

Appendix No 1  
to Resolution No 139/2007  
of April 27, 2007  
constituting Appendix No 1  
to Resolution No 42/2016  
of April 27, 2016  
of the Senate  
of the Medical University of Silesia

**STUDY REGULATIONS  
OF THE MEDICAL UNIVERSITY OF SILESIA  
IN KATOWICE**

*Unified text*

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## **I. General provisions**

### **§ 1**

1. This Study Regulations define the system and process of higher education at the Medical University of Silesia in Katowice, as well as the students' rights and obligations resulting hereof.
2. The Study Regulations apply to all forms, levels and fields of study offered by the Medical University of Silesia in Katowice excluding postgraduate studies to which separate regulations will apply.
3. This Study Regulations also apply to foreign students enrolled at the Medical University of Silesia in Katowice.

### **§ 2**

Terms used in the Study Regulations denote respectively:

- 1) the University – Medical University of Silesia in Katowice,
- 2) higher education – studies on undergraduate and graduate levels or master's studies offered by the authorized university,
- 3) undergraduate studies – form of study for admission of candidates who graduated from high school, leading to obtaining a bachelor's degree,
- 4) graduate studies – form of study for admission of candidates who completed undergraduate studies, leading to obtaining a master's degree,
- 5) uniform master's studies – master's studies for admission of candidates who graduated from high school, leading to obtaining a master's degree,
- 6) intramural studies – form of higher education which requires at least 50% of the program of education to be completed through direct teacher-student instruction,
- 7) extramural studies – form of higher education other than intramural studies, indicated by the Senate of the university,
- 8) the Act: Higher Education Act of July 27, 2005.

### **§ 3**

1. The university offers intramural and extramural studies.
2. The form of extramural studies is offered against the payment.
3. The terms of payment in the process of education are defined by separate regulations.
4. The university offers the following forms of studies:
  - 1) uniform master's studies,
  - 2) undergraduate studies,
  - 3) graduate studies.
5. The university may offer individual inter-territorial studies including at least two areas of education and leading to obtaining the diploma for at least one field of study offered at the university and conducted by the schools accredited to grant PhD degrees in the area of knowledge corresponding with this field of study.
6. Detail terms and procedures for the educational program specified in item 5 are agreed by curriculum boards represented by the members of organizational units at which the educational program is conducted, and approved by appropriate Faculty Boards.
7. Remarkably talented students of upper secondary schools are allowed to attend certain classes in particular fields of study according to their skills, through the *High School Student University programs* offered in respective schools of the university. Rules for participation in the *High School Student University program* are determined by separate regulations.

#### § 4

1. The terms and conditions of admission are defined by the Senate's Resolution.
2. Official enrolment to the university takes place upon the matriculation completed with the solemn pledge, as approved by the university Statutes.
3. Upon admission to the University each student obtains the student ID card.
4. Student ID card authorizes its holder to execute student's rights based on the rules determined by separate regulations.

#### § 5

1. Students of all forms of studies offered by the university set up the Student Government.
2. Principles and mode of operation for the Student Government, as well as types and methods of election of its statutory organs along with their qualifications are defined by the Student Government Regulations.
3. The entire student community is represented by the statutory organs of the Student Government for the university.

## II. Study process

#### § 6

1. The academic year commences not later than on October 1st and lasts up to September 30th of the next calendar year the latest.
2. In case where it is envisaged by the study program for a given study field or specialty or form or level of education that the academic instruction starts from the summer semester, the academic year will start on the date established by the University as the date of commencement of the summer semester.
3. Upon Dean's official request, the Rector may establish other dates of commencement and termination of the academic year.
4. The academic year comprises:
  - 1) semesters: winter and summer,
  - 2) inter-semester break,
  - 3) winter and summer examination sessions,
  - 4) curricular clerkships,
  - 5) winter, spring, and summer vacations.
5. Detailed academic year calendar for each academic year is established by the Rector, in consultation with the respective Deans and the Students' Government for the University. It is established by May 31st of the year preceding the academic year in question.
6. The Rector may introduce modifications to the academic year calendar during the academic year in question, as well as suspend academic instruction for a definite time period.
7. The Rector may proclaim days or hours free of academic instruction during the academic year, either of her/his own initiative or at the request of the Students' Government for the University.

#### § 7

1. Studies in the University are held in accordance with study plans and study curricula prescribed for particular fields of study by the respective Faculty Board, upon the opinion of the organs of the Students' Government of the respective school, with due consideration to the learning outcomes defined by the Senate.
2. A foreign language instruction of indicated parts of education in the study program may be offered, if justified by the specificity of particular field of study.

3. In case specified in item 2 upon the Dean's approval credit/examination in a particular course and/or diploma examination may be conducted in a foreign language.
4. The study programs, including the study plans for particular fields of study are announced for students' attention on the university website and through the *Virtual Dean's Office* once they are approved by the Faculty Board.
5. The study schedule for each semester is announced to students not later than two weeks prior to the beginning of the semester, by written notice on both the notice-board of the respective Dean's Office and on the University website.
6. Students may apply for an individual study plan and study curriculum (further named as ISP) as well as for an individual organization of study (further named as IOS) on terms and conditions defined by this Regulation.

### **§ 8**

1. The Dean may appoint university teachers as administrators for particular years of study, specialty, student group or clerkship, either of her/his own initiative or at the students' request.
2. The administrator for particular year of study is in charge of assisting students in all issues related to their education.

### **§ 9**

1. Teachers' Boards can be appointed for all years of the uniform master's studies as well as undergraduate studies and graduate studies.
2. Teachers' Board is composed of:
  - 1) Dean or Vice-Dean as the chairperson,
  - 2) administrator for particular year of study,
  - 3) academic teachers from particular departments offering academic instruction in a given semester,
  - 4) student representative for particular year of study and students who are leaders of particular study groups.
3. The function of the Teachers' Board is the evaluation of students' academic progress including no satisfactory academic progress, as well as the evaluation of study discipline.
4. Obtaining failing scores in knowledge and skills exams is considered no satisfactory academic progress.

### **§ 10**

1. Students in each year of study are divided into Dean's groups.
2. The academic instruction is conducted in study groups where the number of students is established by a separate Resolution of the Senate with consideration to the type of instruction prescribed for particular fields of study.
3. Students in each Dean's group appoint their representative who acts on their behalf.
4. Dean's groups representatives appoint one student to represent a particular year of study.

## **III. Student rights and obligations**

### **§ 11**

1. Student has the right to:
  - 1) acquire knowledge and pursue their own scientific interests and, for this purpose, use the classrooms, lecture and seminar rooms as well as other facilities, library resources and IT services of the University, as well as obtain assistance from teachers and

- administrative staff of the University, in accordance with separate University regulations,
- 2) enrol in students' organizations acting at the University, including scientific societies, artistic and sports associations, and participate in research, development, and implementation projects, in accordance with the provisions of the Law,
  - 3) participate in the decision-making process of the collegiate bodies of the University via student representatives,
  - 4) make suggestions as to the course of study and other important academic issues,
  - 5) receive awards and honours foreseen by this Regulation,
  - 6) receive financial support on terms and conditions defined by the Law as well as by separate regulations,
  - 7) participate in open academic instructions offered by other fields of study,
  - 8) evaluate the instruction of the academic teachers on terms and conditions defined by the Senate Resolution,
  - 9) seek for respect from each academic community representative,
  - 10) submit complaints and requests, in accordance with the applicable provisions.
2. Disabled student can apply to the Dean for an individual organisation of study adjusted to his/her own individual needs as per the level of disability.
  3. Rector's proxy for disabled students provides assistance in solving problems and meeting individual needs of disabled students.
  4. Detail rules for activities to provide disabled students with appropriate study conditions are determined by the Rector's Resolution.

## § 12

1. Student is obligated to abide by the solemn pledge as well as act in accordance with this Regulation, and in particular student is obligated to:
  - 1) abide by the binding rules of the university,
  - 2) care for good reputation of the university,
  - 3) take good care of the university property and take all the necessary precautions to avoid any damage or loss in respect thereof,
  - 4) actively participate in the scheduled academic instructions and other activities, in accordance with the Study Regulations,
  - 5) take examinations, clerkships, and meet other requirements envisaged by the study plan,
  - 6) make education related payments by prescribed deadlines,
  - 7) abide by the ethical standards and principles of deontology,
  - 8) show respect for patients and protect patient data covered by professional secrecy,
  - 9) immediately submit to the teacher in charge of a study course any medical opinion stating the student's temporary inability to attend classes prescribed by the study plan,
  - 10) promptly submit at the Dean's Office valid doctor's note certifying no objections to attend medical studies,
  - 11) show respect for human dignity,
  - 12) show respect for the dignity of the deceased.
2. Student is strictly forbidden to bring in, use or distribute any narcotics or intoxicating agents and other dangerous substances or objects within the university area.
3. Student is strictly forbidden to bring in and use electronic devices during the examination.
4. Student is obligated to notify the respective Dean's Office of any change of their marital status, name or/and address of residence or else of any change in their financial or material status affecting the financial aid procedures.
5. In case of neglecting the obligation specified in tem 4, the delivery of correspondence to previously indicated address of residence has legal effect.

### § 13

Governed by separate regulations, student bears disciplinary liability for infringement of university regulations and for acting against student ethics.

## IV. Academic progress and promotion of students

### § 14

1. Periods of studies are to be settled within an academic year cycle.
2. The academic instruction ends with completing a course in the form prescribed by the study plan.
3. Prior to initial classes the head of department or the academic teacher in charge of instruction in a particular course is required to present to students or announce to the public the following information:
  - a) course description including the learning outcomes,
  - b) course syllabus and recommended booklist,
  - c) course regulations approved by the Dean specifying the following: rules of attendance, rules of excusing absence in class, rules and calendar of completing the course, form of examination, rules of establishing the score obtained in a course, consultation methods with academic teacher, and access to student's written tests and examinations.
4. During the study period student is required to complete all courses and clerkships prescribed as obligatory in the study plan for a particular field of study, educational profile and specialty, and to obtain the certain number of ECTS points appointed to particular courses.
5. Students enrolled in the Polish language program can attend instructions offered in English language, however, such instruction is considered optional or parallel to instruction in Polish language.
6. Instruction in particular course is completed with an examination, grade credit or credit.
7. Scores obtained for credits and examinations are announced through the *Virtual Dean's Office* and on the department website within 3 business days from the date of credit/examination.
8. Rules for conduct test exams/credits through the *Center of Educational Effects Evaluation* are specified by the Rector's Resolution.
9. For grade credits and examinations the following grading scale is used:

NUMERICAL GRADE	VERBAL GRADE
5	very good
4.5	better than good
4	good
3.5	better than satisfactory
3	satisfactory
2	unsatisfactory

10. In order to highlight student's excellent knowledge the teacher may grant the numerical grade "5" and the verbal grade "excellent".
11. The Faculty Board may approve using, next to the regular grading scale for examinations in all types and fields of study, a common corresponding letter-based grading scale within the European Credit Transfer System (ECTS grade).

LETTER-BASED ECTS GRADE	NUMERICAL GRADE	VERBAL GRADE
A	5	very good
B	4.5	better than good

C	4	good
D	3.5	better than satisfactory
E	3	satisfactory
FX	2	unsatisfactory – student must make up some deficiencies to complete the course
F	2	unsatisfactory – no possibility for re-take. Obtaining this grade results in either repetition of the year or deletion from the register of students.

12. Students enrolled in Erasmus+ or MOSTUM program must obtain at least 60 ECTS points in a given academic year in order to complete a year of study, which is the combination of ECTS points obtained at both parent university and the university where the Erasmus or MOSTUM program was completed.
13. Grades obtained in each final examination, grade credits and credits are entered into the academic progress electronic system.
14. The average grade or GPA rounded to two decimal places obtained throughout the whole academic year is calculated as the arithmetic mean of all the examination grades and grade credits.
15. Student must earn a credit in a course in order to be allowed to sit for the final examination in this course.
16. Student's failure to earn a credit in a course which must be completed with an examination or their unjustified absence in an examination at a prescribed time automatically results in obtaining an unsatisfactory grade.
17. In case specified in item 16 student can sit for the board examination in accordance with § 16 item 5 of this Regulation.
18. In case of discrepancy of data included in the course completion protocol and academic progress electronic system, the data noted in the course completion protocol is considered binding.
19. Within one day student may take an examination in one course only.
20. Should the student obtain an unsatisfactory grade in an examination, they have right to sit for two re-take examinations in each course.
21. Student's course completion and examination is evaluated by the head of the Department or an authorized academic teacher in charge of instruction in a particular course, as specified in item 13. In case of more than one department participating in the instruction of a course, the signature is given by the course coordinator appointed by the Dean.
22. Student has right to get the access to the evaluation of their credit or examination work, including content of questions and answer key, with 5 days from the date of announcing the score.
23. In case if upon the access to their work student notes that their answers are correct and have not gotten an appropriate number of points, they can apply to the Dean for re-evaluation of their work with 2 days from the date of the access to the work.
24. Academic teacher providing instruction in a particular course shall follow their obligations as specified in item 21, upon the Dean's approval.

## § 15

1. Student is required to complete classes by the deadline specified in the study plan and settled with the teaching staff but not later than the end of the examination session for this particular class.
2. Student who completed particular course of study may sit for the final examination in that course not later than the end of the examination session approved by the Rector's Resolution for the academic calendar.

3. The consent to sit for credit/examination at a later time in a course envisaged by the study plan for the winter semester may be granted by the head of the department for the period until the end of the academic instruction in the summer semester.
4. Date of the final credit/examination is settled by the head of the department in agreement with the student representative.
5. Head of the department notifies the Dean about the settled date of the final credit/examination.
6. Student's absence in class due to:
  - a) attendance in university collegial body meetings,
  - b) pursuing official academic activities outside of the university,
  - c) pursuing activities for the university in cooperation with the Student Government shall be excused without the requirement to make up these classes, based on the official written note certified by appropriate body/institution. Student who did not attend classes due to above mentioned reasons should be allowed to attempt credits/examinations at other times.

### § 16

1. Student who failed the second re-take examination and objects its correctness has the right to apply to the Dean for a board examination within three working days from the date of announcement of the second re-take examination results.
2. Members of the examination board are appointed by the Dean. The chairperson of the board is either Dean or Vice-Dean, and the board itself is additionally composed of at least two academic teachers who are specialists in the examination subject or related subjects, as appointed by the Dean.
3. The examination board must not be presided over by a person who examined the student previously.
4. At the student's request, the board examination may be witnessed by another student or employee of the university, appointed by the student.
5. In special cases, the Dean may order a board examination of her/his own initiative.
6. In case of oral board examination the questions are selected randomly.
7. The board examination score is determined by vote. If numbers of contrary votes are equal, the board chairperson's vote is decisive.
8. In case of unjustified absence student forfeits the right to sit for the board examination at other times.

### § 17

1. The study plan for particular years of study determines the type and duration of both curricular clerkship and summer clerkship at the chemist's in the field of pharmacy.
2. Summer clerkship at the chemist's in the field of pharmacy starts once the master thesis has been defended and not later than on October 1<sup>st</sup> of the subsequent academic year.
3. In exceptional cases the Dean may accept other starting date for the summer clerkship at the chemist's in the field of pharmacy.
4. Clerkship is regarded as successfully completed provided it was held at a prescribed time and the trainee demonstrated necessary knowledge and skills required for this clerkship. Rules for attending clerkship, the mode of control as well as the terms of clerkship completion are established by the Faculty Board.
5. The Dean may grant a student exemption from clerkship or from the part of clerkship in case of student's professional employment corresponding to the type and objectives of clerkship, in accordance with rules specified in item 4.
6. Failure to complete the clerkship is equal to the failure to complete other courses.



## § 18

1. In order to successfully complete a year of study student must meet the following requirements by the end of the re-sit examination session of the summer semester:
  - 1) obtain passing scores in all credits and final examinations prescribed by the study plan in a particular academic year,
  - 2) complete all clerkships prescribed in a particular academic year.
2. Dean's following decisions are taken in case of students who did not successfully complete a year of study:
  - 1) approval to repeat a year of study with the obligation to make up possible curriculum discrepancies, or
  - 2) conditional enrollment to the subsequent year of study with the obligation to repeat incomplete courses, or
  - 3) deletion from the register of students.
3. In cases specified in item 2 points 1 and 2 the Dean takes appropriate decision upon student's application.
4. During the whole study period student may be granted permission to repeat a year of study only twice in case of uniform master's studies, once in case of undergraduate studies and once in case of graduate studies.
5. Student who did not successfully complete a year of study and was granted permission to repeat it may be exempted from courses which were previously completed in compliance with § 14 item 8 of this Regulation and according to the study plan.
6. Student who repeats a year of study is charged for courses to be repeated in the amount approved by the Rector's Resolution constituting Appendix to the agreements made between the student and the university.
7. Student who was granted permission to repeat a year of study is required to make up for the curriculum discrepancies which may result in the study plan.
8. Upon the opinion of the head of department the Dean may allow the student repeating a year of study to attend classes and sit for credits and final examinations in courses included in the subsequent year curriculum which commenced in the previous year of study, provided that appropriate part of instruction was completed by student in the previous year.
9. Student who did not get the credit or obtained the failing score in final examination in at most two courses may apply to the Dean for the conditional enrollment to the subsequent academic year with the obligation to repeat incomplete courses at the same time.
10. Dean's decision for conditional enrollment to the subsequent year of study with the obligation to repeat incomplete courses is based on the opinion of the head of the department which provides the instruction in this course.
11. Conditional enrollment shall not be granted for the courses which are continued in the subsequent academic year.
12. Student who was conditionally enrolled to the subsequent year of study is charged the fee for the courses to be repeated due to no satisfactory academic progress in the amount settled by the Rector's Resolution.
13. In case of conditional enrollment to the subsequent year of study student is required to provide the Dean with the schedule for repeating incomplete course/courses approved by appropriate teaching staff.
14. In case of conditional enrollment student is required to complete the course/courses moved from previous year of study before the end of the reseat examination session in the summer semester of the academic year in which conditional enrollment was implemented.
15. If student fails to complete the course/courses moved from previous year of study by the deadline specified in item 11, he or she should apply for permission to repeat the incomplete year of study, otherwise will be deleted from the register of students.

16. Student may be granted conditional enrollment to the subsequent year of study not more than twice in the whole study period in case of uniform master's studies, not more than once in the whole study period in case of undergraduate studies and not more than once in the whole study period in case of graduate studies.

### § 19

1. Based on certain agreements made by the university student may complete part of their study curriculum in other universities located in Poland or abroad.
2. Student's application in his regard is considered by the Dean.
3. In case of transfer from another university upon the Dean's acceptance student's credits obtained at that university are considered credits determined in ECTS points, subject to items 5 and 6.
4. In case of transfer between different schools at the university upon respective Deans' acceptance student's credits obtained at that school are considered credits determined in ECTS points, subject to items 5 and 6.
5. Upon student's application and based on the transcript of grades obtained outside the parent university the Dean takes the decision about transfer and credits recognition, as specified in item 3.
6. In order to get the credits transferred as above, the learning outcomes obtained by a student must correspond with outcomes prescribed by the study program in the field in which the student is enrolled.

## V. Individual program of education and curriculum

### § 20

1. Individual program of education and curriculum can be granted:
  - 1) upon the Dean's approval – to student who completed second year of studies (in the system of uniform master's studies or undergraduate/graduates studies), obtained at least 4,50 GPA for the previous year of study and got special scientific achievements,
  - 2) to student enrolled through the procedure of learning outcomes evaluation.
2. Student may study according to individual program of education and curriculum under the supervision of a teaching/scientific tutor who was selected by the student and accepts this function, following the program of education and curriculum consulted with the tutor and approved by the Faculty Board.
3. Individual program of education and curriculum set for the student allows obtaining the established educational effects, the required number of ECTS points, which can not be less than specified in the regular curriculum and program of education in a given year and field of study.
4. Student must apply to the Dean for individual program of education and curriculum specified in item 1 point 1 by June 30<sup>th</sup>, submitting appropriate documents proving the circumstances specified in item 1.
5. Student enrolled through the procedure of learning outcomes evaluation should apply to the Dean for approval of the courses considered in this procedure before the classes commencing date.
6. Individual program of education and curriculum may be granted for at least one year of study, and in case of students specified in item 1 point 2 for the entire study period.
7. Individual program of education and curriculum does not influence the length of the study period.

8. Detail rules for individual program of education and curriculum are approved by the Faculty Board.

## **VI. Individual study process**

### **§ 21**

1. Possibility to apply for studying on the base of individual study process, further named as ISP, has been granted to student who:
  - 1) is not able to study on the base of general curriculum due to his or her disability, or
  - 2) is the member of the Student Society or other student organization at the university, or
  - 3) proves other justifiable and unfortunate circumstances.
2. Student may study on the base of ISP upon the Dean's approval.
3. Student is required to make appropriate arrangements for ISP with respective teaching units.
4. ISP followed by the student must stay in compliance with the current curriculum and program of education, allowing obtaining the established educational effects and the required number of ECTS points.
5. Student must apply for ISP to the Dean at least two weeks prior to the beginning of the semester submitting appropriate documents proving the circumstances specified in item 1.
6. Student who was granted ISP is not exempted from the requirement to attend classes.
7. ISP may be granted for one semester or one year of study.
8. ISP does not influence the length of the study period.

## **VII. Deletion from the register of students**

### **§ 22**

1. Student is deleted from the register of students upon the Dean's decision in cases of:
  - 1) failure to take up the studies,
  - 2) resignation from studies submitted in writing,
  - 3) failure to submit a master's thesis or to pass the master's or bachelor's examination by the prescribed deadline,
  - 4) infliction with a disciplinary penalty of expulsion from the university.
2. Student may be deleted from the register of students upon the Dean's decision in cases of:
  - 1) documented unsatisfactory academic progress,
  - 2) failure to complete a year of study by the prescribed deadline,
  - 3) failure to make due study payments,
  - 4) failure to sign the agreement between the student and the university prescribing financial terms for educational services.
3. The following cases are considered failure to take up the studies, as specified in item 1 point 1:
  - 1) not taking the student oath and not joining matriculation,
  - 2) student's unjustified and uninterrupted absence in class for the period of one month after the beginning of the academic year which has been brought to the attention of the Dean in writing by the Head of the Department or by an academic teacher responsible for the course.
4. In case of deletion from the register of students or in case of graduation from the university student is required to:
  - 1) settle all issues at the university by submitting an appropriate "Outprocessing Form",
  - 2) return the student ID.

## **VIII. Re-admission**

### **§ 23**

1. A person who has been deleted from the register of students has the right to apply for re-admission, though not earlier than six months and not later than three years after the date of decision on such deletion.
2. Application for re-admission, which has to be well-grounded, is submitted to the Dean along with a medical certificate stating no objection to study in a given field of study.
3. Dean takes a decision on re-admission considering:
  - 1) passing scores obtained in two control examinations,
  - 2) length of the break during the studies,
  - 3) economic and organizational conditions at school.
4. Considering the length of the break during the studies the Dean takes a decision on recognition of credits obtained before the break, appoints the year to which the student may be re-admitted, decides about the necessity of repeating certain courses, or denies the application for re-admission.
5. In case of requirement to repeat courses appointed by the Dean student is charged an appropriate fee in the amount defined by Rector's Resolution.
6. Student who was deleted from the register of students may be re-admitted only once during the whole study period.
7. A person deleted from the register of students in consequence of a disciplinary penalty of expulsion from the university may apply for re-admission within one month from the date of cancellation of the penalty, with the reservation of item 1 hereof.
8. Re-admission to the university of a person who discontinued studies or was deleted from the register of students in the first year of study is effected in accordance with the general terms and conditions of admission adopted by the university for a given academic year.
9. A person re-admitted to the university is required to make up for the curriculum and program of education discrepancies if occurred. Terms, conditions and deadline for this make up are determined by the Dean.
10. Student may be re-admitted only to the same field of study and at the same school as attended before the discontinuation.
11. Student who was deleted from the register of students at another university has no right to apply for re-admission at the Medical University of Silesia.

## **IX. Leave of Absence**

### **§ 24**

1. By Dean's decision, student may be granted:
  - 1) long term Leave of Absence,
    - a) Leave of Absence due to medical reasons,
    - b) Leave of Absence due to circumstances,
  - 2) short term Leave of Absence.
2. The application for a Leave of Absence (LOA) should specify the reason for and the duration of a LOA.
3. The application for a LOA due to medical reasons must be accompanied by a medical certificate.
4. LOA due to circumstances may be granted in case of important and documented circumstances which make the student unable to attend classes for an extended period of time.
5. Student may be granted any of the LOA specified in item 1 not more than twice in the whole study period in case of uniform master's studies, not more than once

in the whole study period in case of undergraduate studies and not more than once in the whole study period in case of graduate studies. In case of students enrolled in the English language program and attending clinical training outside of Poland the Dean determines how many times and for what period of time a LOA can be granted.

6. Long term LOA may be granted to the student after their completion of a study semester. In justified and exceptional cases the Dean may grant the student a LOA despite not having completed the previous semester of study.
7. Student who resumes their studies after a long term LOA is required to make up for all curriculum differences resulting from a different study plan for the year to be attended.
8. Granting a long term LOA extends the prescribed date of graduation.
9. During the LOA student retains their student rights. The right to receive financial support is governed by separate regulations.
10. Student has no right to attend classes and sit for credits and examinations during the LOA.
11. In special cases and upon student's request the Dean may take a decision on granting a short term LOA to justify student's absence in class for a period of time not longer than 14 calendar days.

## **X. Studies in more than one field of study. Change of the field or form of study**

### **§ 25**

1. Student may be enrolled in more than one field of study at the university, as well as at other universities, provided that the student meets all requirements resulting from the course of study in the basic study field.
2. Studies in any of the study fields are taken up in accordance with the admission requirements binding at the university.
3. Student enrolled in extramural studies at the university who followed the admission procedure and was enrolled to intramural studies in the same field of study and at the same school, may apply to the Dean for recognition of credentials obtained during extramural studies.
4. Student enrolled in more than one field of study is required to make a statement on their choice of the basic field of study.

### **§ 26**

1. Student is allowed to change their field of study upon the respective Deans' acceptance, provided that the student has met the criteria for admission to another field of study.
2. Student may change the field of study only at the beginning of the academic year, after the previous year of study had been completed.
3. Student may apply for transfer from intramural studies to extramural studies. The transfer must be approved by the Dean.
4. Student can be granted permission to transfer to the same field of study at another school of the University upon the approval of the Deans of both schools and provided that a semester or year of study had been completed.
5. In case of granting permission as specified in items 1 and 4 student is obliged to make up for all curriculum differences by the deadline prescribed by the Dean.
6. In case of transfer student's credits can be considered as specified in § 19.

### **§ 27**

1. Student may be transferred from another either Polish or foreign university upon the Dean's consent expressed by the official decision and provided that the student has met all requirements resulting from the rules and regulations of that university.

2. Student may be transferred only at the beginning of the academic year and upon the completion of the previous year of study.
3. In case of transfer student's credits can be considered as specified in § 19.

## **XI. Scholarships and grants; awards and honours**

### **§ 28**

1. Pursuant to separate regulations, students may apply for:
  - 1) grants of the Minister of Health for outstanding achievements,
  - 2) awards and scholarships sponsored by state institutions, scientific societies, foundations, social organizations and others.
2. Students may apply for:
  - 1) grants of the Rector for outstanding students, based on regulations specified in the Terms of granting financial assistance for students,
  - 2) awards and rewards of the Rector, based on separate Regulations.
3. Students who attain very good study results may be honoured upon their graduation from the university by an entry of their name in the Golden Book of Alumni.

## **XII. Graduation from the university**

### **§ 29**

In order to graduate from studies it is required to obtain qualifications corresponding to the level of education as well as earn the number of ECTS points prescribed in the study program. In the field of pharmacy it is additionally required to complete the pharmacy clerkship.

### **§ 30**

The date of graduation is, respectively:

- 1) in the field of medicine and dentistry, the date of passing last examination envisaged by the study plan,
- 2) in the field of pharmacy, the date of successful completion of last pharmacy clerkship, as envisaged by the study plan,
- 3) in case of uniform master's studies, undergraduate studies and graduate studies, the date of passing the final diploma examination.

### **§ 31**

Upon fulfilment of all obligations towards the university, an alumnus is awarded with the diploma of graduation from the university which confirms the holder's respective vocational title, and the diploma supplement.

### **§ 32**

1. Student has right to select the topic for his/her master's thesis.
2. The topic of master's thesis should be determined not later than in the penultimate year of study.
3. The topic of master's thesis must be approved by the Dean.

### § 33

1. Master's thesis (MA/BSc) is prepared by the student under the supervision of an academic teacher holding at least a doctoral degree.
2. In consultation with the Faculty Council, the Dean may authorize an academic teacher holding the degree of Master of Arts (MA) to supervise a Bachelor of Science (BSc) thesis.
3. In case of prolonged absence of thesis supervisor which might cause the delayed submission of thesis by the student, the Dean appoints another person to take over the supervisor's duties in respect of the thesis upon student's request. Change of thesis supervisor within 6 months before the graduation may constitute the grounds for extension of the deadline for submission of the master's thesis.
4. Upon student's request approved by thesis supervisor the Dean may accept the thesis to be written in a foreign language.
5. In case specified in item 4:
  - 1) student presents thesis summary in Polish language,
  - 2) reviewer presents the review either in Polish language or in both Polish and foreign languages.

### § 34

1. Student is obligated to submit the master's thesis not later than by 30<sup>th</sup> of June of the final year of study.
2. The thesis is to be submitted in three written copies (computer printout) and in one electronic copy saved on a data carrier, in accordance with rules established by the school.
3. In justified cases, and in particular in case of:
  - 1) student's prolonged illness confirmed by a relevant medical statement
  - 2) student's inability to prepare the master's thesis by the prescribed deadline for justified reasons independent of the studentthe Dean may agree to extend the deadline for submission of the master's thesis, at the request of either supervisor or student, by a period not exceeding 2 months from the deadline envisaged by item 1 hereof.

### § 35

1. Student submits the master's thesis at the respective Office of the Dean, along with the supervisor's opinion.
2. The master's thesis is evaluated by one reviewer.
3. The reviewer (academic teacher) of BSc master's thesis must hold at least the degree of MA/physician and the reviewer (academic teacher) of MA master's thesis must hold at least the PhD degree.
4. In accordance with the Rules and Regulations for Protection against Plagiarism at the University, each thesis submitted to the Office of the Dean is scrutinized in order to verify its authorship.

### § 36

Student's failure to submit the master's thesis or to pass the master's examination by the prescribed deadline is subject to deletion from the register of students. The provisions of § 23 shall apply accordingly.

### § 37

1. Student is allowed to sit for the diploma examination if he/she:
  - 1) completed all courses and clerkships as well as obtained the required educational effects envisaged by the study program and curriculum,

- 2) obtained the passing score for the diploma thesis,
- 3) the diploma thesis was successfully verified by the anti-plagiarism system.
2. The defence of the diploma thesis as well as the administration of the diploma examination are governed by the board appointed by the Dean.
3. The Examination Board is composed of:
  - 1) Dean, Vice-Dean, or an academic teacher appointed by the Dean who holds at least the title of professor or PhD degree, as the Chairperson,
  - 2) thesis supervisor,
  - 3) thesis reviewer.
4. At the request of either student or supervisor the defense of the thesis and the administration of the examination may be open to the public.
5. Individuals who attend the defense of the thesis and the administration of the examination which is open to the public who are not the members of the Board are not entitled to ask the examinee questions and participate in the Board's closed sessions.
6. Date and place of the defense and examination open to the public are announced by the Office of the Dean on the school website at least 7 days prior to the date of the examination.
7. The defence of thesis as well as the examination should take place within three months from the date indicated in § 34 item 1.
8. For the purpose of assessment of the diploma examination results the grading scale specified in § 14 item 8 hereof is used.

### **§ 38**

1. In case of student's failure to defend the diploma thesis and receiving unsatisfactory (failing) grade in the diploma examination, or in case of student's failure to take the examination at a prescribed time without any justified reason, the Dean will establish another date as the ultimate one. A re-take examination cannot be administered earlier than one month after nor later than three months after the date of the first examination.
2. In case of student's failure to defend the diploma thesis and receiving unsatisfactory (failing) grade in the diploma examination at the second attempt the Dean takes a decision about deleting student's name from the register of students.

### **§ 39**

1. The grounds for calculation of the final study result are as follows:
  - a) the arithmetic mean of all grades received in the prescribed examinations along with all grade credits earned during the whole study period, including unsatisfactory (failing) grades,
  - b) arithmetic mean score obtained in the thesis examination,
  - c) arithmetic mean score obtained in the thesis defence.
2. The grade "excellent" is considered equivalent to grade 5 for the purpose of calculation of the arithmetic mean of all grades.
3. The final result, rounded to two decimal places, is respectively:
  - 1) the grade specified in item 1 point a) above, or
  - 2) the sum of  $\frac{1}{2}$  of the mean score specified in item 1 point a) above and  $\frac{1}{4}$  of the mean scores specified in item 1 points b) and c) above, or
  - 3) the sum of  $\frac{1}{2}$  of the mean score specified in item 1 point a) above and  $\frac{1}{2}$  of the mean scores specified in item 1 point c) above.
4. In the diploma the final study result is entered attained by adjustment of the arithmetic mean of the grades (GPA), calculated in accordance with item 1 hereof, to the following grades:



GRADE POINT AVERAGE (GPA)	FINAL GRADE
below 3.00 and from 3.00 to 3.25	satisfactory
from 3.26 to 3.75	better than satisfactory
from 3.76 to 4.25	good
from 4.26 to 4.75	better than good
from 4.76 to 5.00	very good

### **XIII. Study process documentation**

#### **§ 40**

Separate regulations apply to the procedures related to: the way of handling of the study course documentation, making correction of documents and issuing the duplicates of documents, authentication of documents intended for legal transactions with abroad, specification of the amount and form of collecting fees for such activities, as well as the fees for issuing student ID, diploma, and documents certifying the completion of studies.

### **XIV. Final provisions**

#### **§ 41**

1. In issues related to the organization and the form of studies which are not specified in this Regulation, relevant decisions will be made by the Rector.
2. Student may appeal from a decision made based on the these regulations to the Rector via the Dean of the respective school within 14 days from the receipt of a decision. The Rector's decision is final.

#### **§ 42**

1. To decisions made by the University organs in students' individual matters, the provisions of the Law of June 14<sup>th</sup>, 1960 – Code of Administrative Procedures (Journal of Laws of 2000 No. 98, item 1071, with further amendments), and the regulations on appeal from a decision to the Administrative Court, shall apply.
2. Decisions made by the Rector in the first instance are final. In such cases, the respective provisions of Article 127 § 3 of the Law of June 14<sup>th</sup>, 1960 – Code of Administrative Procedures shall apply.
3. The Rector of the University is the organ competent to re-open the procedure of conferment of a vocational title and issue the diploma. The Rector is also competent to declare invalidity of a decision on conferment of a vocational title and issue the diploma.

#### **§ 43**

These regulations become effective as of October 1<sup>st</sup>, 2007.