

# THE RULES AND REGULATIONS OF STUDIES at the Medical University of Silesia in Katowice

*Uniform text*

## Table of contents

<b>Chapter I General Provisions</b> .....	3
<b>Chapter II Student's rights and responsibilities</b> .....	4
<b>Chapter III Admission to studies</b> .....	5
<b>Chapter IV Organization of academic year and organization of classes</b> .....	6
<b>Organization of an academic year</b> .....	6
<b>Organization of classes</b> .....	6
<b>Study program and class bylaws</b> .....	7
<b>Chapter V Conditions and mode of undertaking studies according to the Individual Organization of Studies</b> .....	7
<b>Chapter VI Evaluation of learning progress</b> .....	9
<b>Scale of grades</b> .....	9
<b>Verification of the learning outcomes</b> .....	9
<b>Justification of absence</b> .....	10
<b>Credits</b> .....	10
<b>Final exams and credits</b> .....	11
<b>Board Exam</b> .....	13
<b>Insight into work and storing of works</b> .....	14
<b>Internship</b> .....	Błąd! Nie zdefiniowano zakładki.
<b>Chapter VII Conditional entry and repeating a year</b> .....	15

<b>Chapter VIII Conditions for granting leave of absence to students .....</b>	<b>16</b>
<b>Chapter IX Diploma thesis and Diploma exam .....</b>	<b>17</b>
<b>Diploma thesis.....</b>	<b>17</b>
<b>Diploma Exam .....</b>	<b>18</b>
<b>Chapter X Average of grades .....</b>	<b>20</b>
<b>Chapter XI Scholarships, awards and distinctions honours .....</b>	<b>21</b>
<b>Chapter XII Completion of studies.....</b>	<b>21</b>
<b>Chapter XIII Participation in classes not covered by the study program.....</b>	<b>22</b>
<b>Chapter XIV Transfer and recognition of ECTS points.....</b>	<b>22</b>
<b>Chapter XV Mobility of students.....</b>	<b>22</b>
<b>Transfer from another university, including a foreign university .....</b>	<b>23</b>
<b>Admission to studies as a result of learning outcomes confirmation .....</b>	<b>24</b>
<b>Change of major of studies .....</b>	<b>24</b>
<b>Transfers to full-time studies or part-time studies (changes of the form of studies).....</b>	<b>24</b>
<b>Chapter XVI Removal from the list of students.....</b>	<b>24</b>
<b>Chapter XVII Conditions of resuming studies .....</b>	<b>26</b>
<b>Chapter XVIII Mode of issuance of decisions and settlements .....</b>	<b>27</b>
<b>Chapter XIX Final Provisions.....</b>	<b>27</b>

## **Chapter I General Provisions**

### **§ 1**

Terms applied in the hereby Regulations signify:

- 1) University - Medical University of Silesia in Katowice,
- 2) Rules and Regulations - Rules and Regulations of Studies at the Medical University of Silesia in Katowice,
- 3) Act - Act of 20 July 2018 Higher Education and Science Law,
- 4) Statute - Statute of the Medical University of Silesia in Katowice,
- 5) Faculty - basic organizational unit of the Medical University of Silesia in Katowice in the meaning of the University Organizational Bylaws, including branch office
- 6) Person responsible for the subject - Organizational Unit Head, person assigned by them or subject coordinator designated by the Dean,
- 7) Test - a form of mid-semester verification of learning outcomes (written/oral),
- 8) Examiner - organizational unit head or person responsible for a given subject.

### **§ 2**

1. Rules and Regulations shall specify the organization of studies and the rights and obligations of students.
2. Rules and Regulations shall be binding for students, academic teachers and other persons realizing the didactic process regardless of the form of employment at the University.
3. Provisions of the Rules and Regulations shall be applicable towards first-cycle and second-cycle studies and uniform master's studies with a practical and general academic profile organized in Polish and English in the form of full-time and part-time studies.
4. The basic language of instruction at the University is Polish.
5. Studies at the University are organized on the basis of the Act, implementing acts to the Act and the University Statute.
6. The duration of studies is specified in the study program, including study plans established for individual majors, levels and forms of studies.
7. Studies conducted in the part-time format are subject to fees. The principles of charging for educational services have been specified in separate regulations.

### **§ 3**

1. The following are appointed from amongst academic teachers at the University:
  - 1) Supervisors of study years,
  - 2) Supervisors of Internship,
  - 3) Erasmus+ programme coordinators for individual Faculties.
2. The following persons may also be appointed at the University:
  - 1) Major Coordinators,
  - 2) Subject/module/specialization coordinators,
  - 3) Practical education coordinators, including professional internship coordinators,
  - 4) Proxy of Rector on the Disabled.
3. Supervisors and coordinators as specified in sec. 1 point 1-2 and sec. 2 point 1-3 are appointed and their scope of actions is determined by the Dean, subject to the appointment of supervisors for study years being conditioned by obtaining an opinion from the Faculty Student Self-government.
4. Coordinators specified in sec. 1 point 3 and the University Coordinator of the Erasmus+ programme shall be appointed with their scope of actions determined by the Rector, whereas appointing coordinators of Erasmus+ programme for individual Faculties requires an opinion of the relevant Dean.

## Chapter II Student's rights and responsibilities

### § 4

1. Students are entitled to:
  - 1) obtain knowledge and develop their own scientific interests and for this purpose avail of didactic premises, devices and resources, library resources and IT services of the University as well as assistance on the side of academic teachers and University organs according to the principles specified in separate University regulations,
  - 2) receive training by the Student self-government in the scope of student rights and obligations,
  - 3) associate in university student organizations, including scientific clubs, artistic clubs and sport clubs as well as participate in scientific works, development and implementation works according to the principles specified in the Act,
  - 4) participate in lectures organized by other majors and in other forms of classes according to the principles specified in § 41,
  - 5) realize parts of studies at a different university, including also in another country according to the principles specified in separate regulations or agreements/understandings,
  - 6) actively and passively participate in elections for collective bodies of the University and Student Self-government bodies according to the principles specified in separate University regulations,
  - 7) participate in undertaking decisions by collective bodies of the University by means of student representatives,
  - 8) submit postulates concerning the course of studies and other crucial matters for the academic community by means of student representatives,
  - 9) obtain awards and honours provided for in the Rules and Regulations,
  - 10) participate in the process of granting awards to academic teachers according to the principles specified in internal acts,
  - 11) obtain financial aid according to the conditions specified in the Act and internal provisions.
  
2. Students shall be obliged to:
  - 1) obtain knowledge, skills and social competencies in order to prepare for future professional work,
  - 2) act in accordance with the contents of the submitted oath,
  - 3) abide by the binding provisions and regulations at the University and the provisions in place in other entities in which didactic classes are organized,
  - 4) abide by the principles of ethics, including those specific for medical professions,
  - 5) familiarize with and abide by the regulations of individual subjects,
  - 6) submit the fees for educational services and other fees related to the studies required by the University in a timely manner,
  - 7) participate in all forms of didactic classes,
  - 8) obtain tests, credits, pass subjects, pass exams, realize practical classes or internships and fulfil other requirements provided for in the study program,
  - 9) abide by the deadlines resulting from the course of studies,
  - 10) refrain from acting in an undignified manner for a student and look after the good name and reputation of the University, maintain good customs of the academic community and respect University property,
  - 11) Protect personal data to which the student has access as part of the studies and other legally-protected data in accordance with the binding internal acts at the University,

- 12) *repealed*,
- 13) notify the dean's office of any changes to personal data, marital status, address of residence, correspondence address, immediately after the occurrence of a given change under the pain of negative legal effects for the student,
- 14) conduct periodic and obligatory medical tests and vaccinations within the deadlines provided for by the binding regulations and submit them in the dean's office,
- 15) pass the OHS and fire protection trainings and abide by the safety principles established by the University,
- 16) use the mailbox administered and managed by the University and regularly use student individual account in an electronic system of handling studies,
- 17) abide by the following bans:
  - a) consumption of alcohol or remaining in the premises of the University under the influence of alcohol,
  - b) possession, consumption and distribution of narcotic drugs and psychoactive substances or remaining in the premises of the University under their influence,
  - c) carrying into and using items that pose a threat to human life or health within the premises of the University,
  - d) bringing electronic devices, contacting others, using other forms of forbidden assistance during tests/exams/tests,
- 18) conducting assessments of academic teachers realizing their obligations related to education according to the principles specified by means of internal acts.
- 19) informing of any health counterindications towards participating in classes.
3. Students shall be responsible for deliberate damages caused to the University property.
4. Breaching obligations by students shall be subject to liability according to the principles specified in separate provisions.
5. Students shall be obliged to notify the Dean of any cases of breaching the provisions in place at the University.

### **Chapter III Admission to studies**

#### **§ 5**

1. Admission to studies at the Medical University of Silesia in Katowice shall occur by means of:
  - 1) recruitment for studies,
  - 2) transfer from another university, including a foreign university,
  - 3) confirmation of the learning outcomes.
2. Conditions to admission to studies at the Medical University of Silesia in Katowice through recruitment shall be specified in the Senate Resolution.
3. Principles of admitting for studies through transfer from another university or foreign university shall be specified in § 43.
4. Principles of admitting to studies through confirmation of learning outcomes have been specified in § 44.

#### **§ 6**

1. A person admitted for studies begins the process of education and gains student rights upon taking an oath the content of which has been specified in the Statute. The act of taking the oath must be confirmed by the admitted person in writing.
2. Upon submission of the oath, the student obtains student ID card which is valid for all majors of studies.

3. Student ID card entitles to the use of student benefits according to the principles specified in separate provisions and serves for student identification.

#### **§ 7**

1. Rector is the supervisor of all students and a direct superior of students at a given faculty is a Dean.
2. Deans of relevant Facilities are responsible for organization and supervision over the process of education on individual majors, forms, levels and profiles of studies.

#### **§ 8**

1. Students of the University form Student Self-government which is the sole representative of all students at the University.
2. Student Self-government resolves Student Self-government Bylaws according to the principles specified in the Act.
3. Student Self-government bodies co-act with the Rector and the Deans.

### **Chapter IV Organization of academic year and organization of classes**

#### **§ 9**

##### **Organization of an academic year**

1. Each academic year commences on 1 October and ends on 30 September of the following calendar year and is divided into two semesters.
2. An academic year includes:
  - 1) semesters: winter and summer,
  - 2) examination sessions: winter and summer,
  - 3) inter-semester break,
  - 4) winter holidays, spring break and summer holidays.
3. Programme internships are held in accordance with the approved programme and plan of studies according to the principles specified in the Internship Bylaws.
4. Detailed organization of an academic year is determined by the Rector after obtaining opinions from the Deans and from the Student Self-Government for each academic year on or before 31 March of the year preceding the given academic year.
5. Rector may establish days and hours that are free from classes in the course of an academic year at their own initiative, upon request of the Faculty Dean or Student Self-government.
6. In case when the study program for a given major or mode and the level of education anticipates commencement of classes from the summer semester, the commencement of such an academic year occurs within the term specified by the University for the commencement of the summer semester.

#### **§ 10**

##### **Organization of classes**

1. The Dean performs a division into student groups as part of the conducted forms and majors of studies.
2. Students of individual student groups appoint a group ~~starost~~ representative from amongst themselves.
3. Representatives of individual student groups select and revoke one representative representing a given year.

4. The key duties of the year/group representatives involve representing the year/group in all organizational-didactic matters.
5. Students, within the term specified by the Dean, are obliged to submit declaration of selection of optional subjects realized in a given academic year along with not smaller number of ECTS points than one provided for the given type of classes in the plan of studies.

## § 11

### **Study programs and class bylaws**

1. Studies at the University are organized according to study programs established for individual majors of studies by the Senate after obtaining an opinion in this respect from the Student Self-government.
2. Didactic classes and verification of the learning outcomes as well as diploma exams in a foreign language may be organized at the University.
3. The study program may encompass conduct of selected classes in a foreign language if the specificity of a given major of studies justifies it.
4. In the case specified in sec. 2, upon consent of the Faculty Dean, credit/exam from a given subject or diploma exam may be organized in a foreign language.
5. The schedule of classes is submitted for the attention of students at latest two weeks prior to semester start by way of announcing it on the University website.
6. Person responsible for the subject elaborates the subject bylaws and submits the above to the Dean for approval no later than 14 days prior to semester start.
7. Person responsible for the subject is obliged to publish a module/subject sheet on the website of the unit realizing a given subject as well as the subject bylaws prior to commencing didactic classes.
8. Subject bylaws shall specify, in particular:
  - 1) principles of participation in classes,
  - 2) principles and mode of obtaining credits,
  - 3) form of exam,
  - 4) principles of establishing grades from subjects,
  - 5) manner and mode of announcing the results and insight into written midterm works.
  - 6) principles of consultations of academic teachers,
  - 7) other information relevant upon subject realization.
9. Subject bylaws shall not breach the provisions of the Rules and Regulations and other internal legal acts.
10. Breaching by the student of the principles specified in the Subject Bylaws shall constitute the basis for ordering to abandon classes which shall be communicated by the tutor to the person responsible for a given subject, guardian of the year and Dean.
11. In disputable situations concerning the Subject Bylaws submitted by the Student Self-government during an academic year, the Dean may obtain an opinion from the Student Self-government for the subsequent academic year.

## **Chapter V Conditions and mode of undertaking studies according to the Individual Organization of Studies**

## § 12

1. Individual Organization of Studies (IOS) is allocated by a Dean upon request of;
  - 1) a pregnant student;
  - 2) student - studying parent of full-time studies.

2. The Dean may assign IOS upon student's request in case of persons who:
  - 1) are a studying parent of part-time studies
  - 2) have a degree of disability preventing them from taking classes according to general principles,
  - 3) are a member of Student Self-government bodies,
  - 4) are an active member of student organizations or Student Self-government body commissions post opinionizing the request by the Chairperson or Deputy Chairperson of the Student Self-government body or Chairperson/Deputy Chairperson / Person coordinating Student Organization,
  - 5) study on two or more majors,
  - 6) indicate random life events preventing them from attending classes according to the general principles,
  - 7) are a member of a sport national team or representative of the University in a sport discipline,
  - 8) have completed the second year of studies obtaining an average of grades above 95 percentage results of students from that major in the previous year or have extraordinary scientific achievements,
  - 9) undertake or plan to undertake part of the studies as part of national programmes and international programmes of student exchange,
  - 10) have been admitted to studies as a result of learning outcomes confirmation,
  - 11) realize programme differences.
3. Rector may grant IOS upon student's request in case of occurrence of other circumstances than those specified in sec. 2 within another term than one specified in sec. 4.
4. Application for allocation IOS, submitted no later than 14 days prior to commencing a semester, ought to include justification and documents confirming the circumstances presented therein subject to students of the first semester of the first year being bound by the term of 14 days calculated from the date of commencement of the academic year.
5. The Dean, upon deciding on allocating IOS takes into consideration organizational possibilities of the Faculty.
6. IOS may be granted for a semester or year of studies and in case of students specified in sec. 1 point 2 - for the whole duration of studies.
7. Detailed principles of studying according to IOS, including study plans, are established by Faculty Deans after presentation by the student of IOS schedule of realization.
8. As part of IOS the student is obliged to agree with each tutor the term of realization of didactic classes resulting from the study program in the groups of their choice.
9. The student who obtains consent for IOS is obliged to agree the principles of participation in classes with all teachers conducting classes in a given semester, including the rules of obtaining partial credits and final credits, in accordance with the Subject Bylaws immediately after obtaining the Dean's decision.
10. In case of breaching the agreed principles by the student concerning realization of IOS or in case of lack of academic progress, the Dean may withdraw the consent for IOS.
11. Achieving learning outcomes specified in the study program in all the subjects and in the internship as well as obtaining the required number of ECTS points is a condition for passing classes under IOS.



12. IOS cannot shorten the duration of studies.
13. IOS does not release the student from participation in all forms of classes.

## **Chapter VI Evaluation of learning progress**

### **§ 13**

#### **Scale of grades**

1. The following scale of grades is in place at the University:

<b>Numerical grade</b>	<b>Descriptive grade</b>	<b>Abbreviation</b>
5.0	Very good	bdb
4.5	Good plus	pdb
4.0	Good	db
3.5	Satisfactory	ddb
3.0	Sufficient	dst
2.0	unsatisfactory	ndst

2. In case of the subject ending with a credit without grade, “passed” (zal.) or “failed” (nzal.) is entered into the protocol.
3. In case of the student obtaining grades according to a different scale than one in place at the University or a scale from a foreign university, decision on recalculating them in the system of grades applied at the University is undertaken individually by the Dean of the relevant Faculty.

### **§ 14**

#### **Verification of the learning outcomes**

1. The period of settling studies is an academic year.
2. Verification of obtained learning outcomes at the University covers theoretical or practical part.
3. Verification of achieved learning outcomes at the University may occur in a written or oral form, including with the use of electronic devices.
4. The basis for passing a subject is achieving and recognizing the learning outcomes assigned to the subject and specified in the module/subject card.
5. The subject ends with an exam subjected to grades, graded credit or non-graded credit.
6. A condition for passing a “diploma seminar” subject or “specialist practical classes” during the final semester of studies is the submission by the student of diploma thesis in majors for which it is binding and in case of previous semesters - passing individual stages of this work as agreed with the supervisor.

7. In case when the student used forbidden assistance, scientific materials and devices (without consent of the tutor or examiner) during verification of the learning outcomes:
  - 1) he or she will not obtain credit or
  - 2) he or she will obtain an unsatisfactory grade.
8. Condition for promotion to another year of studies is:
  - 1) obtaining credits in all classes and practical classes provided for in the plan of studies and
  - 2) obtaining a positive grade from all exams and credits provided for in the plan of studies no later than until the end of the academic year in which the entry was obtained.

## § 15

### **Justification of absence**

1. Short-term absence of students in classes (up to 14 days) are justified on the basis of medical certificates or other documents provided for in the provisions concerning justification of employee absence.
2. Absence in classes caused by student's participation in sessions of collective bodies, electoral bodies of the University, participation in the works of University commissions, Color Party, participation in re-take exams during the winter re-take session, participation in the works of Student Self-government organs is treated as justified and compensating for the programme contents of abandoned classes shall occur according to the principles and terms established individually by persons responsible for the given subject.
3. Participation of the student in a national or foreign visit is justified on the basis of the consent issued pursuant to internal regulations.
4. In justified cases, the Rector or the Dean may justify absence of the student during classes.
5. Short-term absence of the student during classes is justified by the class tutor.
6. The student is obliged to submit justification of absence immediately, during the upcoming classes or within the term of 5 working days after ceasing of the cause of absence.
7. In case of absence of the student, he or she is obliged to proceed to verifying the obtained learning outcomes specified in the study program according to the principles and within the terms established by the person responsible for a given subject.
8. The class tutor must immediately notify the person responsible for a given subject and the Dean in case when absence of the student exceeds 30% of the total dimension of classes from a given subject in the semester or when absence of the student prevents obtaining credits from the subject and provided that they submit documents confirming absence of the student, in particular, the attendance list from classes.
9. In case of absence during credit, exam, board exam the principles of justifying specified in sec. 1-4 and 6 shall be applied respectively, subject to verification of learning outcomes in the new term - final term - occurring until the end of a given academic year.
10. In justified cases, upon considering organizational capacity of the Faculty and the causes of absence during classes, the Dean may express consent for supplementing the missed classes.
11. The principles of charging for supplementing missed classes have been specified in separate regulations.

## § 16

### **Credits**

1. *Repealed.*
2. *Repealed.*

3. The student shall be entitled to at least one attempt at a test according to the principles specified in the Subject Bylaws.
4. In case of failing to pass a test as specified in sec. 3, the student shall be entitled to take the final test from the entire material covered by the programme of classes (practical classes/seminars). The term of the final test from the entire material should be established no later than two working days prior to the planned term of credit or exam from the given subject. Information on the term of the final test from the entire material should be available to students with at least 5-days' notice.
5. In case of failing to pass the test from the entire material, as per sec. 4, from the subject ending with an exam or graded credit, the student shall not be allowed to take the exam/graded credit in the first term having obtained the unsatisfactory grade from the first term of the exam/graded credit.
6. The student who did not pass the final test specified in sec. 4 shall be entitled to take the subsequent test in case of the subject ending with an exam, however, no later than prior to the re-take exam. Having obtained a pass from the final test, the student may take the first term of the re-take exam.
7. If the student failed to obtain credit prior to the first term of the re-take exam, he or she will obtain a unsatisfactory grade from it and may take the final test before the second term of the re-take exam.
8. *Repealed.*
9. *Repealed.*
10. *Repealed.*

## § 17

### **Final exams and credits**

1. Final credit is a test of achieved learning outcomes assumed in the study program of a given subject.
2. The results of final graded credits and final exams are announced within 5 working days from the date of their organization in the IT system of the University.
3. Final credit requires passing all forms of classes comprising a given subject until the end of didactic classes.
4. Final credits ought to occur prior to the commencement of the exam session, provided that the schedule of classes allows for it.
5. Passing a subject covered by an exam is conducted on the basis of passing all forms of classes conducted as part of the given subject and the passed exam.

## § 18

1. Exams are supervised by examiners.
2. Specific mode, form and rules of the exam course are specified in the module sheet/subject sheet and in the Subject Bylaws.
3. Students who undertake classes outside the University are obliged to meet the credit/exam requirements of the hosting University. Failure to meet these requirements has the same effects as failure to pass the subject in the parent University.
4. In justified cases related to undertaking parts of studies as part of national and international exchange programmes, the Dean may assign an additional exam term or final credit term

provided that entitlements specified in the hereby Rules and Regulations have not been overridden.

### § 19

1. The exam/credit term is established in cooperation with the year representative, examiner.
2. Information concerning the terms of exams or graded credits should be submitted to the Dean no later than:
  - 1) in the winter session until 1 January of a given academic year,
  - 2) in the winter session until 1 January of a given academic year.
3. *Repealed.*
4. Dean's offices of Faculties disclose calendars with exam/graded credit terms. Information concerning calendars are placed on the internet website of the University.

### § 20

1. The exam may consist of practical and theoretical part. To pass an exam, obtaining at least satisfactory grade for each exam part is required. The Subject Bylaws may contain a reservation that admission to the second part of the exam is determined by passing the first part. The final grade from the exam may consist of the grades from its individual parts. The manner of calculating the final grade is indicated in the Subject Bylaws.
2. Intervals between exam terms from the same subject should not be shorter than 2 working days from the date of announcing the results of the final exam.
3. Within one day the student may pass exams from only one subject.
4. In case of breaching the principle specified in sec. 3, the student shall be obliged to notify the Dean of it. Lack of notification shall be deemed as consent for undertaking more than one exam within one day.
5. Practical and theoretical exams occur within the exam session in accordance with a detailed organization of an academic year, subject to sec. 6 and sec. 7.
6. The exam, in justified cases, in particular in case of earlier completion of the block of classes from a given subject upon consent of the Dean may be held prior to the exam session.
7. Undertaking an exam prior to commencement of the exam session in the early exam date is possible according to the principles specified in the Rules and Regulations of the subject. The early exam date must be communicated by the examiner to the Dean according to the rules specified in § 19 sec. 2.
8. In case when the student obtains a positive grade from an exam passed in an early exam date, the grade will be entered as a grade obtained in the first term; unsatisfactory grade will not be recorded.
9. The student shall be entitled to submit reservation to the examiner as to the course of exam or the contents of the exam question within 24 hours on working days after completion of the exam. The reservation along with justification is submitted in a written form. In case of the examiner not considering the submitted reservations, the student shall be entitled to appeal against the examiner's decision within 24 hours falling in the working days from the announcement of the Dean's decision. The Dean's decision is final.
10. An oral exam is held in the presence of the Observer - lecturer running a given subject or subject from a given discipline or the related discipline.

## § 21

1. In case of achieving a unsatisfactory grade from an exam the student is entitled to two re-take exams from each failed subject. A re-take exam in order to improve the obtained positive grade is not allowed.
2. The re-take exam occurs in the so-far form. In exceptional cases, upon request of the subject Coordinator, the by way of the Dean's decision after consultations with the year representative the exam form may be modified.
3. The first or second re-take exam, upon student's request, may be the board exam as per § 23.
4. The student is obliged to take re-take exams no later than until the end of the re-take session.
5. In case of short-term justified absence of the student preventing them from taking exams in the re-take session, the Dean, upon student's request, may assign an exam term after the end of the re-take session, immediately after ceasing of the cause, no later however than until the end of the academic year.

## § 22

1. The student who did not take the exam or one of its parts or who did not take the graded credit within the established term without justification shall obtain an unsatisfactory grade from such term.
2. The Student should communicate the cause of absence in the exam to the examiner immediately, however, no later than 3 working days from ceasing of the cause of absence.
3. Justification in the original along with the application for reactivation of the exam term must be submitted to the Dean's office in a written form.
4. In case of considering the justification the Dean undertakes a decision on reactivating the term and appoints, in cooperation with the examiner, a new exam term.
5. The principles specified in sec. 1-4 are applicable in case of graded credits.

## § 23

### **Board Exam**

1. In case of the likelihood that verification of achieved learning outcomes has been incorrect, upon a written application submitted by the student or the examiner, submitted within 3 working days from the date of exam result announcement, the Dean may order a board exam.
2. A board exam should be held within the term not exceeding 5 working days from the date of application resolving.
3. In particularly justified cases the Dean may appoint a board exam at their own initiative.
4. In case of unjustified absence of the student at the board exam, the student loses their entitlement to the board exam in a different term.
5. In case of justified absence of the student, the Dean appoints a new term for the board exam which becomes final.
6. The board exam is of extraordinary nature and cannot be treated as an additional term.
7. The result of the conducted board exam is final. Grade obtained from the board exam replaces the grade from the exam which was questioned.
8. In case of noting validity of the application, the Dean orders:
  - 1) with regards to the oral exam - oral board exam,
  - 2) with regards to the written exam - written board exam.
9. During an oral board exam questions are randomly selected by the student.

10. The composition of the exam committee is agreed by the Dean.
11. The exam committee consists of:
  - 1) the Dean or Vice-Dean as the Board Chairman,
  - 2) two other academic teachers running a given subject or subject from a given discipline or the related discipline.
12. The person who previously examined the student cannot become the board exam Chairman.
13. Representative of the University or Faculty Student Self-government or the year guardian may participate in the board exam upon Student's request as an observer.
14. The Dean shall notify the student of the term of the board exam immediately.
15. The result of the exam is agreed by the committee according to the principles specified by the committee chairman.
16. The provisions concerning the board exam are applicable to the credit and graded credit, respectively.

## § 24

### **Insight into work and storing of works**

1. Students are entitled to have insight into their evaluated works (test, final credit, exam) along with the contents of questions and the answer key within 5 working days from announcing the results of the credit or exam.
2. If the student notes that answers granted by them are correct but obtained improper number of points initially, he or she may request within 24 hours falling in the working day an insight into the work by the Dean with justified reference to the examiner's decision.
3. In case of considering the Dean's reference as specified in sec. 2 the Dean orders verification of the result of work by the examiner. The Dean's decision is final.
4. The results of repeated verification of the work by the examiner are communicated by him to the Dean and the student.
5. Each written work of the student, including one prepared with the use of a specific IT tool, is stored by the examiner or by the person conducting didactic classes until the end of the academic year - in case of mid-semester works and in case of exam or credit works - for the period of 12 months from completing the academic year. The manner of storing the works is specified by the unit head of the unit in which the works are stored.
6. The works specified in in sec. 1 may also be stored in the form of scans in an electronic format on the University servers or in an alternative manner that ensures safety of data contained therein.

## § 25

### **Internship**

1. Internship constitutes an integral part of the study program and is subject to credits.
2. The conceptual scope of internship, conditions of realization and passing have been specified in the Internship Bylaws approved by the Dean and in case of six-month professional internship in a pharmacy - by the Rector.
3. Students may pass their internship abroad if the internship programme fulfils the requirements provided for in the study program with respect to internship. Obtaining consent from the Dean of relevant Faculty prior to commencing the internship is a requirement.
4. In exceptional cases, upon student's application, the Dean may express consent for internship not covered by the study program.

5. In case of documenting by the student the obtained learning outcomes specified in the study program for internships as part of employment/internship/volunteer work, the student may submit an application to the Dean for considering these effects ~~into~~ as professional internship. The maximum dimension of internship and the conditions necessary to pass it shall be specified by the Dean in the Internship Bylaws.
6. Crediting the learning outcomes, as specified in sec. 5, shall not include the six-month professional internship in the pharmacy realized by Students of the Pharmacological major.

## **Chapter VII Conditional pass and repeating a year**

### **§ 26**

1. Student who failed to obtain credits or pass an exam from subjects with a maximum total number of ECTS points not exceeding 6, subject to sec. 2, may apply to the Dean for conditional pass for the subsequent year of studies with a simultaneous repetition of non-credited subjects, whilst:
  - 1) Student may obtain consent for conditional pass for the subsequent year not more than twice during the entire period of studies with regards to unitary master's studies and no more than once for each cycle of studies with regards to first cycle studies and second cycle studies,
  - 2) The Dean decides about conditional entries for the subsequent year of studies with a simultaneous repetition of failed subjects considering the plan of classes enabling realization of the shifted subject as well as organizational-technical possibilities at the Faculty,
  - 3) conditional pass cannot be granted from continued subjects in the subsequent academic year,
  - 4) Conditional pass cannot be granted in subjects which the student realized previously as part of repeating the year or as part of conditional pass.
2. Realization of programme differences stemming from student's mobility is not calculated within the limit specified in sec. 1
3. Failure to fill obligations stemming from the conditional pass by the student shall result in failure to finish a given year.
4. The student who did not obtain credits for a given year may apply to the Dean for consent to repeat the year.
5. Student may obtain consent for year repetition not more than twice during the entire period of studies with regards to ~~unitary~~ unified master's studies and no more than once for each cycle of studies with regards to first cycle studies and second cycle studies, whilst considering organizational possibilities of the Faculty.
6. It is not possible to repeat the first year of studies.
7. Consent for repeating the year shall encompass the obligation to realize programme differences stemming from the programme for a given cycle of education.
8. Student who obtained the consent to repeat the year shall repeat it solely in the scope of failed subjects considering programme differences specified in sec. 7.
9. Unrealized programme differences as specified in sec. 7 shall result in failure to pass the year.

10. Application for conditional pass and application for year repetition must be submitted by the Student at the Dean's office within 3 days from the end of the re-take exam session of the semester ending a given academic year.
11. The principles of charging fees for repeating specific classes due to unsatisfactory learning outcomes have been specified in separate provisions.

## **Chapter VIII Conditions for granting leaves of absence to students**

### **§ 27**

1. The Dean, upon a written application submitted by the student, may grant a leave of absence from classes to pregnant students and students who are parents. A pregnant student must attach medical certificate issued by a physician supervising the pregnancy to the application for a leave of absence while a student who is a parent must attach a birth certificate of their child.
2. A pregnant student may be awarded a leave of absence from the date of the child's birth with a proviso that if the end of the leave falls in the course of the semester, the leave of absence may be prolonged until the end of the semester.
3. A student who is a parent may be awarded a leave of absence for the period of up to one year with a proviso that if the end of the leave of absence falls in the course of the semester, the leave may be prolonged until the end of the semester. Students who are parents submit an application for the leave of absence classes in the period of up to 1 year from the date of child's birth.
4. The Dean may grant the student, upon their written application:
  - 1) long-term leave of absence from classes for the period of one or two semesters subject to sec. 7,
  - 2) short-term leave of absence from classes with a possibility of commencing verification of the learning outcomes specified in the study program after completion of the leave.
5. Leaves of absence specified in sec. 4 may be granted by the Dean due to significant causes, in particular, in case of:
  - 1) long-term diseases of the student,
  - 2) in relation to the student undergoing education on the second major of studies at the University,
  - 3) random causes.
6. Leaves specified in sec. 4 point 2 may be granted solely in case when the total period of leave does not exceed 30 days and in the case specified in sec. 5 point 2 when the total period of leave does not exceed 90 days.
7. The application for granting the leave of absence in cases specified in sec. 5 must be submitted by the student in the Dean's office within 14 days from the date of occurrence of circumstances justifying granting the leave of absence. With the application, the student attaches documents justifying the application for granting the leave of absence. The dean may demand from the student presentation of additional documents and justification explaining the request for the leave of absence.
8. The cause for granting the leave of absence and the period for which it is granted must be included in the decision in favour of granting the leave of absence.
9. Granting the leave of absence prolongs the planned term for completion of studies subject to sec. 4 point 2.
10. Students who study on uniform master's studies may obtain leaves of absence for a maximum of two times in the course of studies with the exclusion of leaves of absence specified in sec. 1 and 2 and sec. 5 point 2.



11. Students who study on first or second cycle studies may obtain leaves of absence for a maximum of one time in the course of one level of studies with the exclusion of leaves specified in sec. 1 and 2 and sec. 5 point 2.
12. Return from the leave of absence obtained on account of long-term disease of the student may occur after formal approval by the Dean of a certificate submitted by the Student confirming their ability to continue studies in a given major, issued by a labour medicine physician.
13. Student who undergoes education after a long-term leave of absence is obliged to supplement programme differences stemming from the separate study program to which he or she returns.
14. During the whole period of leave of absence the student maintains all student rights. Entitlements to financial aid benefits are regulated by separate provisions.
15. In the period of the leave of absence the student shall not be entitled to attend classes or undertake credits or exams in majors conducted at the University.
16. At latest 7 days prior to completing the long-term leave of absence the student shall be obliged to report to the Dean in writing their return to studies and submit a medical certificate specified in sec. 12. Failure to meet the designated deadline shall be considered as failure to recommence studies and it shall constitute the basis for initiating proceedings involving removal of the student from the list of students.

## **Chapter IX Diploma thesis and Diploma exam**

### **§ 28**

#### **Diploma thesis**

1. Student has a possibility of selecting the topic of their diploma thesis.
2. The topic of diploma thesis ought to be established no later than during the second to last year of studies.
3. Topics of diploma theses are verified by the relevant commission for Quality of Education and subsequently approved by the Dean.

### **§ 29**

1. The diploma thesis (master's/bachelor's) is an independent elaboration of a scientific or practical issue presenting the general knowledge and skills of the student related to studies in a given field of study, level and profile as well as ability to self-analyse and draw conclusions.
2. The Dean specifies detailed conditions concerning the principles of realizing and drafting diploma theses at the Faculty.
3. The diploma thesis may be elaborated in English pursuant to the consent of the supervisor, in agreement with the Dean of the relevant Faculty. The work written in a foreign language must contain the title and the summary in Polish.
4. Each diploma thesis must be subjected to the anti-plagiarism procedure in accordance with the regulation binding at the University.
5. In case of a suspicion of committing plagiarism by the student, the Rector shall immediately recommend conducting an explanatory proceeding.

### **§ 30**

1. The diploma thesis is elaborated by the student under the guidance of the supervisor. The function of the supervisor of the master's thesis may be performed by an authorized academic teacher with a scientific title of a professor or a scientific degree of assistant professor or another academic teacher who possesses at least a doctoral degree and a three-years-long experience in a given field.
2. The Dean may authorize an academic teacher with the title of a master with a minimum one year's experience in a given field to manage a bachelor's thesis.
3. The supervisor may indicate a diploma thesis guardian, thus, a person with the relevant competencies for direct care over a student who performs a diploma thesis.
4. In case of longer absence of the supervisor which might impact the delays in submitting the thesis by the student, the Dean may appoint, upon student's request, a person who will take over the duty of supervising the work. Changing the supervisor of the work in the period of the last 6 months prior to the term of completion of studies may constitute the basis for prolonging the term for submission of the diploma thesis.
5. In case of justified random absence of the supervisor/reviewer the Dean may assign a person who will replace the supervisor/reviewer during the defence of the thesis and the diploma exam.

### § 31

1. The student is obliged to submit the diploma thesis no later than until 30 June on the last year of studies in an electronic system for servicing the course of studies.
2. Regardless of the obligation specified in sec. 1, the thesis must be submitted in 1 copy of a computer printout (in a hardcopy form) in the relevant Dean's office.
3. The Dean, upon request of the student positively assessed by the supervisor, in justified cases and in particular in case of:
  - 1) long-term disease of the student confirmed by the relevant medical certificate,
  - 2) lack of possibility of exercising the diploma thesis in the relevant term, due to justified causes outside of the student's control,may prolong the term for submission of the approved diploma thesis within the term not longer than until 7 September.

### § 32

1. The assessment of diploma thesis is performed by the reviewer appointed by the Dean.
2. The reviewer of the bachelor's diploma work may be an academic teacher at the University with at least the professional title of master/MD, whilst in case of the master's diploma thesis - an academic teacher with at least the scientific degree of a doctor.
3. In case of the reviewer failing to meet the obligation of submitting a signed off review at a designated term or due to other circumstances the Dean may release the reviewer from his or her obligations and entrust them with another academic teacher.

### § 33

#### **Diploma Exam**

1. Students of majors ending with elaboration of a diploma thesis or diploma exam are obliged to submit a diploma exam no later than until the final day of the summer re-take session:
  - 1) of the year of studies,
  - 2) of the fifth year of studies in case of pharmacological major.

2. In particularly justified cases it is allowed to submit the diploma exam within the term individually established by the Dean.
3. A condition for taking the diploma exam is:
  - 1) obtaining the following provided for in the study program:
    - a) credits from all subjects and from internship should it be required before the diploma exam,
    - b) required number of ECTS points for a given major and level of studies,
  - 2) obtaining positive grade from the diploma thesis if it is required by the major of studies.
4. The diploma exam consists of diploma thesis defence if it is required by the major of studies and the theoretical exam (in the oral and written form) or practical exam.
5. Detailed principles concerning conduct of diploma exam are established by the Dean.
6. Decision concerning allowing the student to take the diploma exam is undertaken by the Dean.
7. The diploma exam is held within the term established by the Dean.
8. The date and time of the diploma exam is communicated by the Dean by means of electronic calendar at least 7 days prior to the date of the exam.

### § 34

1. The diploma exam is held before the board exam ~~committee~~ appointed by the Dean which comprises:
  - 1) in case of first cycle studies - Dean or Vice-Dean or another academic teacher holding at least doctoral degree - as the chairperson and minimum 2 academic teachers employed at the University,
  - 2) in case of second cycle studies and uniform master's studies - Dean or Vice-Dean or another academic teacher holding a scientific title of a professor or degree of assistant professor - as the chairperson and minimum 2 academic teachers employed at the University.
2. In case of defending diploma thesis the committee must be composed of the Dean or Vice-Dean or another academic teacher holding the scientific title of professor or degree of assistant professor - as the chairperson and supervisor and reviewer.
3. Presence of all appointed members of the committee during the exam is mandatory.
4. The diploma exam may take the form of an open session upon a written request of the student or the supervisor submitted to the Dean of the relevant Faculty no later than 7 days prior to the planned term of the exam. Persons indicated by the student or the supervisor may participate in the exam conducted in the form of an open session.
5. Persons present during the exam who are not committee members cannot ask the diploma defendant questions nor can they participate in classified committee discussions.

### § 35

1. When determining the result of the diploma examination the provisions of § 13 sec. 1 hereof shall apply.
2. The diploma exam shall be considered as passed in case of obtaining positive grades from:
  - 1) defending the diploma thesis if the specific major requires so and
  - 2) passing theoretical or practical exam in majors where the above-specified exam is obligatory.

3. In case of obtaining a negative grade from the diploma exam the Dean assigns the second term for the exam which is final.

## Chapter X Average of grades

### § 36

1. The basis for calculation of the result of studies ending with the assumption of the diploma exam are the results obtained in the whole period of studies.
2. This result is calculated according to the pattern:  

$$1/2 * A + 1/2 * B$$
 where:  
 A. = arithmetic mean of all grades from exams and credits obtained in the course of the entire period of studies  
 B. = average mean of grades from the diploma exam.
3. The basis for calculating the final result from studies on the basis of which the grade is entered in the diploma on the medical major and medical-dental major - is the average mean calculated from all grades from exams and grades credits.
4. *Repealed.*
5. In order to establish the final result of studies the below scale of grades must be applied:

up to 3.24	=	Satisfactory	(3)
3.25 – 3.74	=	Sufficient	(3.5)
3.75 – 4.24	=	Good	(4)
4.25 – 4.74	=	Good plus	(4.5)
above 4.74	=	Very good	(5)

### § 37

Average of grades obtained in the course of studies is an arithmetic mean of all grades, including unsatisfactory grades obtained in the period of studies from exams and grades credits from subjects covered by the study program.

### § 38

1. Average of grades obtained in an academic year is an arithmetic mean of grades obtained from exams and graded credits from subjects covered by the study program in a given year.
2. At the University, upon verifying the learning outcomes, in particular, as part of test, credits, graded credits and exams other than test exams, the following scale of grades shall be applied:
  - 100%-93% bdb (5.0)
  - 92% - 85% pdb (4.5)
  - 84% - 76% db (4.0)
  - 75% - 68% ddb (3.5)
  - 67% - 60% dost (3.0)
  - 59% - 0% ndst (2.0)
3. In case of exams and graded credits in the test form, they may be passed subject to obtaining 70% correct answers in line with the presented scale:

- 100% - 90% bdb (5.0)
  - 89% - 85% pdb (4.5)
  - 84% - 80% db (4.0)
  - 79% - 75% ddb (3.5)
  - 74% - 70% dost (3.0)
  - 69% - 0% ndst (2.0)
4. The examiner may decrease the threshold specified in sec. 3 to the 60 – 69% scope.
  5. In particularly justified cases the Examiner, having consulted with the Dean/Vice-Dean, may undertake a decision on decreasing the threshold of credits below the scope indicated in sec. 4 whilst the minimum threshold for passing cannot be lower than 55%.
  6. In situations of flagrantly low passing rate of an exam and graded credit, that is below 20% of passing rate in the first term and I and II re-take term the exam/graded credit is subject to verification by the Dean's College in order to undertake a decision in the scope of further actions.
  7. A grade from the diploma exam, diploma thesis defence is an average mean of grades rounded to two decimal places obtained during that exam, calculated in accordance with the following principle:
    - 4.61– 5.0 very good
    - 4.31– 4.60 good plus
    - 3.61 – 4.30 good
    - 3.31– 3.60 sufficient
    - 2.61 – 3.30 satisfactory
    - up to 2.60 unsatisfactory
  8. The scale specified in sec. 7 is applied in other cases requiring issuance of grade with the exception of § 36.
  9. Average of grades rounded to the second decimal place (2nd) - in line with the principle  $\geq 5$  – upwards,  $< 5$  – downwards.

## **Chapter XI Scholarships, awards and honours**

### **§ 39**

1. Students may apply, on the basis of separate provisions, for:
  - 1) scholarships from the Minister of Health for extraordinary achievements,
  - 2) awards and scholarships funded by state organs, scientific associations, foundations, social organizations etc.
2. Students may apply for:
  - 1) Rector's scholarship according to the principles specified in separate provisions and internal acts,
  - 2) Rector's awards and honours according to the principles specified in internal acts.
3. Students who obtained very good educational results may be distinguished after completion of studies through entry into the Golden Book of Graduates.

## **Chapter XII Completion of studies**

### **§ 40**

1. The following are the conditions to be met in order to enable completion of studies and obtaining of a diploma:

- 1) obtaining all learning outcomes specified in the study program,
- 2) and submission of diploma exam in the relevant majors.
2. Date of completion of studies is a date of submission of the diploma exam, in case of studies in medical, medical-dentistry major – date of submission of the last exam required in the study program and in case of studies in pharmacy and physiotherapy majors – date of crediting the last required internship as per the study program.
3. The student is entitled to submit an application to the Dean within the term designated by him on entry of documented extraordinary achievements during studies to the diploma supplement.
4. Graduate obtains a diploma of graduation within 30 days from completing studies, as per the template in place at the University, which confirms obtaining the relevant professional title, including, upon application of the student submitted until the date of graduation, ~~extract~~ copy of diploma in a foreign language and ~~extract~~ copy of the supplement to the diploma in a translation exclusively into English.
5. Issuance of a copy of the diploma ~~extract~~ and diploma supplement ~~extract~~ in a foreign language is subject to a fee specified in separate provisions.

### **Chapter XIII Participation in classes not covered by the study program**

#### **§ 41**

1. A student shall be entitled to a paid use of classes not covered by the study program and the plan of studies. In case of paid classes, participation is possible after prior submission of a fee for classes.
2. Consent for participation in classes specified in sec. 1 is issued by the Dean at student's request and upon the opinion of the relevant class tutor, provided that organizational-technical conditions of the Faculty allow for this.
3. The obtained ECTS points and grades are entered on the supplement to the diploma.

### **Chapter XIV Transfer and recognition of ECTS points**

#### **§ 42**

1. According to the principles specified in the Rules and Regulations, students are entitled to allocate and recognize ECTS points obtained as part of studies.
2. Students may obtain allocated and recognized amount of ECTS points in line with the assigned to them level of the learning outcomes achieved in the course of realizing relevant classes and internships at the University.
3. A condition necessary to transfer and recognize ECTS points obtained by the student is the confirmation of the convergence of learning outcomes obtained by the student with the learning outcomes defined in the study program in a given field of studies.
4. The Dean determines allocation and recognition of ECTS points subject to the provisions of § 43 and 44.

### **Chapter XV Mobility of students**

## § 43

### **Transfer from another university, including a foreign university**

1. Proceeding regarding admission to studies through transfer from another university or a foreign university is supervised by the Rector.
2. The Student of another university, including a foreign one, may apply for a transfer whilst maintaining the major, level, form, year of studies and profile of education, after passing at least I year of studies, once he or she got credits for a full year and having fulfilled all obligations stemming from the provisions binding at a university he or she transfers from.
3. The transfer may occur solely at the beginning of the academic year.
4. Students may be admitted to studies through transfer from another university or from a foreign university should they fulfil the requirements constituting the basis for admission for studies at the University in place in the academic year in which they apply for the transfer, including in the scope of eligible number of points to be admitted for a given major.
5. Applications regarding transfer to studies from another university or a foreign university ought to be submitted no later than one month prior to commencing the academic year during which the transfer is planned to occur.
6. The application for admission to studies via transfer from another university or from a foreign university must be attached by the Student along with documents confirming the course of studies and the so far obtained learning outcomes as well as documents constituting the basis for establishing the grading points specified in par. 4.
7. The Student may be obliged to submit other documents than those indicated in par. 6 which are necessary for undertaking a decision regarding admission to studies.
8. The Rector, along with the entry on the list of students, may specify the manner and terms of supplementing the programme differences as well as the form, level, major, profile and semester and academic year for which they are admitted.
9. The Rector refuses to allow a transfer from another university or a foreign university in case, when:
  - a) limit of vacancies under a given major or a given year of studies has been reached,
  - b) organizational conditions at the University cause that ensuring correct education process would be impossible or significantly hindered,
  - c) significant programme differences occur between the two programmes of studies which are impossible to be supplemented in the course of a given programme of studies.
10. Rejection of admission for studies through transfer from another university or foreign university occurs by way of an administrative decision.
11. In case of admission of the Student to the studies via transfer from another university or from a foreign university, the use by them of entitlements specified in § 26 in the so far course of studies is taken into account during settlements in this regard at the University.
12. Failure to complete programme differences as specified in par. 8 results in failure to obtain credits for the year.

## § 44

### **Admission to studies as a result of learning outcomes confirmation**

1. Proceeding related to admission for studies through confirmation of the learning outcomes is carried out by the Rector.
2. The Rector, along with the conducted entry into the list of students, specifies the form, level, major and semester as well as academic year to which the student is admitted and the manner as well as terms for supplementing programme differences, if these occur.
3. The manner of conduct of confirmation of the learning outcomes is specified via the University Senate resolution.
4. As a result of confirmation of learning outcomes, one may obtain not more than 50% of ECTS points provided for the classes covered by the programme of studies.
5. Learning outcomes are not confirmed solely for the study programmes for which the provisions of law determine educational standards.

### **§ 45**

#### **Change of major of studies**

1. The Student may obtain consent for the transfer to another major of studies at the University pursuant to the Rector's consent if:
  - 1) there is a convergence of learning outcomes obtained by the student on the so far major with learning outcomes of the major to which they transfer,
  - 2) he or she obtained credits for the year of studies on the so far major,
  - 3) he or she fulfilled the obligatory conditions to be admitted to the major to which they wish to be transferred valid in the academic year in which they commenced studies on the so far major,
  - 4) there is a possibility of realizing the programme differences stemming from the change of major.
2. Change of major of studies does not concern majors with respect to which the provisions of law specify educational standards.
3. Change of the major of studies is possible solely as part of the same form of studies.

### **§ 46**

#### **Transfers to full-time studies or part-time studies (changes of the form of studies)**

1. The Student shall be entitled to be transferred to full-time studies or part-time studies with the beginning of the academic year.
2. Transfer to full-time studies or part-time studies occurs upon student's application submitted after successful completion by the student of an academic year, no later than 14 days prior to commencing the academic year. Submission of an application after the term constitutes the basis for rejection of the transfer.
3. The Student may be obliged to submit additional documents necessary for obtaining permission for transfer.
4. The Dean is the ultimate decision maker with regards to the transfers to full-time or part-time studies.



5. The following are the conditions which must be met in order to carry out the transfer from part-time to full-time studies:
  - 1) obtaining by the student of an average of grades from the last two years which is at least at the level of 95% of the results of students of a given major and year of studies in each of the two years of studies,
  - 2) lack of delays in payments for educational services towards the University,
  - 3) availability of vacancies for studies as part of the limit established by the Rector in a given academic year.
6. The Rector, upon Dean's application, establishes the limit for each academic year, as specified in sec. 5 point 3, immediately post the expiry of the term for submission of applications specified in sec. 2.
7. The Dean resolves applications regarding the transfer from part-time studies to full-time studies after establishing the limit as specified in par. 6 prior to commencing the academic year.
8. In case when the number of applications for the transfer from part-time studies to full-time studies exceeds the limit specified in par. 6, the Dean decides about the transfer considering the average of grades of the Student from the whole period of studies and the so far course of studies.
9. The Dean decides within the subject of transfer from full-time to part-time studies taking into account organizational possibilities of the University and the agreed limit.

## **Chapter XVI Removal from the list of students**

### **§ 47**

1. The Student is removed from the list of students in the following circumstances:
  - 1) failure to commence studies, up to two weeks from their commencement,
  - 2) resigning from studies,
  - 3) non-submission of diploma thesis within the designated term or failing to pass the diploma exam,
  - 4) punishing via disciplinary penalty of removal from the University.
2. The Student may be removed from the list of students in the following circumstances:
  - 1) noting lack of participation in obligatory classes in the dimension specified in the Subject Bylaws,
  - 2) noting lack of progress in education,
  - 3) failure to obtain credits for the year within the designated timeframe,
  - 4) failure to submit payments related to studies.
3. Removal from the list of students occurs by way of an administrative decision.

## **Chapter XVII Conditions of resuming studies**

### **§ 48**

1. Resuming studies is treated as continuation of studies which have been resumed.
2. A person who was removed from the list of students is entitled, regardless of the result, to apply on a one-off basis for resuming studies no sooner than after six months and no later than within the period of 2 years from having been removed from the list of students.
3. Decisions regarding resuming studies are undertaken by the Rector. Rector's decision on resuming studies is final.
4. The following persons cannot apply for resuming studies:
  - 1) a person who was removed from the list of students as a result of being punished with disciplinary penalty of removal from the university,
  - 2) a person who was removed from the list of students prior to completing the first year of studies,
  - 3) a person in arrears with payments for educational services towards the University,
  - 4) A person who exhausted the limit of repeating years or conditional entries.
5. In particular, the following circumstances may constitute the basis for refusal to resume studies:
  - 1) lack of vacancies in a given major of studies and in a given academic year,
  - 2) lack of organizational possibilities of ensuring proper educational process, in particular, possibilities of supplementing programme differences.
6. In case of noting that a person applying for resuming fulfils the conditions for resuming studies and there are no premises for refusal as per sec. 4 and 5, for a person applying to resume studies terms of at least two control exams are assigned and the conditions for passing exams are defined.
7. In case of passing the above by the person applying for studies as specified in sec. 6, the Rector decides on resuming studies.
8. In case of failing to pass exams specified in sec. 6 the Rector decides on refusal to resume studies.

9. Resuming studies occurs at the beginning of the academic year upon application submitted until 30 July of a given year.

### **Chapter XVIII Mode of issuance of decisions and settlements**

#### **§ 49**

1. Administrative decisions and other settlements in individual matters of students are released by the Rector unless the provisions of law, Regulations or other internal University provisions state otherwise.
2. The Rector may authorize a dean or a deputy dean of a faculty to issue decisions and settlements specified in sec. 1.
3. Individual matters of students shall be resolved in the form of administrative decisions provided that it stems from the binding provisions of law.
4. Unless otherwise stated in the provisions of law, the Regulations or other internal acts of the University, settlements in individual matters of students are of final character.

### **Chapter XIX Final Provisions**

#### **§ 50**

1. The Rector decides about all matters not covered by the hereby Regulations.
2. The supervision over abiding by the provisions of the hereby Regulations shall be resolved by the Deputy Rector for Academic Affairs as well as the respective Deans.
3. The Rules and Regulations shall come into force on 1 October 2022.