

## **RULES OF STUDY**

### **MEDICAL UNIVERSITY OF GDAŃSK**

#### **I. General Provisions**

##### **§ 1**

1. These rules, hereinafter referred to as the 'Rules', govern organisation of full time and part time studies of the first cycle, second cycle, and full Master degree cycle studies at the Medical University of Gdańsk, hereinafter referred to as the 'University' or 'MUG'; they are binding on the University students and staff, and lay down the principles of mutual cooperation between the students and their teachers during the classes.
2. These Rules define organisation of studies and the related student rights and duties.
3. The Rector is the principal of all students and academic teachers of the University. The administrative decisions issued by the Rector can be appealed from by filing an application for reconsideration of the matter, unless specific regulations stipulate otherwise.
4. Faculties are the University's organisational units which offer individual fields of studies. Faculties are headed by the Dean acting on authority from the Rector.
5. The University has the Vice-Rector for Student Affairs, and Vice-Rector for Development and Education who perform the tasks entrusted with them, related to the schedule of studies and the rights and duties of both the students and the teachers.
6. The student community is represented by the bodies of the student council.

#### **II. Admission**

##### **§ 2**

1. MUG admits students through:
  - 1) recruitment;
  - 2) transfer from another domestic or foreign university;
  - 3) validation of the learning outcomes.
2. The terms of admission to MUG through recruitment are defined by the University Senate.
3. The students are effectively admitted to MUG the moment they take their oath before the Rector; the text of the oath is quoted in the University Statute.
4. The oath deed signed by the student is filed in the student's personal file.
5. Admission through transfer from another domestic or foreign University takes the form of the Rector's decision issued on written application from the candidate; the candidate appends the application with documents evidencing his/her course of study and the theretofore learning outcomes. The Rector's positive admission decision determines the form, cycle, field of studies, profile, as well as the semester and academic year to which the student is admitted, and the way of and deadline for making up for the curricular discrepancies, if any.
6. When making the decision to admit a student by transfer from another domestic or foreign university, the Rector takes the following into particular consideration:
  - 1) the admission limit valid for the specific field of studies, if the transfer takes place to year one of studies;
  - 2) the minimum score and the recruitment prerequisites determining eligibility for admission to the specific field of studies at the University in the academic year of the student's admission to another domestic or foreign university from which he/she is to be transferred;
  - 3) the average grade for the whole period of studies, attained by the candidate at the other domestic or foreign university, calculated in accordance with § 24(2) and 24(3) of the Rules;
  - 4) the University's organisational potential, including its ability to provide the candidate with an opportunity to make up for any curricular discrepancies – if the number of candidates exceeds the admission limit, the average grade referred to in point 3 above determines the admission priority.
7. The student admitted through transfer from another domestic or foreign University is allocated the ECTS score and/or class hours which correspond to the effects achieved in pursuance of the respective classes and practical training envisaged in the programme of studies of the specific field of studies at the university the student was first admitted to. The decision transfer the ECTS score and/or the number of hours is made by the Rector

based on the student-provide documentation evidencing the course of the studies done at another domestic or foreign university.

8. Admission to studies through validation of the learning outcomes takes the form of the Rector's decision made on the candidate's written application. The Rector's positive admission decision determines the form, cycle, field of studies, as well as the semester and academic year to which the student is admitted, and the way of and deadline for making up for the curricular discrepancies, if any.
9. The method of validating the learning outcomes is determined in the resolution of the University's Senate.
10. Validation of the learning outcomes may translate to having no more than 50% ECTS points allocated to the courses in the programme of studies credited.
11. Admission is effected by entering the candidate in the student list. Admission is denied in an administrative decision.

### **III. Schedule of Studies**

#### **§ 3**

Studies in the given field of studies and cycle follow the programme of studies adopted by the University Senate. The programme of studies defines the learning outcomes referred to in the Act on the Integrated Qualifications System of 22 December 2015 (consolidated text in Journal of Laws 2018: it. 2153, as amended) in recognition of the universal characteristics cycle one defined in the Act of law, and the characteristics cycle two defined in the secondary legislation promulgated based on section 7(3) of the Act, the description of the process leading to the attainment of the learning outcomes, and the ECTS scores allocated to courses. The programmes of studies preparing for the vocations of: physician, dental physician, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist, and paramedic take into account the standards of education defined in the secondary legislation promulgated based on section 68(3) of the Higher Education and Science Law Act of 20 July 2018 (Journal of Laws 2018: it. 1668, as amended) (hereinafter: the 'Act of Law').

#### **§ 4**

1. The academic year lasts from 1 October to 30 September, and is divided into winter and summer semesters. The University statute may envisage a detailed division of the semesters in the academic year.

#### **§ 5**

1. The timetable of the compulsory courses, construed as the dates, hours, and locations of holding the classes, must be published on the Extranet no later than the day before the onset of the academic year. The timetable should incorporate a meal break, and provide for the time necessary to arrive at the location of the next course.
2. The terms and conditions of obtaining the course credit are defined by the didactic course manager in consultation with the Dean and the year head tutor, upon their review by the @starost of the year. The terms and conditions are stated in the course syllabus which must define e.g.:
  - 1) the location, the terms, and the principles of running the classes of the specific course;
  - 2) the terms of making up for classes missed because of excused causes;
  - 3) the forms of the colloquia;
  - 4) the form of the examination and credit tests;
  - 5) the detailed conditions of obtaining the credit.
3. The didactic course manager announces the approved syllabus to the students by placing it on the Extranet no later than 7 days before the onset of the academic year.
4. The didactic course manager should enable the student to make up for the missed classes at a time convenient for both parties, if his/her absence is excused and provided the schedule of studies makes it possible.
5. In substantiated cases, the Vice-Rector for Student Affairs or the Dean may excuse the student from participating in the classes, and the didactic course manager is obliged to enable the student to make up for the curriculum content of the missed classes. Absence at the classes, as referred to in the previous sentence, shall be deemed excused.
6. Absence at classes, caused by the student's participation in meetings of the University's collegiate or elective bodies, in the works of a University commission, or in the standard-bearers' duties is deemed excused, and the course tutor is obliged to enable the student to make up for the curriculum content of the missed classes.
7. The Rector or Dean of the relevant faculty may suspend the classes on specific days or for specific hours. The didactic course manager determines the time and form of making up for the planned curriculum content.

#### **§ 6**

1. The year head tutor and his/her deputies are appointed by the Dean from among the academic teachers running classes for the given year of studies, in consultation with the student council.
2. The interests of the students of the year are represented by the starost [head student of the year] and his/her deputy elected annually in accordance with the regulations of the University Student Council.
3. A student group is represented by the group starost [head student of the group] elected annually in accordance with the regulations of the University Student Council.
4. The head tutor of the year:
  - 1) provides the students with advice and assistance in all matters related to the schedule 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 education managers of the courses included in the syllabus 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) notifies the Rector, if a student does not take up studies.
5. The starost of the year:
  - 1) is a member of the Faculty Board of the Student Council and actively participates in its activities;
  - 2) provides the students with advice and assistance in all matters related to the schedule of study and is at their disposal over the entire academic year,
  - 3) works hand in hand with the year head tutor and Faculty Dean, e.g. in preparing the course timetable, dividing the year into student groups, and setting the dates of credit tests and examinations for the year;
  - 4) enjoys the right to review draft syllabi of the courses of the completed year and commencing year, available in the eSyllabus system;
  - 5) provides and updates his/her contact data and the contact data of the group starosts on his/her page on the Extranet.
6. The group starost represents the interests of the student group with respect to matters concerning the schedule of studies of his/her group.

## § 7

1. An individual course of study [indywidualna organizacja studiów] (IOS) is set for:
  - 1) a pregnant full time female student;
  - 2) a parent full time student.
2. An IOS may be set on request from:
  - 1) an exceptionally talented student engaged in scientific research;
  - 2) a student member of a national sports team;
  - 3) a student with disabilities;
  - 4) a student doing a part of his/her studies on a foreign scholarship;
  - 5) a student admitted to studies based on verified learning outcomes;
  - 6) in other well-grounded cases.
3. In the cases referred to in items 1 and 2 above, the decision on setting an IOS is made by the Rector on written request from the student, adequately substantiated and documented.
4. The Rector sets the student's detailed plan of studies, credit tests, examinations, and practical training outside the regular timetable and the examination session binding on the student group in consultation with the didactic course managers and in recognition of the @możliwości of the units running the courses.
5. The IOS must not result in extension of the studying time.
6. In the cases referred to in item 2(4) above, the individual timetable should cover all classes, examinations, and credit tests not taken over the time of the scholarship abroad, and the classes, examinations, and credit tests ensuing from the current programme of studies.

7. In the event the student infringes on the agreed rules underlying the IOS or demonstrates no progress in his/her study, the Rector may revoke his/her approval of the IOS. The last sentence does not apply to the students referred to in it. 1.
8. On request from the student referred to in it. 1, the IOS is set until the time he/she completes his/her studies.

#### **§ 8**

1. The student's absence at classes may be excused in the following circumstances:
  - 1) temporary inability to participate in classes because of an illness confirmed with a medical leave or medical certificate attesting inability to participate in classes;
  - 2) the student's personal summons requiring his/her report in person, issued by the authority competent in general compulsory military service, a body of the central or local administration, a court, prosecution, or police,
  - 3) representing the University at official events;
  - 4) in case of other serious and documented Force Majeure events.
2. The student presents his/her excuse to the course tutor immediately upon the cease of the cause of his/her absence (though no later than within 7 calendar days following its cease). The tutor teaching the course then specifies the way and deadline for making up for the missed course content. Should any doubt arise as to the credibility and reliability of the excuse of the student's absence at classes, the documents presented included, the decision as to whether to excuse his/her absence is made by the Dean.
3. The student presents the documents attesting to the circumstances referred to in it. 1 to the class teachers for inspection. The teacher acknowledges his/her familiarity with the excuse document on the reverse thereof. It is permissible to e-mail scanned documents to the course teacher's account.

### **IV. Students' Rights and Duties**

#### **§ 9**

The student has the right to:

1. have his/her ECTS points transferred and recognised;
2. to do his/her studies in an individual course of study (IOS);
3. to excuse his/her absence at classes;
4. to take a leave of absence, and leave of absence combined with the opportunity to have his/her learning outcomes specified in the programme of studies verified;
5. to change his/her field of studies;
6. to be transferred to full time or part time studies (change the form of studies);
7. to sit to the last-chance examination before the examination board in the presence of the observer he/she nominates;
8. to repeat specific classes because of unsatisfactory learning outcomes;
9. to develop his/her own research interests and to that aim use the University's teaching premises, equipment, and resources, as well as assistance from the academic teachers and the University's authorities;
10. to join student research groups and participated in scientific research, development and implementation projects pursued at the University;
11. to receive tangible support on the terms specified in separate regulations;
12. to receive health care and medical assistance pursuant to the binding regulations;
13. to 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;
14. to attend open lectures and classes of other fields of studies;
15. to 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;
16. to influence the University life via the bodies of the student council;
17. to do a part of the studies defined in the programme of studies at another domestic or foreign university, in compliance with the rules set forth in separate regulations;
18. to receive training in the student's rights and duties. Training in this respect is conducted by the student council in cooperation with the Students' Parliament of the Republic of Poland.

#### **§ 10**

The student is provided with the University student ID card, his/her ID badge, and information on the principles governing access to the electronic media at the University, the electronic student's book of records included.

#### **§ 11**

Students with disabilities can request that the organisation and execution of the teaching process, including the conditions of doing the studies, be adjusted to the type of their disability. Decisions in the matters are made by the Rector on an individual basis.

## § 12

The student can apply for:

1. accommodation at the University boarding house or meals at the University student canteen;
2. accommodation of his/her spouse or child at the University boarding house.

## § 13

Anyone who has graduated from first-cycle studies keeps his/her student rights until 31 October of the graduation year, except for the right to the benefits referred to in section 86(1)(1-4) of the Act of Law.

## § 14

The student's duties include making full use of the opportunities to gain education, created by the University, and complying with the oath taken, these Rules, and other regulations binding at the University when studying and in daily life.

The student is, in particular, obliged to:

1. actively participate in classes in accordance with these Rules, as well as take examinations, vocational practical training, and meet other requirements of the programme of studies;
2. behave decently and care for the good name of the University;
3. abide by the rules of ethics, deontology, and tolerance;
4. follow the principles of community life – the student should not use his/her behaviour and/or clothing to manifest his/her own world view in a manner offensive to the patients, academic staff, and fellow students, or in a manner implying no tolerance to others;
5. respect the University property;
6. abstain from using and distributing any types of drugs or alcohol at the University;
7. wear his/her ID photo badge at all classes – no badge shall disqualify the student from participating in classes;
8. report for the credit test or examinations on presentation of his/her ID badge or student's ID card.

## § 15

1. The student shall be banned from joining classes, if under the influence of alcohol or drugs, psychotropic substances, or substitutes, the latter as construed in the regulations of the Act on Counteracting Drug Addiction of 29/07/2005 (consolidated text in Journal of Laws 2018: it. 1030, as amended).
2. Should a suspicion arise that the student is under the influence of alcohol or any of the substances listed in it. 1 above, the teacher running the class shall inform the year head tutor and the relevant Dean thereof.
3. Should a suspicion of alcohol intoxication or poisoning with any of the substances listed in it. 1 above arise, the teacher running the class shall refer the student to the nearest emergency ward.
4. In the event it proves necessary for the student to take long addiction treatment, he/she can obtain the IOS in accordance with § 7.

## § 16

The student bears disciplinary liability for violating the regulations binding at the University and for any act in contempt of the student's dignity on the terms laid down in the Act of Law and the secondary legislation thereto.

## § 17

1. The field of studies or form of study at the University can be changed on the terms described in § 2(5) and 2(6) of these Rules, subject to it. 2 and 3 below.
2. Any change of the field of studies or form of study is effected as of the onset of the academic year, upon the student's having the year of studies credited. The application for a change of the field of studies or form of study should be placed with the Dean's office of the faculty the student wishes to transfer to, no later than 30 days before the end of the University's summer repeat examination session.
3. The student changing his/her field of studies is obliged to satisfy the prerequisites of admission to the target field of studies, as specified in the recruitment resolution applicable to the academic year of the change.
4. In the event the student changes his/her field of studies or form of study, he/she shall be entitled to have his/her ECTS points transferred in accordance with the stipulations of § 2(7) of these Rules.

## § 18

The student is obliged to notify promptly the Dean's office and Social Benefit and Scholarship Section relevant for his/her field of studies of any change of his/her marital status, surname, address, and other contact data. The student

is also obliged to notify without delay the Social Benefit and Scholarship Section of any change to his/her financial condition, if the latter bears an impact on the granting to him/her and the size of tangible support.

### § 19

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

## IV. Electronic Media at the University

### § 20

1. No later than as of the immatriculation day, the University offers each student access to its in-house IT systems, particularly to a 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 and formal settlements with the University. The system forms the basis of the student's electronic book of academic records.
2. The electronic book of record shows the course and results of studying.
3. 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 schedule of studies and the faculty or University matters.
4. The student is obliged to check his/her e-mail account.
5. The student is entitled and obliged to use the University IT systems.
6. The University uses its IT systems to publish all student-addressed important information related to the schedule of studies, class organization, and social and welfare 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 IT systems using the student's personal login and password shall be deemed received from the student whose login and password were used.
11. The teaching unit is obliged to publish the core and up-to-date course-related educational materials and communications concerning class organisation on the MUG Extranet system no later than 7 days before the scheduled colloquium, credit test, or examination. The communications should be formulated in the language of instruction specific for the mode of study.

## V. Having the Year Credited

### § 21

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 programme of studies of the particular year, and pass all examinations prescribed in the schedule for the specific examination session at the minimum satisfactory level.
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:
  - 1) obtain credit in credit-ending courses, each attested with an electronic entry in the student service system,
  - 2) obtain positive grades at the examinations prescribed for the specific academic year, confirmed with the respective entry in the electronic student service system,
  - 3) obtain credit for the vocational training, documented in the record of the student's practical training, if required, and the respective entry in the electronic student service system.
4. Failure to meet the prerequisites of § 21(3) shall ban the student from continuing into the subsequent year.
5. In the event the credit for the year of study is not obtained, the Rector may, on written request from the student, make the decision to promote him/her conditionally to the subsequent year, or to have the student repeat the same year of study.
6. The Rector may make the decision to suspend the student's right to attend classes, in the event the latter:
  - 1) has not cleared his/her accounts with the library,

- 2) has not taken compulsory medical examinations (vaccinations included),
- 3) has not cleared his/her accounts in terms of the dues for educational services, including boarding house accommodation fees,
- 4) creates a threat to himself/herself, the patients, and other members of the academic community.

## § 22

1. Crediting a course denotes confirmation of the student's attendance and active participation in the classes, and the acquired knowledge, skills, and competencies specified in the course syllabus. The final credit is certified by the course education manager.
2. The classes are credited by the didactic course manager or, on the Dean's consent, by the academic teacher he/she might authorise.
3. On the motion from the head of the unit and on consent from the Dean, the student engaged in research work on the teams pursuing the University's unit's scientific plans may be credited selected classes, of the work corresponds to the programme of studies.
4. Any course ending with an examination must be credited before the onset of the examination session.
5. Credits for courses not ending with an examination may be obtained at any time in the examination session, 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 the date the results were announced. The Dean may order that the test be taken before an examination board in accordance with the rules valid for last-chance examinations.
6. 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 documents to the account of the didactic manager in charge of the course. The original document should be presented for inspection. The examiner shall acknowledge familiarity with the excuse on the reverse of the document.
7. Should more than half the students of any specific year be disqualified from sitting to the examination because of failure to obtain the credit qualifying for the examination, the Dean takes supervision over the course of the repeat credit test, and if no repeat credit test was planned, the Dean may order an additional qualifying credit test on his/her own initiative.

## § 23

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.
2. 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 within 5 working days following the examination/credit test, though no later than 3 days before the nearest repeat examination/credit test date in the specific course.
3. The student shall be admitted to sit down to the examinations of the winter and/or summer session provided he/she has fulfilled the prerequisite obligations specified in the syllabus of the particular course.

## § 24

1. The University uses the following grade scale:
  - Very good 5.0 denotes  $\geq 90$  % correct answers
  - More than good 4.5 denotes  $\geq 85$  a  $< 90$ % correct answers
  - Good 4.0 denotes  $\geq 80$  a  $< 85$ % correct answers
  - Fairly good 3.5 denotes  $\geq 70$  a  $< 80$ % correct answers
  - Satisfactory 3.0 denotes  $\geq 60$  a  $< 70$ % correct answers
  - Unsatisfactory 2.0 denotes  $< 60$ % correct answers
2. The average grade in the given academic year is the arithmetical mean of the grades attained in all examinations in the courses included in the programme of studies for the specific year. No average grade in the academic year is calculated for any non-credited year. The average grade for the entire period of studies is the arithmetic mean of the grades obtained over the duration of studies in the examinations in the courses included in the programme of studies. The calculation of the average grade for the entire period of studies disregards the examination grades obtained in the courses included in the programme of studies but not credited for the student. The calculation of the arithmetic mean is based on the grades entered in the student electronic service system.

3. The mean grade down to the 3<sup>rd</sup> (third) decimal point is rounded up to the 2<sup>nd</sup> (second) decimal point in accordance with the rule where:  $\geq 5$  – is rounded up,  $< 5$  – is rounded down.
4. All courses, including vocational practical training, incorporated in the programme of studies are allocated a specific number of ECTS points ensuing from the programme of studies.

#### § 25

1. The detailed schedule of the examination session 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.
3. The Dean can set the examination date in any particular course at any time outside the examination session. The examination must be held no later than on or before the last day of the summer repeat session.

#### § 26

1. Examinations are conducted by professors of 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.

#### § 27

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. The student's dishonest behaviour during a credit test or examination results in a negative grade for the examination term.
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 programme of studies for the specific year.
4. In the event any examination question(s) is/are cancelled, recalculation of the score obtained by the student in the examination must not lead to changing his examination grade to unsatisfactory, if the grade he/she attained originally was satisfactory or higher.
5. Should more than half the students sitting down to an examination on the first trial date attain an unsatisfactory grade, the Dean shall verify the correctness of the examination and approve its results.

#### § 28

1. The student is obliged to take examinations on the dates set in the session 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 working 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. The teacher running the classes acknowledges familiarity with the excuse on the reverse of the document.
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 before the end of the summer repeat examination session. The examination will then be deemed taken on the original date.
5. In the event the student falls ill or suffers any other Force Majeure event preventing him/her from participating in the course crediting and examinations, the Dean can set individual crediting/ examination dates for him/her, also outside the session, though no later than before the end of the academic year.

#### § 29

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, i.e. 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 also participates 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.

### § 30

If the student fails to have a year of studies credited, the Rector makes one of the following decisions:

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

### § 31

1. The Rector may only permit the student to repeat the year, if the student applies for it in writing. The student is obliged to file his/her request to repeat the year no later than within 7 days after the end of the summer repeat session. The Rector shall make the decision no later than within 7 days following submission of the application.
2. The student cannot be permitted to repeat the year more than once over the whole period of studies (of the specific cycle), unless the second failure to have a year credited is caused by a long illness or if this is substantiated by the student's unusual and documented personal situation or principles of community life. 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. When permitting the student to repeat a year, the Rector may transfer the positive examination and credit test grades the student attained in the non-credited year; he/she may also credit a course not ended with a grade but previously credited to the student. The student is under no obligation to attend the classes of the courses the grades of which were included in the grade/credit transfer.
4. Within 14 days after the student is served the positive decision permitting the repeat of the year, the student may file an application with the Rector, requesting consent to his/her attendance of selected classes of the subsequent year curriculum and his/her sitting to the credit tests/examinations ending such courses. Upon consultation with the didactic course manager, the Rector may permit the student repeating the specific year of studies to participate in selected classes of the subsequent year and to sit down to the credit tests and examinations ending the courses. The permit referred to in the previous sentence can be given with respect to a course continued from the previous academic year and credited in that year. The permit may not apply to more than 250 teaching hours in aggregate.
5. The course the permit referred to in it. 4 concerns, becomes a course of the repeated year, and its crediting will be subject to the same principles as those applicable to other credit tests and examinations.
6. In the event a student doing two fields of studies simultaneously fails to have a year credited because of long illness or serious, properly evidenced Force Majeure events, the student may be permitted to repeat the year in both fields of studies at the same time.
7. The student who repeated a year because of failing to have it credited over the period of his/her studies preceding his/her striking off the student list cannot be again referred for repeating the year, if he/she resumes his/her studies.

### § 32

1. On written application from the student, the Rector may consent to his/her conditional promotion to the subsequent year of studies, provided he/she shall be obliged to repeat and obtain credit(s) in the course(s) of the previous year. The student is obliged to place his/her application for conditional promotion no later than within 7 days after the close of the summer repeat session. The application should be appended with a written plan of doing the repeated courses, evidencing technical plausibility of taking the non-credited course without disturbing the syllabus of courses in the year the student was conditionally promoted to. The plan must be approved by the head tutor of the year the conditional promotion concerns, and the head tutor of the previous year. In the conditional promotion scenario, the courses to be obligatorily repeated are credited in accordance with these Rules governing the sitting to credit tests and examinations, including repeat credit tests and examinations. The student's failure to have an obligatorily repeated course credited translates to no credit for the year the student was conditionally promoted to. When making the decision in the matter of conditional promotion, the Rector takes into consideration the theretofore history of the specific student, i.e. the academic results he/she attained, and the technical plausibility of taking the courses.

2. Conditional promotion cannot:
  - 1) be granted, if any lead courses are non-credited, or if promotion would give rise to a conflict with any formal requirements of the syllabi of the courses in the year of conditional promotion. The list of the lead courses for the specific year is published by the Dean;
  - 2) be granted to a student already repeating a year of studies;
  - 3) be granted, if the course subject to obligatory repeat is a course continued in the year of conditional promotion.
3. Conditional promotion can be given in the situations referred to in it. 2, whenever the student's unusual individual situation and the principles of community life substantiate it.
4. In the event the student is conditionally promoted, he/she attends and obtains credits in the courses included in the programme of studies of the year he/she was conditionally promoted to; he/she also attends and obtains credits in the courses subject to the repeat obligation.

### § 33

1. The Rector strikes the student off the list of students if:
  - 1) he/she does not take up/resume studies;
  - 2) he/she resigns from further studies;
  - 3) he/she fails to submit his/her diploma thesis or take the diploma examination;
  - 4) he/she is imposed the disciplinary penalty of expulsion from the University.
2. The Rector can strike the student off the list of students if:
  - 1) he/she is found to fail to attend the compulsory courses;
  - 2) he/she is found to make no academic progress;
  - 3) he/she fails to have a semester or year credited within the prescribed term;
  - 4) he/she fails to make timely payments of the fees connected with doing the studies.
3. The striking off the student list takes the form of a decision.
4. The student is struck off the student list for failure to take up studies in the event he/she does not begin attending the courses included in the programme of studies without an excuse within 14 days following the onset of the academic year or the lapse of the leave of absence the student was granted. The year head tutor shall promptly notify the Rector of the student's failure to take up/resume studies.
5. Resignation from studies requires the student's written statement to that effect, submitted with the Dean's office relevant for his/her field of studies.
6. The student can be struck off the student list for failure to have a year of studies credited by the set date upon confirmation that the student has not been permitted to repeat the year, or has not been conditionally promoted to the subsequent year of studies.
7. The student can be struck off the student list for failure to make timely payment of the fees related to his/her doing the studies, if the delay in the payment exceeds 30 days after the set payment deadline.

### § 34

1. Whoever has been struck off the list of the University students can only once be permitted to be reinstated to studies at the University by entering on the student list, subject to the following provisions.
2. The student applying for reinstatement can only be reinstated to the field which he/she previously studied.
3. Reinstatement to studies is impossible, if the University no longer runs the field of studies to which the student would potentially be reinstated.
4. Reinstatement shall be impossible, if 3 or more years have elapsed after the student's striking off the student list, or if the student was struck off the list having been imposed the disciplinary penalty of expulsion from the University.
5. No student struck off the list of another university's students can apply to resume his/her studies at MUG.
6. Reinstatement of a person who was struck off the list of the University students while in his/her first year is impossible. The person may be admitted in the recruitment procedure.
7. A student struck off the list of students of year two or higher has the right to apply for reinstatement having first:
  - 1) filed the application for reinstatement no later than on or before 15 May of the academic year preceding the reinstatement year;

- 2) 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 Rector-selected lead courses included in the programme of studies of the year preceding the year to which the student is to be reinstated. The applicant can only take the examination once. The applicant for reinstatement should agree the date of the exam directly with the didactic course manager by the end of May. Restitutions examinations should only be held during the examination session;
  - 3) submitted a certificate stating there are no contraindications for the person to study the specific field, issued by an occupational medicine physician;
8. The resumption of studies is only possible as of the beginning of the new academic year. The student shall be reinstated to the specific field of studies with the programme of studies as binding at the reinstatement.
  9. The decision as to whether reinstate students satisfying the prerequisites laid down in it. 7 rests with the Rector. The Rector's decision to reinstate the student defines the form, cycle, and field of studies, the profile, the semester, and the academic year to which the student is reinstated in his/her student rights and duties, as well as the way of and deadline for making up for the curriculum discrepancies, if any.
  10. The student reinstated in his/her student rights and duties is transferred, by the Rector, the ECTS score corresponding to the learning outcomes obtained in doing the relevant classes and practical training envisaged in the programme of studies valid at the University's field of studies at the time of the student's reinstatement, and as actually obtained by the student up to the moment of his/her striking off the student list. The decision to transfer the ECTS points is taken by the Rector based on the documentation of the student's academic record.
  11. The student who, before being struck off the list, was repeating the year because of unsatisfactory academic progress, cannot be let repeat the same year upon his/her reinstatement.
  12. The student struck off the list because of failure to submit his/her diploma thesis but has previously obtained credits in the courses and practical training required in the programme of studies, may apply for reinstatement so as to complete the studies and take 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. Clause 34(1), 34(2), 34(3), 34(4), 34(5), 34(8), and 34(9) shall apply to the person referred to in the preceding sentence.

## VI. Leaves

### § 35

1. The Rector grants a leave of absence to a pregnant student or parent student on the student's written request. The pregnant student appends the application with the medical certificate confirming pregnancy, and the parent student appends his/her application with the child's birth certificate.
2. The pregnant student is granted a leave of absence until childbirth, provided that should the leave end in the midst of a semester, the leave of absence may be extended until the end of the semester. The pregnant student may request a leave of absence up to childbirth.
3. The parent student is granted a leave of absence for the period of one year, provided that if the leave ends in the midst of the semester, the leave of absence may be extended until the end of the semester. The parent student may request the leave of absence within one year following the birth of his/her child.
4. On the student's written request, the Rector may grant him/her a leave of absence:
  - 1) in the case of the student's long illness;
  - 2) in connection with his/her delegation to specialist studies or internship abroad;
  - 3) for reasons of social welfare;
  - 4) in the case other serious circumstances arise.
5. In the cases referred to in it. 4, the student files his/her request for a leave of absence with the Dean's office relevant for the field of studies, within 14 days following the occurrence of the circumstances which substantiate the request. The student appends the request referred to in it. 4 with the documentation (in Polish or English) substantiating the request for a leave of absence. The Record may require that the student presents supplementary documents and provides clarifications substantiating the request for a leave of absence.
6. Should any doubts arise as to whether a leave of absence should be granted because of the student's long illness, the Rector may form an advisory commission composed of medical doctors lecturing at the University to assess the credibility and reasonableness of the submitted documentation.
7. The leave of absence connected with the student's delegation to specialist studies or internship abroad can only be granted, if 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 programme of studies valid for the specific field of studies.

8. The decision to grant the leave of absence states the reason for granting it and specifies the period for which it is granted.
9. The granted leave of absence postpones the anticipated date of graduation, subject to cl. 34.
10. A part time student who has been credited a year and applies for a leave of absence can be granted a year's leave for causes of social welfare. The request must be submitted within 7 days following the crediting of the year.
11. The student may be granted a leave of absence no more than twice in the specific study cycle (full cycle Master degree studies, first-cycle studies, second-cycle studies). The preceding sentence does not apply to a leave granted to a pregnant student or a parent student, or to the leave referred to in it. 10.
12. In the leave period the student retains his/her student rights. His/her entitlement to tangible assistance is governed by separate regulations.
13. The student on leave because of a long term illness may only be reinstated upon the Rector'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.

### **§ 36**

1. On the student's request formulated in the request for a leave of absence, the Rector may consent to his/her taking, in the leave period, the credit tests and examinations envisaged in the programme of studies for the specific year of studies. The above shall not apply to the leave of absence granted on account of the student's long illness.
2. In the decision to grant the leave, the Rector specifies the way in which the student will cover the programme of studies so as to make it possible for him/her to undergo verification of the achieved learning outcomes, and the dates and method of obtaining credits of the courses included in the programme of studies.
3. When issuing the decision referred to in it. 1 above, the Rector takes into account the period for which the leave is granted, the learning outcomes which must be attained pursuant to the programme of studies, and the student's possibility to attain them while on the leave of absence, in the light of the student's theretofore record at the University (e.g. his/her average grade obtained in subsequent years of studies, and his/her taking the exams and credit tests on the set dates), the way in which the student will cover the programme of studies, and the organisational potential of the University.

## **VII. Fees for Educational Services at the University**

### **§ 37**

1. The University charges fees for educational services, related to:
  - 1) doing part-time studies;
  - 2) repeating specific courses of full-time studies because of unsatisfactory learning outcomes;
  - 3) doing studies in a foreign language;
  - 4) holding courses not included in the programme of studies;
  - 5) teaching foreigners at full-time studies with the Polish language as the language of instruction.
2. In addition, the University may charge fees for:
  - 1) holding the recruitment procedure;
  - 2) verifying the students' learning outcomes;
  - 3) issuing the student's book of records and the student's ID card, and their duplicates;
  - 4) issuing an official copy of the graduation diploma and the supplement thereto in a foreign language, other than the documents issued pursuant to section 77(2) of the Act of Law;
  - 5) issuing a duplicate of the graduation diploma and the supplement thereto;
  - 6) providing accommodation at a student boarding house and student canteens.
3. The University does not charge any fees for the procedure related to the verification of the learning outcomes covered by the programme of studies, including those referred to in § 36, or for the issuance of documents related to the student's academic history, other than those listed in it. 2(3-5).
4. The amount of the fees chargeable on the students and the terms and conditions of their charging are defined in Rector's disposition issued before the onset of the recruitment for the specific academic year. Information on the fee amounts is published on the University website and on its page in the Public Information Bulletin.

5. Once the students are admitted to studies for the specific academic year, the University cannot increase the fees rates set for them, or introduce any new fees until they graduate. This does not apply to increasing the fees charged for holding extracurricular courses or for accommodation at student boarding houses and meals at student canteens.
6. Students can be exempt from the fees referred to in its. 1 and 2 above by virtue of the Rector's disposition.

### **VIII. Awards and Distinctions**

#### **§ 38**

1. Graduates and students outstanding in terms of their academic achievements or activities benefiting the University can be conferred:
  - 1) awards financed by state and private institutions, scientific and research societies, and social organisations – in accordance 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,
  - 4) a prize awarded by the student council.
2. The funds to finance the awards referred to in its. 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**

#### **§ 39**

1. To complete the studies and obtain his/her graduation diploma, the student must:
  - 1) achieve the learning outcomes defined in the programme of studies;
  - 2) pass the diploma examination and have his/her diploma thesis assessed positively, if envisaged in the programme of studies;
2. The studies are deemed completed on the date of the diploma examination, and in the case of studies at the faculty of medicine and dental medicine on the date of taking the last examination required in the programme of studies; in the case of pharmacy and physiotherapy studies, it is the date of having the last practical training required in the programme of studies credited.

#### **§ 40**

1. The Rector defines the criteria to be met by the diploma theses, the criteria of approving the topics of the diploma theses, and the detailed rules to govern the diploma examinations in different fields of studies.
2. The Rector specifies the format in which the diploma thesis should be filed with the Dean's Office and the Main Library of the specific faculty.

#### **§ 41**

1. The diploma thesis is an independent study of a scientific, artistic, or practical issue, or a technical or artistic work presenting the student's general knowledge and skills related to the studies of the specific field, cycle, and profile, plus the skills of analysing and drawing conclusions unassisted.
2. The student writes his/her diploma thesis under the supervision of a supervisor, i.e. a competent academic teacher, holder of the professor title or the degree of doctor habilitated. The Dean may authorise another academic teacher holding at least the doctoral degree and at least three years' service record in the specified field 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.
3. The Dean 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.
4. The topic of the diploma thesis should be agreed no later than by the end of November in the last academic year in the schedule of studies.

5. 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.
6. The diploma thesis is reviewed using the Uniform Anti-plagiarism System before the diploma examination. This does not apply to theses incorporating secret information protected by the law.
7. Once the diploma thesis has been verified using the Uniform Anti-plagiarism System, it is assessed by the supervisor and reviewer. In the event any discrepancies arise in their 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 it. 2 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.
8. The diploma thesis is assessed using the grades set forth in § 24(1).
9. Diploma thesis reviews are available to the public.

#### § 42

1. The conditions prerequisite for admission to the diploma examination are as follows:
  - 1) having the last year of study credited, and in the case of pharmacy – having the fifth year of studies credited,
  - 2) having the diploma thesis, if required in programme of studies of 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 on or before the last day of the summer repeat examination session:
  - 1) in the last year of his/her studies;
  - 2) in the fifth year, in the case of pharmacy.
3. Failure to submit the diploma thesis in time causes striking the student 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 no later than within one month counting from the date the diploma thesis was submitted.
5. In exceptional cases, the Dean may postpone the deadline for submission of the diploma thesis and taking the diploma examination until the end of the calendar year in which the student's last year of studies was credited.

#### § 43

1. The diploma examination is taken before the examination board appointed by the Dean.
2. The diploma examination is held in accordance with the organisational rules laid down by the Rector 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 § 24(1).
4. On request from the student or supervisor, the diploma examination is held in the publicly open mode. The procedure of holding the publicly open diploma examination is set in the Rector's disposition.

#### § 44

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 sets another examination date, and that date is final for sitting to the diploma examination. The diploma 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.

#### § 45

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 § 23(2), over the whole period of study, calculated as shown in § 24(2) and 24(3).
  - B. = the arithmetical 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:

$2/3 * A + 1/3 * B$
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where:

- A. = the arithmetical mean of all examination grades referred to in § 24(2), obtained over the whole period of study, calculated as shown in § 24(2) and 24(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 it. 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 it. 3 by one grade, if the student earned a very good grade for his/her diploma thesis (if required in the given field of studies) or diploma examination, and was given credits assessed at very good and good grades in all courses over the last two years of studies.

The ultimate grade for the full-cycle 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.

#### § 46

The student leaving the University is obliged to clear his/her accounts with the University against the circular clearance sheet.

### IX. Closing Provisions

#### § 47

- 1. In the event any doubts arise as to the construction of the provisions hereof, the Senate Commission for Student Affairs shall determine their interpretation upon consultation with the University Student Council.
- 2. The academic staff of the University, and the University Student Council enjoy the right to motion amendments to these Rules.
- 3. Any amendments to these Rules are approved by the Senate pursuant to section 75 of the Act of Law.