

**RULES OF STUDY**  
**MEDICAL UNIVERSITY OF GDAŃSK**

**(consolidated text of 23 April 2018)**

**These Rules regulate the organisation of full-time and part-time studies  
at the Medical University of Gdańsk.**

**These Rules are binding on the University students and staff.**

**I. General Provisions**

**§ 1**

1. An admitted applicant gains the official status of a student of the Medical University of Gdańsk, hereinafter called the 'University', at the immatriculation ceremony, the moment he/she takes the vow before the Rector or Dean. The text of the vow is quoted in the University Statute. Placing the signature under the vow confirms that the student has familiarised himself/herself with the Rules of Study of the Medical University of Gdańsk, as available on the University website, and covenants he/she shall abide by those Rules.
2. The student receives a student's ID card, an ID badge, and information on the rules of access to the electronic student's book of records. The electronic book of records documents the course of study and the obtained study results.
3. The conditions and procedure of admission to the University are laid down by the University Senate.
4. The Rector is the principal of all University students, while the Dean is the superior of the students of the specific faculty.
5. The student community is represented by the bodies of the students' council.
6. The Rector is the authority to appeal to in all matters regulated in these Rules of Study.

**II. Course of Study**

**§ 2**

Studies are conducted so as to achieve specific learning outcomes which determine the specifically tuned courses of study, including plans of study developed by the University in accordance with the procedure set forth in the Higher Education Law of 27 July 2005 (consolidated text in Journal of Laws [Dz. U.] 2017: it. 2183, as amended), hereinafter referred to as 'the Act', based on the educational standards determined by the Central Council of Higher Education and published in the Ordinance of the Minister of Science and Higher Education, dated 9 May 2012 on the educational standards for the fields of: medicine, dental medicine, pharmacy, nursing and obstetrics (consolidated text in Journal of Laws 2018: it. 345, as amended) and in the Ordinance of the Minister of Science and Higher Education, dated 24 August 2016 on the educational standards for the field of medical analysis/laboratory medicine (consolidated text in Journal of Laws 2016: it. 1434, as amended).

**§ 3**

1. The academic year begins no earlier than on 1 September and lasts no longer than until the first Friday of October of the following year. The detailed organisation of the academic year is determined by the Rector in the disposition issued on consultation with the competent body of the students' council 5 months before the onset of the new academic year. In the event no consensus is reached in consultations as above, the academic year opening and close dates are set by the Rector.
2. The academic year comprises:

- 1) the winter semester
- 2) the winter semester
3. The winter semester covers:
  - 1) the regular studying period of lectures and classes (up to 16 weeks)
  - 2) the winter issue of the end-of-term examinations
  - 3) the winter repeat end-of-term examinations (if provided for in the plan of study)
  - 4) the winter holiday and semester break
  - 5) the practical vocational training
4. The summer semester covers:
  - 1) the regular studying period of lectures and classes (up to 16 weeks)
  - 2) the spring holiday
  - 3) the summer issue of the end-of-term examinations
  - 4) the summer repeat end-of-term examinations
  - 5) the practical vocational training
5. The two periods of the end-of-term examinations last no less than six weeks in aggregate, provided that the summer issue cannot be shorter than three weeks.
6. The details of the academic year organisation are determined by the Rector who announces them no later than three months before the onset of the academic year.
7. The Rector or the Dean of the respective faculty may cancel the classes on any particular days or in specific hours. The course tutorship manager determines the date and form of making up for the curriculum of the cancelled classes.
8. The principles of determining the organisation of the academic year are different for the fields of studies where the courses are run in the part-time - extramural mode, and for the fields of studies ending with the diploma examination and defence of the diploma thesis (year III of tier one studies, and year II of studies tier two).

#### § 4

1. The tuition fees for part-time studies, the repeating of specific courses of full-time studies because of non-satisfactory study results, the holding of courses in a foreign language, the holding of courses not envisaged in the plan of study, including courses to complement the education necessary to take up tier-two studies in a specific field, or holding of a verification exercise to ascertain the learning outcomes in a specific academic year, are determined by the Rector and announced in a disposition published no later than five months before the onset of the academic year.
2. The terms of charging and collecting the payments related to doing the studies and the fees for the educational services referred to in it. 1, as well as the amounts of such payments and fees and any changes thereto in subsequent years, are set forth in a written agreement between the University and the student or person admitted to studies.

#### § 5

1. The plans of study are approved by the Faculty Council on the motion from the Faculty Commission for Study Plans and Programmes.
2. The plans of study are published on the Extranet at least 14 days before the onset of the academic year.
- 2a. The framework timetables of the standard courses, construed as the class dates and hours, must be published on the Extranet no later than one day before the onset of the academic year.
3. The educational regulations which specify the terms and conditions of obtaining course credits, the test

forms, the terms of making up for excused absences, the procedure of exempting from examinations or credit tests, and the forms of the examinations and credit tests are determined by the course tutorship manager in consultation with the Dean, the year head tutor, and the competent body of the students' council, and announced (including publication on the Extranet) no later than 14 days before the onset of an academic year.

- 3a. The examination and final credit test dates must be set and the teaching staff and students notified thereof via the Extranet system no later than 14 days after the onset of the academic year. The set dates may be changed, whenever justified, though the new date must not be given any later than 7 days before the scheduled examination or test day.
4. Attendance at classes scheduled in the study plans is compulsory.
5. The head of the organisational unit should make it possible for the student to make up for the missed classes, if caused by illness or other exceptional Force Majeure event, provided the course of study enables the option.
- 5a. In the circumstances specified in it. 5 it is permissible to make up for the lost seminars by preparing a paper on the topics dealt with at the classes missed due to excused absence. As concerns clinical practice, it is permissible to make up for the lost classes at a tour of duty taken for the number of hours identical with the number of class hours missed. The actual making up for the lost classes must be attested by the academic teacher in a written certification.
6. The Rector, Vice-Rector for Student Affairs, or Dean may, in substantiated cases, excuse the student from attendance, and the staff member teaching the course is obliged to enable the student to make up for the missed curriculum content.
7. The student's absence at classes is excused whenever he/she participates in a meeting of the collegiate or elective bodies within the University structure, if held during the respective class hours, and the staff member teaching the course is obliged to enable the student to make up for the missed curriculum content.

## § 6

1. The University head tutors and their deputies are appointed by the Faculty Dean from among the academic staff running classes with students of that year, in consultation with a body of the students' council.
2. The interests of the students of the given year are represented by the head student called the starost or his/her deputy elected each year in accordance with the regulations of the University Student Council.
- 2a. Each student group is represented by the group head student called the group starost, elected each year in accordance with the regulations of the University Student Council.
- 2b. The starost of the year publishes and updates his/her own contact data and the contact data of the group starosts on his/her Extranet page.
3. The head tutor of the year:
  - 1) provides the students with advice and assistance in all matters related to the course of study and is at their disposal over the entire academic year,
  - 2) is obliged to divide the students of the year into study groups in consultation with the starost of the year,
  - 3) prepares, in assistance from the year starost, the detailed course timetable and the dates of credit tests and examinations for the year, works hand in hand with the Dean and didactic managers of the courses included in the curriculum of the given year,
  - 4) initiates meetings – teaching staff meetings (the first one at the onset of the academic year, the subsequent ones at least once every semester) between the starosts on the one hand, and the Vice-Dean and Heads of the teaching teams on the other hand to discuss the coverage and advancement into the curriculum,

- 5) participates in last-chance examinations before the examination board,
- 6) cooperates closely with the starost and his/her deputy.

### § 7

1. The Dean may resolve to permit a student to follow an individual programme and plan of studies (IPPS) [*IPiPS*]. This applies to students who are:
  - 1) exceptionally talented
  - 2) members of national sport teams
  - 3) bringing up children unassisted
  - 4) disabled
  - 5) doing a part of their studies under foreign scholarship programmes
  - 6) in other well-grounded cases
  - 7) admitted to studies based on the confirmed learning outcomes

The individual educational plan should not result in extended duration of the studies.

2. In the cases listed in item 1, the Dean may, in response to a written request from the student, supported with relevant reasons and documentation, allow the student to follow an Individual Programme and Plan of Studies (IPPS), which will define the plan of study, credit tests, examinations and practical training taken outside the regular timetable and end-of-term examination dates binding on the student group, however shall do so taking into account the resources and time available to the individual units engaged in the teaching.
3. *Deleted*
4. The timetables of the classes and the dates of examinations, credit tests, and vocational training for the students allowed to follow an Individual Study Plan and Programme are approved by the Dean in consultation with the didactic course managers.
5. *Deleted*
6. In the cases referred to in item 1, point 5, the individual timetable should comprise all classes, examinations, and credit tests missed whilst on the scholarship programme abroad, as well as the classes, examinations, and credit tests ensuing from the current course of study.
7. In the event the student infringes on the agreed rules underlying the Individual Educational Plan and Programme or demonstrates no progress in his/her study, the Dean may revoke his/her approval of the said mode of studies.

## III. Students' Rights and Duties

### § 8

The student has the right to:

- 1) develop his/her individual research interests and use the University teaching rooms, facilities, and resources, as well as seek assistance from the University academic staff and authorities in support of the development,
- 2) join in research circles and participate in scientific, developmental, and implementation research pursued at the University,
- 3) do the studies in accordance with the individual programme and plan of studies (IPPS), [*IPiPS*] in accordance with the principles set forth by the Dean,
- 4) receive financial support and the Rector's scholarship in accordance with the principles laid down in separate regulations,

- 5) receive health care and medical assistance pursuant to the binding regulations,
- 6) develop his/her cultural, tourist, and sports interests and use the University facilities and resources, as well as seek assistance from the University academic staff and authorities to that aim,
- 7) attend open lectures and classes of other faculties,
- 8) formulate postulates and submit motions with the University authorities as to the functioning of the University, particularly with respect to education-related and welfare issues,
- 9) impact the University life via the bodies of the students' council,
- 10) do a part of the studies defined in the study programme and plan at another domestic or foreign university, in compliance with the rules set forth in separate regulations.

### **§8a**

The disabled students may request that the organisation of the teaching process be adjusted and its execution fine-tuned as appropriate, including the conditions of taking the studies, depending on the disability type. The decisions in the matters are taken on an individual basis by the relevant Deans.

### **§ 9**

The student's duties consist in taking full advantage of the educational opportunities created by the University and abiding by the code of conduct consistent with his/her vow, these Rules of Study, and other regulations in effect at the University in both his/her student and private life.

The student is, in particular, obliged to:

- 1) build knowledge and skills in order to prepare himself/ herself to practise the profession
- 2) participate actively in the classes and perform other duties defined in the plan of study
- 3) take care of the dignity of the student status and the good name of the University
- 4) abide by the rules of ethics, deontology, and tolerance
- 5) follow the principles of community life – the student must not, either with his/her behaviour, or his/her appearance, manifest his/her own philosophy of life in a way offensive to the patients, academic teachers, and other students, or implying intolerance towards other people.
- 6) respect the University property
- 7) abstain from using or distributing any kind of stupeficients or alcohol on the University premises
- 8) wear his/her ID badge with a photo at all classes. Absence of the ID badge bars the student from participating in the classes
- 9) enter the hall to sit down to a credit test or examination on presentation of the ID badge or student's ID card.
- 10) procure individual third-party liability insurance.

### **§9a**

1. Participation in the classes is forbidden for a student being under the influence of e.g. alcohol or other stupeficients, psychotropic substances or their substitutes, as construed in the regulations of the Act of 29 July 2005 on Counteracting Drug Addiction (Journal of Laws 2016: it. 224, as amended).
2. Should a tutor suspect that a student has taken alcohol or other drugs listed in item 1 above, he/she shall notify the head teacher of the year and the competent Dean thereof.
3. Should a suspicion arise that a student is poisoned with alcohol or any other drug listed in item 1, the tutor shall refer him/her to the nearest emergency ward.
4. Should it prove necessary to treat a student from chronic addiction, it is possible to arrange for an individual study plan and programme for him/her in accordance with § 7.4.

## § 10

The student shall be held liable for any violation of the law or failure to meet his/her duties defined in these Rules of Study, in accordance with the stipulations of the Act and separate regulations.

## § 11

1. Subject to approval from the respective Deans, the student may obtain transfer to the University from any other institution of higher education. The transferred student must meet the admission criteria valid at the University and is obliged to make up for any discrepancies in the programmes of study. The terms, deadlines, and forms in which the student shall be required to make up for any such discrepancies are determined by the Dean.

The Dean takes the following in particular consideration:

- a) the admission limit adopted for enrolment to the specific field of studies in the academic year,
  - b) the minimum score determining eligibility for admission to the specific field of studies in the enrolment for the academic year,
  - c) in the event the number of candidates exceeds the number of available admissions ensuing from the set enrolment limit the student's admission depends on the mean note of assessment in his/her heretofore academic career,
  - d) the University's organisation potential, i.e. for instance the options available to make up for the programme discrepancies, if any.
- 1a. The Dean credits the courses student who has been credited at another University without being conferred the diploma towards the courses at the MUG (provided the course content, number of hours, form of classes and form of obtaining credit, and the ECTS score are consistent).
  - 1b. The provisions of items 1 and 1a also apply if the student wishes to change the field of studies or the mode of doing the studies at this University.
  2. In the event the student changes the field of study, the mode of study, or is transferred from another university, the University may charge him/her with a fee for each course taken to make up for the programme discrepancies and complement the learning outcomes required to take up tier-two studies. The amount of the fee shall be fixed in the Rector' disposition.
  3. The transfer referred to in item 1 should be effected at the beginning of the academic year, after the student has been credited all previous year's courses. The complete set of the documents should be filed with the University's Dean's Office no later than 30 days before the end of the repeat end-of-term examination period.
  4. The student may change the field of study on consent from the relevant Deans.
  5. The student referred to in item 4 above is obliged to meet all prerequisites of admission to the given field of study at the University.
  6. *Deleted*
  7. If the student doing simultaneously two fields of study fails to have a year or semester credited because of a long illness or a major and properly documented adverse life circumstances beyond his/her control, he/she may be allowed to repeat the year (semester) at both fields simultaneously.
  8. *Deleted*
  9. *Deleted*
  10. The change of the field of studies may only be effected at the beginning of the academic year after the student has obtained credits in all previous year's courses. The Dean shall determine the terms, deadlines, and manner in which any discrepancies in the study plans and curricula are to be made up for.
  11. The student who started studying abroad can take up studies at or obtain transfer to the University upon meeting the relevant admission criteria specified in the recruitment resolution valid for the year in

which the student started studying abroad.

## § 12

1. The student admitted to year one shall file the signed text of the student's vow (§1.1) and declaration of his/her acknowledgement and acceptance of the Rules of Study.
  - 1a. *Deleted*
  2. Before the beginning of each subsequent academic year, the student is required to obtain credits from all courses and compulsory vocational practical training of the previous academic year.
  3. The student submits his/her practical training book of records, if required, with the Dean.
  4. The student who has not cleared his accounts with respect to the classes, practical training, and other obligations binding on him/her in the previous academic year before the opening of the current academic year (e.g. periodical examinations, vaccinations, library account clearance, etc.) shall not be permitted to participate in the classes of the current year.

## § 13

The student shall, without delay, notify the Dean's Office and the Accommodation and Financial Assistance Unit relevant for the field of his/her study of any changes in his/her marital status, name, address, or other contact data. The student is also obliged to notify the Accommodation and Financial Assistance Unit of any change in his/her financial situation whenever such change may affect the decision concerning the granting of financial assistance and its amount.

### § 13 a

Upon completion of each specific course the student should complete the course-assessment questionnaire.

## IV. Electronic Media at the University

### § 14

1. No later than as of the immatriculation day, the University offers each student access to its in-house IT systems, particularly to an personal e-mail account on the University domain, the University's extranet service, and the eDziekanat Dean's Office's electronic system, including the balance of his/her financial dues. The latter compiles the student personal data, the results of his/her examinations and credit tests, and the status of his/her financial settlements with the University. The system forms the basis of the student's electronic book of academic records.
2. All information disseminated via the University electronic mail (domain: gumed.edu.pl) is deemed valid and binding, except for any administrative decisions the validity of which requires written form. The student is obliged to use his/her e-mail account on the University domain; the University uses the accounts to distribute information related to the course of studies and the faculty or University matters.
3. *Deleted.*
4. The student is obliged to check his/her e-mail account.
5. The student is entitled and obliged to use the University extranet service.
6. The University uses the extranet service to publish all student-addressed important information related to the course of study, organisation of tuition, and accommodation and financial assistance issues.
7. Access to the University IT systems is protected with the student's individual login and password.
8. The student is obliged to keep his/her personal password to the University IT systems confidential.
9. The student's disclosure of his/her personal password to the University IT systems to third parties shall be deemed a serious violation of the Rules of Study and the rules of using the University IT network.
10. Any messages sent from the student's e-mail account or placed with the University extranet service

using the student's personal login and password shall be deemed received from the student whose login and password were used.

11. *Deleted*
12. The teaching unit is obliged to publish the course-related educational materials and communications concerning class organisation on the MUG Extranet system no later than 5 working days before the scheduled test, credit, or examination. The communications should be formulated in the language of instruction specific for the mode of study.

## **V. Obtaining a Year Credit**

### **§ 15**

1. The credit period is the academic year.
2. In order to have a year credited, the student has to obtain credit for all classes and hours of practical training prescribed in the study plan of the particular year, and pass all examinations prescribed in the examination schedule for the year at the minimum satisfactory level. Meeting these requirements and payment of all required fees is prerequisite to obtain the credit.
3. To have the year credited, the student is obliged to do the following by the end of the repeat end-of-term period of the summer and/or winter semester the latest, depending on the field of studies:
  - obtain credit in credit-ending courses, each attested with an electronic entry in the student service system,
  - obtain positive examination grades required in the specific academic year, confirmed with the respective entry in the electronic student service system,
  - obtain credit for the vocational training, documented in the record of the student's practical training,
  - clear his/her accounts with the library,
  - take the compulsory preventive medical examinations, including vaccinations (if required at the specific year of studies),
  - clear the financial settlements with the University (if applicable), including the boarding house accommodation fees.

Failure to meet the prerequisites will ban the student from continuing into the subsequent year.

4. In the event the credit for the year of study is not obtained, the Dean shall, on written request from the student, make the decision on conditional promotion to the subsequent year, or repeating of the same year of study.
5. The student is obliged to file the respective request no later than within 7 days after the end of the summer repeat end-of-term examination period. The Dean shall make the decision no later than within 7 days after submission of the request.

### **§ 16**

1. Crediting a course denotes confirmation of the student's attendance and active participation in the classes, and the acquired knowledge, skills, and competency specified in the course syllabus. The final credit is certified by the didactic course manager.
2. Credits are given by the didactic course manager or, on consent from the Dean, any other academic teacher he/she might authorise.
3. The credit for all courses ending with an examination must be obtained before the onset of the end-of-term examination period. Credits for courses not ending with an examination may be obtained at any time in the end-of-term examination period, provided the test date does not collide with the examination dates. The didactic course manager must offer the student an opportunity to take at least one repetition of the failed credit test. The student may challenge the correctness of the test within three working days following announcement of the result. The Dean may order that the test be taken before an examination board in accordance with the rules valid for examinations.

3a *Deleted.*

4. In the event the student is absent at the credit test because of illness or any other Force Majeure event, he/she should deliver the medical leave certificate or any other evidence of the developments with the examiner no later than within 3 days after the credit test. It is permissible to e-mail the scanned document to the account of the didactic manager in charge of the course. The original document should be presented for inspection.

**§ 17**

1. The student has the right to view each of his/her graded written works and test question and answer sheets, though no longer than for three working days following the announcement of the results.

The students are notified of the obtained results by way of publishing them in the electronic student service system. A notice of the results should be published no later than 3 days before the nearest repeat examination/credit test in the specific course, and no later than 5 weekdays after the examination/credit test date.

2. The student shall be admitted to sit down to the examinations of the winter and/or summer end-of-term examination period provided he/she has fulfilled the prerequisite obligations specified in the syllabus of the particular course.

**§ 18**

1. The University uses the following grade scale:

- Very good 5.0 denotes  $\geq 90\%$  correct answers
- More than good 4.5 denotes  $\geq 85\%$  and  $< 90\%$  correct answers
- Good 4.0 denotes  $\geq 80\%$  and  $< 85\%$  correct answers
- Fairly good 3.5 denotes  $\geq 70\%$  and  $< 80\%$  correct answers
- Satisfactory 3.0 denotes  $\geq 60\%$  and  $< 70\%$  correct answers
- Unsatisfactory 2.0 denotes  $< 60\%$  correct answers

2. The arithmetical mean grade for the year and the arithmetical mean grade for the whole period of study are calculated based on the grades obtained in all examination-ending courses, as recorded in the electronic student service system. No mean grade is calculated for a non-credited year.
3. The mean calculated down to the 3<sup>rd</sup> (third) decimal is rounded up to the 2<sup>nd</sup> (second) decimal in accordance with the rule where any decimal  $\geq 5$  is rounded up, and  $< 5$  is rounded down.
4. All courses, including vocational practical training, incorporated in the plans and programmes of study are allocated a specific number of ECTS points. The number of points in the plan and programme of studies is approved by the Faculty Council.

**§ 19**

1. The detailed schedule of the end-of-term examinations is approved by the Dean on the motion from the head tutor of the year and the didactic managers of individual courses, in consultation with the year starost.
2. In the event the period available for taking an examination is continuous in nature, i.e. stretches over one or several years, the student can sit to it on any date pre-agreed with the examiner and falling within the period.

The Dean can set the examination date in any particular course at any time outside the period reserved for the end-of-term examinations. The examination must be held no later than on or before the last day of the summer repeat end-of-term examination period.

**§ 20**

1. An examination can be held in writing and/or orally and consist of two sections: theoretical and

practical. A grade of at least satisfactory in each of the sections is required to pass the examination.

2. The final course grade is determined in accordance with the course syllabus content.
3. The student can only take one examination in one course on any single day. This, however, does not apply to any examination in a course outside the general teaching programme of the specific year.
4. *Deleted*

### § 21

1. Examinations are conducted by professors or doctors habilitated lecturing in the specific course.
2. In justified cases the Dean can, in any particular academic year, authorise professors or other academic teachers, including those who do not lecture in the specific field, to hold examinations.

### § 22

1. The student is obliged to take examinations on the dates set in the end-of-term examination schedule.
2. In the event the student is given an unsatisfactory grade in an examination, he/she has the right to take two repeat examinations in each course.
3. Failure to report at the examination on the set date shall be deemed tantamount with losing one examination trial and obtaining an unsatisfactory grade. In the event the student is absent at the examination because of illness or any other Force Majeure event, the medical leave certificate or other evidence of the developments should be submitted with the examiner no later than on the third day after the examination date. It is permissible to e-mail the scanned documents to the examiner's account. The original documents should be presented for inspection.
4. If the examiner accepts the excuse of the student's failure to appear at the examination, he/she shall set another examination date which should fall no later than by the end of the period reserved for the summer repeat end-of-term examinations. The examination will then be deemed taken on the original date.
5. In the event the student goes through an extended period of illness or other extraordinary circumstances beyond his/her control which make it impossible for him/her to participate in course crediting or in an examination, the Dean can set individual crediting/ examination dates for him/her. Such dates may also fall outside the period of the end-of-term examinations, they must, however, be held no later than by the end of the academic year.

### § 23

1. If the student questions the correctness of the examination procedure, he/she enjoys the right to apply to the Dean, within three working days after the examiner has announced the results, requesting examination before an examination board. Having found the request justified, the Dean shall order examination before the board. The examination should be held within seven working days following the application filing date.
2. The Dean may also order an examination before the board out of his/her own initiative upon presentation to the examiner of the written substantiation of his/her decision, though no later than within seven working days following the date on which the original examination was held.
3. The examination before the board is conducted by a commission appointed by the Dean and composed of the chairperson, typically the Dean or Vice-Dean, the examiner, another specialist in the field of the examination or a related specialisation, being in no hierarchical relationship with the examiner, the head tutor of the year, and a representative of the students' council with advisory powers. The examination board must not be chaired by the person who previously examined the student. An observer nominated by the student may participate in the examination.
4. The grade obtained at the examination before the board replaces the questioned note of assessment.
5. A record is taken of an examination before the board, signed by members of the Board and the observer.

## § 24

If the student fails to have a year of studies credited, the Dean may decide to:

- 1) permit the student to repeat the year,
- 2) conditionally allow the student to continue studies in the subsequent academic year,
- 3) strike the student off the list of students.

## § 25

1. The Dean can only consent to student's repeating the year on the student's own request.
2. The student cannot be permitted to repeat the year more than once over the whole period of studies, unless the second failure to have a year credited is caused by a long illness or other serious, properly substantiated and documented causes. The decision in the matter should take into account the history of the student's course of study, i.e. his/her academic achievements.
3. The Dean can credit the course previously passed by the student obtaining at least a satisfactory grade, or the course previously credited without any grade irrespective of date on which the test was taken.
4. Having consulted the didactic course manager, the Dean may allow the student repeating a year to attend some courses included in the curriculum of the subsequent year of studies and sit to the credit tests and examinations completing such courses. The consent can only be given with respect to a course continued from the preceding year and provided that the first part of the course was credited at the time. The permit may not apply to more than 250 teaching hours in aggregate.
5. The course referred to in item 4 becomes the course of the repeated year, and its crediting is subject to the same principles as those which apply to other credit tests and examinations.
6. The student can repeat a year because of his/her unsatisfactory achievements, provided he/she pays the tuition set in the agreement. The amount of the tuition fee due for the repeated year is the function of the number of courses repeated and is calculated by multiplying the ECTS score defined for the given course by the value of one ECTS score point for the specific field of study. The latter is computed by dividing the amount of the tuition fee for part-time studies in the particular field of study in a specific year of studies by 60.
7. The student who resigns from further studying while in the repeated year no later than 14 days into the semester can, on request submitted with the Rector, obtain a refund of the tuition fee paid for repeating the year. In all other resignation cases the University shall refund the tuition reduced proportionately for the time lapsed up to the issuance of the decision to strike the student off the student list.
8. The student who paid the semester tuition fee for repeating the year and is subsequently, though no later than by the end of the second month into the semester, struck off the student list can, on request submitted with the Rector within 14 days following his/her striking off the list, obtain a refund of the paid tuition fee reduced by the proportional amount corresponding with the classes attended. In no other circumstances shall the strike-off carry eligibility for any fee refund.
9. In the event the student is granted the Dean's leave, the tuition fee paid shall be transferred to the following year reduced by the amount proportionate to the classes taken up to the application submission date and adjusted for the fee rate increase, if any.
10. The student leaving the University is obliged to clear his/her accounts with the University against the circular clearance sheet.

## § 26

1. The student can apply for conditional promotion to the subsequent year and having the un-credited courses moved to that subsequent academic year, provided he/she submits the written timetable which proves he/she will be able to make up for the courses. The timetable must be confirmed by the head tutor of the year. When a particular course is conditionally moved to the subsequent year, the student is entitled to the statutorily defined number of attempts at obtaining credit. If the student fails to have the course credited, he/she shall qualify for repeating the year he/she was conditionally allowed to do. The

student is obliged to pay the tuition fee for the conditionally moved course in the amount calculated in accordance with the rules set forth in paragraph 25.6. When making the decision in the matter, the student's heretofore history should be taken into account, i.e. his/her academic results. The student can apply for conditional promotion to any specific year no more than once.

- 1a *Deleted.*
2. Conditional promotion must not be granted with more than two outstanding courses.
3. Conditional promotion should not be granted to the student already repeating a year, unless his/her exceptional health condition or socio-economic situation substantiate the decision.
4. Conditional promotion is not available for courses continuing into the subsequent academic year.
5. Conditional promotion cannot be granted with respect to lead courses of the specific year of study or whenever promotion would contradict the formal prerequisites formulated in the syllabi of the subsequent year's courses, unless exceptional health condition or socio-economic situation of the student supports such decision. The list of the lead courses for the specific year of study is determined by the Dean.
6. The permit for conditional extension of the end-of-term examination period by 7 days may be given to the student who has not utilised the scheduled dates available to him/her because of an illness or other serious circumstances beyond his/her control.
7. The fact of taking an examination under this procedure does not excuse the student from attending the classes scheduled for the subsequent semester. In the event the student fails to pass the overdue examinations within the set deadline, the Dean issues the decision to move him/her back to the year from which he/she was conditionally promoted, plus the decision obliging him/her to repeat the non-credited year or to strike him/her off the list of students.

## § 27

1. The Dean strikes the student off the list of students if:
  - 1) the student fails to take up/resume his/her studies (within 14 days after the onset of the studies or the date set for his/her return from leave, based on the information obtained from the head tutor of the year).
  - 2) the student files written resignation from further studies,
  - 3) the student fails to submit his/her diploma thesis or take the diploma examination in time,
  - 4) the student is imposed the disciplinary penalty of expulsion from the University.
2. The Dean can strike the student off the list of students if:
  - 1) *deleted,*
  - 2) the student fails to have a year credited and also fails to obtain either conditional promotion to the subsequent year, or the permit to repeat the year,
  - 3) the student fails to effect the study-related fees in time (3 months after the payment due date).
  - 4) the student fails to sign the agreement drafted by the University, which sets the terms and conditions applicable to the tuition fees for the studies or educational services.

## § 28

1. Whoever has been struck off the list of University students can only once be permitted to be reinstated to studies at the University.
2. No student struck off the list of another university's students can apply to resume his/her studies at the MUG.
3. Reinstatement of a person who discontinued studies or was struck off the list of the University students while in his/her first year is subject to the general rules governing admission to the University.

4. A student of year two or higher, who discontinued his/her studies or was struck off the list of students because of unsatisfactory academic results, has the right to apply for his/her restitution having first:
  - 1) successfully taken restitution examinations held at least two weeks before the onset of the academic year and obtained at least a satisfactory grade. The examinations will concern two lead courses included in the plan of the preceding year, as indicated by the Dean. The applicant can only take the examination once;
  - 2) submitted the valid certificate of good health (confirming the ability to continue studies and participate in the classes);
  - 3) filed the request no later than on or before 15 May in the academic year preceding the reinstatement;
  - 4) agreed, no later than by the end of May, the examination date directly with the tutorship manager for the specific course.
  - 5) taken the restitution examination at no other time than in the end-of-term examination period.
5. The student who obtains consent to his/her reinstatement shall be eligible for the consent to have the grades of the credit tests and examinations validly counted in the year of studies to which he/she is reinstated.
6. No student whose break in studies has lasted three or more years can apply for reinstatement.
7. The decision to reinstate the applicants who satisfy the prerequisites defined in item 4 above rests with the Dean.
8. The resumption of studies upon reinstatement is only possible as of the beginning of the new academic year.
9. The reinstated student is obliged to pay the tuition fee for the repeated courses included in the curriculum of the year of which he/she was struck off. The amount of the fee is determined in accordance with §25(6) of these Rules. If it is necessary to make up for any programme discrepancies, the fee shall be calculated in accordance with the Rector's disposition determining the amounts of fees for studying at MUG, announced each year.

The student who, before being struck off the list, was repeating the year because of unsatisfactory academic progress, cannot be let repeat another year for poor academic results after he has been reinstated.
10. The student struck off the list because of having failed to submit his/her diploma thesis in time may only apply for reinstatement for the sole purpose of completing the studies and sitting to the diploma examination, and if reinstated, he/she will be obliged to repeat the diploma seminar and make up for the programme discrepancies, if any, upon effecting the fee payment. The amount of the fee for repeating the diploma seminar is the function of the number of hours and the promotor's hourly rate.

## **VI. Leaves**

### **§ 29**

1. The student can obtain a leave of absence from the University:
  - 1) in case of a long illness,
  - 2) because of giving birth to a child or taking care of one,
  - 3) in connection with his/her delegation to specialist studies or internship abroad,
  - 4) for reasons arising from social welfare issues,
  - 5) in the event other serious circumstances arise.
2. The Dean decides what documentation will be required to substantiate the granting of the leave, and determines the duration of the leave.

3. The granted leave postpones the anticipated studies completion date.

### § 30

1. The Dean grants the leave of absence based on the submitted written request from the student, stating the relevant reasons and appropriately documented (in the Polish or English language). Should doubts arise as to whether a leave should be granted for a cause listed in § 29.1.1, the Dean can appoint a commission composed of medical doctors lecturing at the University to assess the submitted documentation and hear their opinion.
2. The appropriately documented request for leave from the student, as referred to in § 29.1-3, should be filed with the Dean no later than within 14 days following the occurrence of the circumstances which substantiate the request.
3. The leave of absence referred to in § 29.1.3 can only be granted when the student is delegated by the University to study abroad (for a specific time, i.e. for the duration of a year / semester) or do internship abroad in line with the specific field study programme.
4. The student may obtain an annual leave of absence twice over the whole period of studies, unless the cause of the leave lies in a long or recurrent illness, or exceptionally grave life circumstances beyond the student's control.
5. The reason of granting the leave of absence referred to in § 29.1 should be stated in each administrative decision of the kind.
6. In the leave period the student retains his/her student's rights, except for the entitlement to the financial assistance, which is governed by separate regulations. In well substantiated cases the Dean, acting in consultation with the students' council, may give his/her consent to the student's retaining the entitlement to financial assistance.
7. Over the leave period (except for a leave caused by health problems) the student may, on the Dean's consent, take part in selected classes and sit to credit tests and examinations in accordance with the principles governing all other credit tests and examinations.
8. The student may be reinstated after a leave caused by health problems upon the Dean's formal approval of the student-submitted certificate confirming his/her ability to continue studies in the specific field of studies, issued by the physician who treated the student.

## VII. Awards and Distinctions

### § 31

1. Graduates and students outstanding in terms of their academic achievements or activities benefiting the school can be conferred:
  - 1) awards financed by state and private institutions, scientific and research societies, and social organisations – consistent with the rules such awards are subject to,
  - 2) prizes and distinctions from the University Rector,
  - 3) the "*Primus inter Pares*" medal, if the conditions set forth in the rules of conferring the medal are met.
2. The funds to finance the awards referred to in items 1.2 and 1.3 are allocated from the budget put at the University's disposal and appropriated to its research and teaching lines of action.
3. The detailed rules and procedures of conferring the awards referred to in item 1.2 are laid down by the University Rector.
4. Distinctions and awards are entered in the supplement to the diploma.

## VIII. Diploma Theses and Graduation

### § 32

The student is issued the graduation diploma provided he/she has had all classes scheduled in the plan of studies credited and passed the final diploma examination, if envisaged in the study programme. If the programme of studies stipulates so, the diploma examination is preceded with writing the diploma thesis.

### § 33

The Faculty Council defines the criteria to be met by the diploma theses and the detailed rules to govern the diploma examinations in different fields of study.

### § 34

1. The student writes his/her diploma thesis under the supervision of a competent academic teacher, holder of the professor title or the degree of doctor habilitated. The Dean may authorise another academic teacher lecturing in the specific field and having at least a three years' service record to supervise the work on the diploma thesis. The supervisor may nominate the tutor to be in charge of supervising the diploma thesis, i.e. a person holding appropriate qualifications to take direct care of the student writing his/her diploma thesis.
2. The Dean, having consulted the Faculty Council, may authorise a person from outside the University staff, holder of at least the Doctor of Philosophy Degree, to supervise the work on the diploma thesis.
3. The topic of the diploma thesis should be agreed no later than by the end of November in the last academic year in the course of studies.
4. While discussing the topic of the diploma thesis the research interests of the student on the one hand, and the research resources available at the unit the supervisor is employed with on the other hand, should be taken into account.
5. A work being the output of the students' research activities may be admitted as the diploma thesis.
6. The topic of the diploma thesis is approved by the Dean on suggestion from the head of the organisational unit.
7. The diploma thesis is first subject to review under the anti-plagiarism programme, then assessed by the supervisor and reviewer. In the event discrepancies arise in the assessment of the thesis, the decision concerning admission to the final examination is made by the Dean who can seek opinion of another reviewer. The stipulations of item 1 apply to the reviewers as appropriate. The final grade given to the diploma thesis is the arithmetical mean of the grades given in the opinions of the supervisor and reviewer(s).
8. The Dean of the respective Faculty specifies the format in which the diploma thesis should be filed with the Dean's Office and Main Library.

### § 35

1. The conditions prerequisite for admission to the diploma examination are as follows:
  - 1) having the whole year of study credited,
  - 2) having the diploma thesis, if required in the particular field, assessed at minimum satisfactory grade.
2. The student doing studies in the field which requires writing the diploma thesis and taking the diploma examination is obliged to submit his/her thesis and take the diploma examination no later than by the last day of the summer repeat examination period in the last year of studies (i.e. the fifth year in the case of pharmacy, and no later than on the last day of the winter repeat session in the last year of studies in the case of students doing seven-semester studies).
3. In exceptional cases the Dean may postpone the deadline for the submission of the diploma thesis, however no more than by the end of the calendar year in which the student's last year of studies was credited, which in the case of students doing seven-semester studies means the end of August in the year in which the student's last year of studies was credited.
- 3a. Failure to submit the diploma thesis in time causes the striking off the student list. Completion of the

studies and sitting to the diploma examination is possible in the procedure of resuming the studies.

4. The diploma examination should be held within no more than one month counting from the date the diploma thesis was submitted.

### § 36

1. The diploma examination is taken before an examination board appointed by the Dean.
2. The diploma examination is held in accordance with the organisational rules laid down by the Faculty and announced no later than one month before the onset of the academic year.
3. The results of the examination are assessed using the grades defined in § 18.1.
4. On request from the student or sponsor, the diploma examination is held in the publicly open mode. The procedure of holding the publicly open diploma examination is set in the faculties' in-house rules.

### § 37

1. In the event the diploma examination is assessed as unsatisfactory, or the student fails to take it on the set date without an excuse, the Dean fixes another and final term. The examination repeated after having obtained an unsatisfactory grade cannot be held earlier than one month, or later than three months after the date of the original examination.
2. If the second-term diploma examination is failed, the Dean issues the decision to:
  - 1) permit the student to repeat the last year of studies, or
  - 2) strike the student off the student list.

### § 38

1. The ultimate grade for the studies ending with the preparation of the diploma thesis and taking the diploma examination is calculated based on the results obtained in the credited years of study. The computation is done using the following formula:

$$\frac{2}{3} * A + \frac{1}{3} * B$$

where:

- A. = the arithmetical mean of all examination grades referred to in § 18.2, obtained over the whole period of study, calculated as shown in § 18.1, 2, & 3.
- B. = the mean grade for the diploma thesis and diploma examination.

2. The ultimate grade for the studies ending with the diploma examination is calculated based on the results obtained in the credited years of study. The computation is done using the following formula:

$$\frac{2}{3} * A + \frac{1}{3} * B$$

where:

- A. = the arithmetical mean of all examination grades referred to in § 18.2, obtained over the whole period of study, calculated as shown in § 18.1, 2, & 3.
- B. = the grade obtained at the diploma examination.

3. The graduation diploma states the ultimate study result obtained in accordance with the following principle:

up to 3.25	= satisfactory	(3)
3.26-3.70	= quite good	(3.5)
3.71 – 4.20	= good	(4)
4.21-4.50	= more than good	(4.5)
above 4.51	= very good	(5)

4. The rounding to the full grade in accordance with item 3 applies only to the entry in the diploma, whereas all other certificates state the actual study result calculated as in items 1 and 2.
5. The examination board may raise their assessment result referred to in item 3 by one grade, if the student earned a very good grade for his/her diploma thesis (if required in the given field of study) or diploma examination, and was given credits assessed at very good and good grades in all courses over the last two years of studies.
6. The ultimate grade for the uniform Master degree studies, where the programme does not envisage the diploma examination, is calculated as the mean of all positive examination grades obtained over the whole course of study.

## IX. Closing Provisions

### § 39

1. In the event any doubts arise as to the construction of the provisions hereof, the Senate Commission for Student Affairs and Doctorate Studies shall determine their interpretation upon consultation with the University Students' Council.
2. The academic staff of the University, and the University Students' Council enjoy the right to suggest amendments to these Rules.
3. Any amendments to these Rules are approved by the Senate in a resolution passed in accordance with the procedure set forth in section 161 of the Act.
4. *Deleted.*