 3.50 and 4.49

c) ‘very good’ mark is given to graduates with results between 4.50 and 5.00.

4. A graduate can keep his/her student’s record.

VIII. KEEPING THE COURSE-OF-STUDY DOCUMENTATION AT THE UNIVERSITY

§38

The course of study should be documented in:

1) subject credit records,

It is hereby established that the subject credit records (exam or course completion assessment) must be delivered to the Dean's Office within 7 days.

2) academic progress forms,

3) student's records.

§39

1. Graduation in documented in:

1) student's records,

2) diploma exam records,

3) student files,

4) book of diplomas.

IX. FINAL PROVISIONS

§40

Any issues related to the organisation and mode of studies not included in these Rules and regulations shall be taken by the Dean, who can seek an opinion of the Student Self-Government.

§41

In any issues decided by the Dean, the student can appeal to the Vice-Chancellor.

§42

These Rules and regulations become effective on the day specified in the Resolution of the Senate of the Medical University of Warsaw by which they are introduced.