

# STUDY REGULATIONS OF THE MEDICAL UNIVERSITY OF SILESIA IN KATOWICE

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## **Chapter I General provisions**

### **§ 1**

Terms used in the Study Regulations denote, respectively:

- 1) The University – Medical University of Silesia in Katowice,
- 2) Regulations – Regulations of the Medical University of Silesia in Katowice,
- 3) The Act – Act of 20<sup>th</sup> of July 2018 the Law On Higher Education And Science,
- 4) The Statute – Statute of the Medical University of Silesia in Katowice,
- 5) The Faculty – basic organizational unit of the Medical University of Silesia in Katowice within the meaning of the Organizational Regulations of the University,
- 6) Person responsible for the course – Head of the Organizational Unit, a person appointed by them or the course coordinator appointed by the Dean,
- 7) The Test – any form of a midterm learning outcomes assessment (written/oral),
- 8) The Examiner – head of the organizational unit or person responsible for a given course.

### **§ 2**

1. The hereby 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 hereby Study Regulations apply to students, academic teachers and other persons who execute the didactic process regardless of the form of their employment at the University.
3. The provisions of the hereby Study Regulations apply to first- and second-cycle studies as well as uniform master's studies with a practical and general academic profile, instructed in Polish and English, in full- and part-time forms of studies.
4. The language of instruction in the University is Polish.
5. The studies at the University are organized on the basis of the Act, the implementing acts and the Statute of the University.
6. The duration of studies is defined by the studies' programmes, including study plans, determined for respective subjects, levels and forms of studies.

7. Part-time studies are non-gratuitous. The rules of payment for educational services are defined by separate regulations.

### **§ 3**

1. The University appoints from amongst academic teachers:
  - 1) Year supervisors,
  - 2) Internship supervisors,
  - 3) Erasmus+ coordinators for individual Faculties.
2. The University may also appoint:
  - 1) Subjects coordinators,
  - 2) Courses/modules/specialisation coordinators,
  - 3) Practical education coordinator,
  - 4) Plenipotentiary of the Rector for Students with Disabilities.
3. The supervisors and coordinators referred to in paragraph 1 and paragraph 2 points 1-3 shall be appointed and their field of activity determined by the Dean, with the reservation that the appointment of year supervisors requires consultation with the Student Self-government of the Faculty.
4. The University's Erasmus+ coordinator shall be appointed by the Rector.

## **Chapter II Student rights and obligations**

### **§ 4**

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) the training by the Student Self-Government on the rights and obligations of a student,
  - 3) consociate in the University's student organizations, including student scientific associations, artistic and sport associations as well as participate in research, development and implementation works, in accordance with regulations specified in the act,
  - 4) participate in lectures in different subjects, in accordance with regulations specified in §41 in different forms of classes,
  - 5) implement part of the studies in a different university, including abroad, in accordance with rules specified with different regulations or contracts/agreements,
  - 6) active and passive participation in the University's collegial body elections as well as Student Self-government body, in accordance with rules specified in separate University regulations,
  - 7) participate in the University's collegial body decision-making through the agency of the students' representatives,
  - 8) make demands on the course of study and other important matters of the academic community through student representatives,
  - 9) receive awards and distinctions referred to in the Study Regulations,
  - 10) participate in the process of awarding academic teachers, in accordance with rules specified in internal acts,
  - 11) material aid in accordance with terms specified in the Act and internal regulations.

2. Student's obligations include:
  - 1) acquiring knowledge, skills, and social competence to prepare for future professional work,
  - 2) abiding by the content of the taken oath,
  - 3) compliance with the University regulations and the regulations in force at the medical entities where classes are conducted,
  - 4) compliance with the principle of ethics suitable for medical occupations,
  - 5) familiarizing and compliance with courses' regulations,
  - 6) timely payments of fees for educational services and other fees related to the studies required by the University,
  - 7) participation in all forms of classes,
  - 8) timely completion of tests, course credits, passing exams, completion of practical classes or internships, and fulfilment of other requirements stipulated in the study program,
  - 9) meeting deadlines arising from the course of study,
  - 10) acting in a manner that does not violate the dignity of the student and taking care of the good name and image of the University, maintaining the good morals of the academic community and respecting the property of the University,
  - 11) protection of personal data to which the student would have access in the course of study and other legally protected data in accordance with the applicable internal acts of the University,
  - 12) providing the mailing address in the territory of Poland no later than 30 days after the beginning of study,
  - 13) notifying the Dean's Office about the change of personal information, marital status, permanent, residential and mailing address immediately after the change under pain of negative legal consequences for the student,
  - 14) performing timely and obligatory medical examination and vaccinations within the timeframes stipulated by applicable regulations and submitting them to the Dean's Office,
  - 15) passing of the occupational health and safety training and the fire safety, as well as abiding by the safety rules established by the University,
  - 16) The use of an e-mail administered and managed by the University and the regular use of an individual student account in the electronic system for managing the course of study,
  - 17) Compliance with the following prohibitions:
    - a) Alcohol consumption or being on the premises of the University in a state indicating its consumption,
    - b) Possession, consumption and distribution of intoxicants and psychoactive substances or being on the premises of the University under the influence of drugs,
    - c) Bringing and using on the premises of the University objects that endanger life or health,
    - d) Bringing electronic devices, contacting others or using other forms of unauthorized assistance during tests/exams/credits,
  - 18) Evaluation of the implementation by academic teachers of their duties related to education according to the rules set forth in internal acts.

## **Chapter III Admission**

### **§ 5**

1. Admission to study at the Medical University of Silesia in Katowice shall be made through:
  - 1) Enrolment,
  - 2) Transfer from another domestic university or foreign university,
  - 3) Confirmation of learning outcomes.
2. Terms of admission at the Medical University of Silesia in Katowice through enrolment are specified by the Senate Resolution.
3. Rules of admission through transfer from another domestic or foreign university are specified in §43.
4. Rules of admission through confirmation of learning outcomes are specified in §44.

### **§6**

1. The person admitted to study begins their study and acquires student rights upon taking the oath, the content of which is specified in the Statute. The taking of the oath is confirmed in writing by the person admitted to the studies.
2. After taking the oath, the student is given a student ID card valid for all subjects.
3. The Student ID card authorizes the use of student rights under the terms of separate regulations and serves to identify the student.

### **§ 7**

1. The superior of all students of the University is the Rector, and the immediate supervisor of students of the Faculty is the Dean.
2. The organization and supervision of the study process in the respective subjects, forms, levels and profiles of study are the responsibility of the Deans of the relevant Faculties.

### **§ 8**

1. Students of the University shall form the Student Self-government, which is the exclusive representative of all students in the University.
2. Student Self-government shall adopt the Student Self-government regulations, in accordance with rules specified in the Resolution.
3. Student Self-government's organs shall cooperate with the Rector and the Dean.

## **Chapter IV Academic year and classes organization**

### **§ 9**

#### **Academic year organization**

1. The academic year lasts from 1<sup>st</sup> of October till 30<sup>th</sup> of September of the next calendar year and is divided into 2 semesters.
2. The academic year includes:
  - 1) Semesters: winter and summer,
  - 2) Examination sessions: winter and summer,
  - 3) Inter-semester break,
  - 4) Winter, spring, and summer vacations.
3. Curricular internships are carried out in accordance with the approved programme and the study plan, in accordance with the rules set forth in the Regulations of Internships.
4. Detailed academic year organization is determined by the Rector, upon the opinion of the respective Deans and the Students' Government. It is established by 31<sup>st</sup> of March of the year preceding the academic year.

5. The Rector may proclaim days or hours free of classes during the academic year, either of the Rector's own initiative or at the request of the Faculty's Dean or the Student Self-government.
6. In the case when it is envisaged by the programme of study for a given subject or form and level of education that the academic courses start from the summer semester, the academic year will start on the date determined by the University as the date of commencement of the summer semester.

## **§ 10**

### **Organization of classes**

1. The Dean shall divide the students into groups within the framework of the conducted forms of study and subjects.
2. Students of each student group appoint their representative.
3. The representatives of each student group appoint one student to represent a particular year of study.
4. The primary obligations of representatives of a year of study/student groups include the representation of a year/group in all organizational and didactic matters.
5. The student, within the timeframe indicated by the Dean, is obligated to submit a declaration of choice of optional subjects pursued in a given year of study covering a total of not less than the number of ECTS credits provided for this type of courses in the study plan.

## **§ 11**

### **Study programme and classes plans**

1. Studies in the University are held in accordance with the programmes of study prescribed for subjects by the Senate, upon the opinion of the Students' Government.
2. The University may organize and conduct classes and verification of learning outcomes, as well as diploma examinations in a foreign language.
3. The study programme may include conducting particular classes in a foreign language if it is justified by the character of the particular subject.
4. In the case mentioned in paragraph 2, with the Faculty's Dean approval, the credit/exam in a given course and/or the diploma exam may be conducted in a foreign language.
5. The study schedule for each semester is announced to students no later than two weeks prior to the beginning of the semester through the University website.
6. The person responsible for the course develops the course regulations and submits it to the Dean for approval no later than 14 days before the beginning of the semester.
7. The person responsible for the course shall publish the module/subject charter and the rules and regulations of the course on the website of the unit implementing the course before the beginning of classes.
8. The course regulations shall specify in particular:
  - 1) The rules of participation in classes,
  - 2) The rules and mode of credits,
  - 3) The form of the exam,
  - 4) The rules for determining the grade for the course,
  - 5) The manner and mode of announcing the results and inspection of written midterm papers,
  - 6) The principles of consultation with the academic teacher,
  - 7) Other information appropriate to the implementation of the subject.
9. The course's regulations shall not violate the provisions of the Regulations and other internal legal acts.

10. The violation of the rules of participation in classes by students as defined in the Study Regulations of the course shall be the basis for ordering the student to discontinue the course, of which the lecturer shall notify the person responsible for the course, the year supervisor and the Dean.

## **Chapter V Conditions and mode of study according to the Individual Study Organization**

### **§ 12**

1. Individual Study Organization (IOS) shall be granted by the Dean at the request of:
  - 1) Pregnant student;
  - 2) Parenting student who studies full-time.
2. The Dean may grant IOS at the request of a student who:
  - 1) Is a parenting student who studies part-time
  - 2) Is not able to study on the base of general curriculum due to their disability,
  - 3) Acts in the Student Self-government bodies,
  - 4) Studies two or more subjects,
  - 5) Proves the occurrence of fortuitous events that make it impossible to take classes on the base of general curriculum,
  - 6) Is a member of the national sports team or a representative of the University in a sport discipline,
  - 7) Completed second year of studies, obtained at least 4.50 GPA for the previous year of study and got special scientific achievements,
  - 8) Has served part of his studies under foreign scholarships,
  - 9) Enrolled through the procedure of learning outcomes evaluation,
  - 10) Makes up for the curriculum differences.
3. The Rector may grant IOS at the request of a student in the event of special circumstances other than those in paragraph 2 special circumstances on a date other than in paragraph 4.
4. IOS application shall be filed no later than 14 days before the beginning of the semester and shall include justification and documents confirming the presented circumstances.
5. While deciding on the granting of IOS, the Dean shall take into account the organizational capabilities of the Faculty.
6. IOS may be granted for one semester of study, and in case of students referred to in paragraph 1 point 2 – for the entire study period.
7. Detailed rules for individual programme of education as per IOS, including study plans, shall be established by the Deans of Faculties once the student has submitted a schedule for the implementation of the IOS.
8. Within the framework of the IOS, the student is required to set a date for the implementation of classes with academic teachers resulting from the study plans in chosen groups.
9. The student who was granted IOS is required to settle the terms of class participation with all lecturers in a particular semester, including the rules for obtaining partial and final credits, in accordance with the Regulations of the subjects immediately after receiving the Dean's decision.
10. In case of violating the established rules of the realization of IOS or the lack of progress in learning by the student, the Dean may withdraw the IOS approval.
11. In order to receive a credit for classes within IOS, it is necessary to achieve the learning outcomes specified in the study programme for all courses and internships and to obtain the required number of ECTS credits.
12. IOS shall not influence the length of the study period.
13. IOS does not dispense the student from the participation in all forms of classes.

## Chapter VI Learning progress assessment

### § 13

#### Grading scale

1. The University uses the following grading scale:

Numerical grade	Verbal grade	Abbreviation
5,0	Very good	bdb
4,5	Good plus	pdb
4,0	Good	db
3,5	Satisfactory plus	ddb
3,0	Satisfactory	dst
2,0	Unsatisfactory	ndst

2. In the case of a course ending with obtaining ungraded credit, “pass” or “fail” shall be entered in the protocol.
3. In the case of grades received in a different scale than the one valid in the University or valid for a foreign university, the decision concerning their conversion into the grading system used in the University shall be made individually by the Dean of the appropriate Faculty.

### § 14

#### Verification of learning outcomes

1. Periods of studies are settled within an academic year cycle.
2. In the University, the verification of learning outcomes includes a theoretical and practical part.
3. In the University, the verification of learning outcomes may be conducted in oral or written forms as well as with the use of electronic devices.
4. The base of obtaining a credit for a class is the achievement and recognition of learning outcomes assigned to the course and specified in the module/subject charter.
5. Conducting the classes of a particular course is completed with an exam, graded credit or non-graded credit.
6. In order to pass the “diploma seminar” or “specialized exercises” courses in the last semester of study, it is necessary for the student to submit a diploma thesis in the courses where it is obligatory, and in earlier semesters – to pass the individual stages of this thesis agreed upon by the supervisor.
7. In the case of the use of unauthorized aid, study materials and devices (without the consent of the lecturer/examiner) by the student during the verification of learning outcomes they:
  - 1) Do not receive credit or
  - 2) Received unsatisfactory grade.

### § 15

#### Justification of absences

1. Short-term absence of the student from classes (up to 14 days) is excused on the basis of a doctor’s note or other documents foreseen in the provisions concerning justifying of absences of the employees.
2. Absence from classes caused by the student’s participation in meetings of collegiate bodies, election bodies of the University, participation in the work of committees of the University, a banner post, participation in the corrective exam in the winter correction session, participation in the work of the bodies of the Student Self-government, and



making up the curricular content of the missed classes shall be on the terms and at the times determined individually by the person responsible for the course.

3. The student's participation in a domestic or foreign trip is excused on the basis of a permit issued on the basis of internal regulations.
4. In justified cases, the Rector or the Dean may exempt a student from participation in classes.
5. Short term absence of a student from classes is excused by the lecturer.
6. The student is required to submit an excuse for the absence immediately at the next class or within 5 working days after the reason for the absence ceases to exist.
7. In the case of absence, the student is obligated to sit for verification of the acquired learning outcomes specified in the programme of study under the rules and on the dates established by the person responsible for the course.
8. The teacher shall notify the person responsible for the course and the Dean if a student's absence exceeds 30% of the total number of classes in a given course in a semester or if a student's absence makes it impossible to receive credit for the course, and submit documents confirming the student's absence, in particular, the attendance list.
9. In the case of absence during the credit, exam or board exam the rules of justification set forth in paragraphs 1-4 and 6 shall apply accordingly, with the provision that the verification of learning outcomes on a new date – the final date must be held by the end of the academic year in question.

## § 16

### Credits

1. The passing of a course not covered by an exam requires passing all forms of classes conducted within this subject.
2. The passing of a subject covered by an exam is made on the basis of passing all forms of classes conducted in this course and a positive grade of the exam.
3. The student has the right for at least one re-take of a test, in accordance with the rules set forth in the course regulations.
4. In the case of failing a test referred to in paragraph 3 the student has the right to sit for a re-take credit test on the entire material covered by the programme of classes (classes/seminars). The date of the credit test should not be set later than two working days before the scheduled date of the credit or exam of this subject.
5. In the case of failing to obtain a credit from a final test referred to in paragraph 4 from a subject ending with an exam, the student is not allowed to sit for the exam in the first term and receives an unsatisfactory grade from the first term of the exam.
6. The student who did not obtain a credit for a final test referred to in paragraph 4 has the right to sit for a re-take of the final test in the case of a subject ending with an exam, but no later than before the make-up exam. Having obtained a credit for the final test, the student may sit for the make-up exam in the first term.
7. If the student did not obtain a credit before the first term of the make-up exam, they receive an unsatisfactory grade and may sit for a make-up test before the second term of the make-up exam.
8. In the case of failing to obtain a credit for the final test on target referred to in paragraph 7 the student receives an unsatisfactory grade from the second term of the make-up test.
9. In the case of failing to obtain a credit for a class ending in a pass or fail grade, the student is entitled to two terms of corrective credit.
10. Credit without a grade is a confirmation of the fulfilment of the requirements of the study programme and is made on the basis of the mid-semester grades obtained by the student under the rules of the course regulations.

## **§ 17**

### **Exams**

1. Exam from a subject is the verification of achieved learning outcomes postulated in the particular course programme.
2. Results of graded credits and exams shall be announced within 5 working days from the day they are conducted in the University's IT system.

## **§ 18**

1. The exam is conducted by an examiner.
2. Detailed mode, form and rules of conducting the exam are set forth in the module/course chart and the course regulations.
3. The student taking classes outside the University is required to meet the credit and exam requirements of the host University. Failing to meet these requirements bears the same consequences as failing to pass a course at the home University.

## **§ 19**

1. The date of an exam/graded credit test is set forth by the examiner in agreement with the year representative.
2. Information about the dates of exams and graded credits shall be made known to the Dean at the latest:
  - 1) In the winter session until 1<sup>st</sup> of January of the academic year in question,
  - 2) In the summer session until 1<sup>st</sup> of May of the academic year in question.
3. Credits and graded credits shall take place before the beginning of the exam session.
4. The Dean's Offices of the Faculties provide calendars of exams/graded credits dates. Information about the calendars is available on the University's website.

## **§ 20**

1. The exam may consist of a practical and theoretical part. In order to pass the exam, one must have received at least a sufficient grade in each part of the examination, however, regulations of the subject may contain a reservation that admission to the second part of the exam is contingent on passing the first part.
2. The intervals between the dates of the exam from the same subject should not be shorter than two working days from the date of announcement of the results of the last exam.
3. A student can take an exam in only one subject per day.
4. In the event of a violation of the rule referred to in paragraph 3, the student is obliged to notify the Dean. Failure to notify is tantamount to agreeing to take more than one exam in one day.
5. Practical and theoretical examinations shall be held in an examination session in accordance with the detailed organisation of the academic year, subject to paragraph 6. The practical exam, subject to the consent of the Dean, may be held before the examination session.
6. Taking the exam before the start of the examination session at an early date is possible under the rules set forth in the Course Regulations. The examiner informs the Dean about the early date in accordance with the rules in §19, para. 2
7. If the student receives a positive grade from the exam in advance, this grade is entered as obtained in the first term; unsatisfactory grades are not recorded.
8. The student has the right to report to the examiner an objection to the course of the exam or the content of the exam question within 24 hours after the end of the exam. The examiner immediately forwards the exam protocol with reservations to the Dean for further proceedings.

## § 21

1. In the event of obtaining an unsatisfactory grade from the exam, the student is entitled to two retake exams in each failed subject. A retake exam to improve the obtained positive grade is unacceptable.
2. The retake exam takes place in the so far form.
3. The first or second retake exam, subject to the student's request, may be a commission examination, as referred to in § 23.
4. The student is obliged to take the retake exams no later than by the end of the revision session.
5. In the case of a short-term excused absence of the student, preventing them from taking the exams in the revision session, the Dean at the student's request may schedule an examination date after the end of the revision session, immediately after the cause ceases, but no later than the end of the academic year.

## § 22

1. Student who has not taken the examination or one of its parts or who has not taken the graded credit on a given date without justification shall receive an unsatisfactory grade from that particular take.
2. The student should notify the examiner of the reason for not taking the exam immediately, no later than within 3 working days from the cessation of the cause for absence.
3. Justification in the original version together with a request to reactivate the date of the exam, should be submitted in a written form to the Dean's Office.
4. If the justification is approved, the Dean decides to reactivate the date and sets a new date for the exam in consultation with the examiner.
5. Principles referred to in paragraphs 1 to 4 are applicable to graded credits.

## § 23

### **Board examination**

1. If it is probable that the verification of the achieved learning outcomes was carried out incorrectly, the Dean may, at the written request of the student or examiner submitted within 3 working days of the announcement of the examination result, order a board examination.
2. The board examination should take place within no more than 5 working days from the date of the approval of the application.
3. In particularly justified cases, the Dean may order a board examination on his initiative.
4. In the event of an unjustified absence of a student at the board exam, the student loses the right to take the re-take the board examination.
5. In the event of an excused absence of a student, the Dean sets a new date for the board exam, which becomes final.
6. The board examination is of an extraordinary nature and cannot be treated as an additional term.
7. The result of the board exam held is final. The grade obtained from the board exam replaces the contested grade from the exam.
8. If the request is found to be justified, the Dean orders:
  - 1) for the oral examination - an oral board examination,
  - 2) for the written examination - a written or oral board examination.
9. During the oral board exam, the questions are drawn by the student.
10. The composition of the examination board is determined by the Dean.
11. The examination board consists of:

- 1) Dean or Deputy Dean, as Chairman of the Board,
- 2) two other academic teachers teaching a given subject or a subject from a given discipline or a related discipline.
12. The Chairman of the Examination Board may not be the person who has previously examined that student.
13. At the Student's request, a representative of the University or Faculty Student Self-government or a supervisor of the year may participate in the board exam as an observer.
14. The Dean immediately notifies the student of the date of the board examination.
15. The result of the examination is determined by the examination board in accordance with the rules laid down by the chairman of the board.
16. The provisions relating to the board examination shall apply respectively to pass credits and graded credits.

## § 24

### **Inspection and storage of works**

1. The student has the right to inspect his assessed final or examination work along with the content of the questions and the answer key, within 5 working days of the announcement of the results of the credit or examination.
2. If the student determines that the answers given by him are correct and have not received the correct number of points, they may submit a motivated request for re-examination of the work to the Dean within 2 working days from the date of inspection of the work.
3. If the Dean accepts the application referred to in paragraph 2, the Dean shall order a re-examination of the work by the examiner.
4. The examiner informs the Dean and the student of the results of the re-examination of the work.
5. Each student's written work, including one prepared using a specific IT tool, is stored by the examiner or the person conducting didactic classes until the end of the academic year – in the case of mid-term work, and for 12 months after the end of the academic year in the case of examination or credit work. The method of storing works is determined by the head of the unit where the works are stored.
6. The works referred to in paragraph 1 may also be stored in the form of scans in an electronic version on the University's servers or in another way so as to ensure the security of the data contained therein.

## § 25

### **Internships**

1. Internships constitute an integral part of the curriculum and are subject to compulsory credit.
2. The substantive scope of the internship, and the conditions for implementation and crediting are specified in the Regulations of Internships approved by the Dean, and in the case of six months internship in a pharmacy - by the Rector. In the case of a six-month in-service training at a pharmacy, it is approved by the Rector.
3. A student may be credited with an internship completed abroad if the internship programme meets the requirements provided for in the study curriculum for a given internship. The condition is to obtain the consent of the Dean of the relevant Faculty before commencing it.
4. In exceptional cases, at the student's request, the Dean may agree to the conduct of internship not included in the study curriculum.

## **Chapter VII Conditional pass and repetition of the year**

### **§ 26**

1. A student who has not received credits or has failed to pass the exam in subjects with a maximum total number of ECTS credits not exceeding 6, subject to paragraph 2, may apply to the Dean for conditional entry for the next year of study, with simultaneous repetition of failed subjects, whereby:
  - 1) A student may obtain permission for conditional entry for the following year, no more than twice during the entire period of study in relation to the long cycle Master's studies and not more than once for each degree of study in respect of the first- and second-cycle studies.
  - 2) The Dean decides on the conditional entry for the next year of study, with the simultaneous repetition of failed subjects, taking into account the timetable allowing for completion of the transferred course and the organisational and technical possibilities of the faculty,
  - 3) conditional entry cannot be granted from continued subjects in the following academic year,
  - 4) conditional entry cannot be granted in subjects that the student has previously completed as part of the repetition of the year or conditional entry.
2. The limit referred to in paragraph 1 shall not include the implementation of programme differences resulting from the student's mobility.
3. Failure to fulfil the obligations arising from the conditional entry by the student, results in failure to complete the year.
4. A student who has not obtained a year of credit may apply to the Dean for permission to repeat the year.
5. The student may obtain permission to repeat the year no more than twice during the entire period of study in relation to the long cycle Master's studies and not more than once for each degree of study in respect of first- and second-cycle studies.
6. Consent to repeat the year takes into account the obligation to implement programme differences resulting from the programme appropriate for a given education cycle.
7. A student who has obtained permission to repeat the year repeats the year only in the scope of failed subjects, taking into account the programme differences referred to in para. 6.
8. Failure to implement the programme differences referred to in paragraph 6 results in failure to complete a year.
9. The conditional entry and repetition of the year shall be decided by the Dean at the Student's request submitted within 4 working days from the date of announcement of the results.
10. The rules of payment for the repetition of certain classes due to unsatisfactory academic performance are set out in separate regulations.

## **Chapter VIII Conditions for granting students leave of absence**

### **§ 27**

1. The Dean grants a leave of absence from classes to a pregnant student and to a student who is a parent, at the written request of the student. To the application for a leave of absence, a pregnant student should attach a certificate from the doctor treating her pregnancy, whereas a student who is a parent should submit a birth certificate of the child.

2. A pregnant student shall be granted a leave of absence from classes until the date of birth of the child, with the proviso that if the end of the leave falls during the semester, the leave may be extended until the end of the semester. A pregnant student may apply for a leave from classes no later than until the date of birth of the child.
3. A student who is a parent shall be granted a leave from classes for a period of up to one year, with the proviso that if the end of the leave falls during a semester, the leave may be extended until the end of the semester. A student who is a parent may apply for a leave of absence from classes for up to one year from the date of birth of the child.
4. The dean may grant a student, upon written request:
  - 1) a long-term leave of absence from classes for a period of one or two semesters,
  - 2) a short-term leave of absence from classes with the possibility of proceeding to the verification of the obtained learning outcomes specified in the programme of study after the end of the leave.
5. The leave referred to in paragraph 4 may be granted by the Dean for important reasons, in particular in the case of:
  - 1) long-term illness of the student,
  - 2) in connection with the student's education outside the University,
  - 3) due to fortuitous reasons.
6. The leave of absence referred to in paragraph 4 point 2 may be granted only if the total period of leave does not exceed 30 days, and in the case referred to in paragraph 5 point 2, if the total period of leave does not exceed 90 days.
7. An application for leave in the cases referred to in paragraph 5 shall be submitted by the student to the Dean's Office within 14 days from the date of occurrence of circumstances justifying the granting of leave. The student attaches to the application documentation justifying the request for a leave of absence. The dean may request the student to present additional documents, and explanations justifying the request for a leave of absence.
8. The decision on granting leave from classes shall indicate the reason for granting the leave and the period for which the leave is granted.
9. The granting of a leave of absence extends the planned date of graduation, subject to paragraph 4, point 2.
10. A student studying in a long cycle Master's studies may be granted leave from classes a maximum of two times during the course of study, with the exception of leaves of absence, referred to in paragraphs 1 and 2 and paragraph 5, point 2.
11. A student studying at the first or second cycle studies may be granted leave from classes a maximum of one time for a given level of study, excluding the leaves referred to in paragraphs 1 and 2 and paragraph 5, point 2.
12. Return from a leave of absence granted due to a long-term illness of a student may take place after formal acceptance by the Dean of the submitted by the student certificate attesting to the student's ability to continue studies in a given field of study, issued by an occupational physician.
13. A student undertaking education after a long-term leave of absence is obliged to complete the programme differences resulting from the separate study programme of the year to which he returns.
14. During the period of leave, the student retains his student rights. Eligibility for financial aid benefits is regulated by separate regulations.
15. During the period of leave, the student has no right to attend classes and take credits and exams in the fields of a study conducted at the University.

## **Chapter IX Diploma Thesis and Diploma Examination**

### **§ 28**

#### **Diploma thesis**

1. The student has the opportunity to choose the topic of the diploma thesis.
2. The subject of the diploma thesis should be determined no later than in the penultimate year of study.
3. The subjects of the diploma thesis are verified by the committee responsible for the quality of education and approved by the Dean.

### **§ 29**

1. Diploma thesis (master's / bachelor's) is an independent study of a scientific or practical issue presenting the student's general knowledge and skills related to studies at a given course of study, level and profile, as well as independent analysis and reasoning skills.
2. The Dean defines detailed conditions regarding the rules for the implementation and editing of diploma thesis at the Faculty.
3. The diploma thesis may be prepared in English with the consent of the supervisor in consultation with the Dean of the relevant Faculty. Work written in a foreign language must include a title and summary in Polish.
4. Each diploma thesis must be subjected to the anti-plagiarism procedure following the regulations in force at the University.
5. In the event of suspicion of plagiarism committed by the student, the Rector immediately orders an investigation.

### **§ 30**

1. The student performs their diploma thesis under the guidance of a supervisor - an authorized academic teacher with the academic title of professor or academic degree of habilitated doctor.
2. The Dean may authorize another academic teacher who has at least a doctoral degree and three years of work experience in a given field to direct a master's thesis or an academic teacher with a master's degree and a minimum of one year of work experience in a given field to direct a bachelor's thesis.
3. The supervisor may indicate a supervisor of the diploma thesis, i.e. a person with appropriate competencies to execute a direct care over the student performing the diploma thesis.
4. In the event of a longer absence of the supervisor, which could affect the delay of the student's work submittal deadline, the Dean at the student's request indicates a person to take over the duty of thesis supervisor. A change of thesis supervisor in the last 6 months before the date of graduation may constitute the basis for extending the diploma thesis submission deadline.
5. In the case of justified absence of the thesis supervisor, the Dean may indicate a person who will replace the thesis supervisor at the thesis defence and diploma exam.

### **§ 31**

1. The student is obliged to submit a diploma thesis no later than by June 30, on the last year of study, in the electronic system of handling the course of study.
2. Regardless of the obligation specified in paragraph 1, the work shall be submitted in 1 copy of a computer printout (in paper form) to the relevant Dean's Office.
3. The dean, at the student's request which has been positively assessed by the supervisor, in justified cases, in particular in the case of:

1) long-term illness of the student, confirmed by a relevant medical certificate,  
2) the inability to complete the diploma thesis within the applicable deadline for justified reasons beyond the student's control,  
may extend the deadline for submitting the diploma thesis approved by the Supervisor, by a date not later than on September,7.

### § 32

1. The diploma thesis is assessed by a reviewer appointed by the Dean.
2. The reviewer of the bachelor's diploma thesis may be an academic teacher of the University with at least a Master/doctoral degree, whereas a reviewer of a master's diploma thesis may be an academic teacher with at least a doctor's degree.
3. In the event of the reviewer's failure to comply with the obligation to submit a signed review within the prescribed period or due to other circumstances, the Dean may relieve the reviewer of his duties and assign his duties to another academic teacher.

### § 33

#### **Diploma exam**

1. A student of the field of study ending with the preparation of diploma thesis or a diploma exam is obliged to submit a diploma exam not later than on the last day of the summer re-sit session:
  - 1) the final year of study
  - 2) the fifth year of studies in the case of the field of pharmacy
2. A prerequisite for taking the exam is:
  - 1) obtaining the following prescribed in the study programme:
    - a) credits in all subjects or internships if required before the diploma examination
    - b) the required number of ECTS credits specified for the field and level of study
  - 2) obtaining a positive assessment of the diploma thesis, if required in the given field of study.
3. The diploma examination consists of the defence of the diploma thesis, if required in the given field of study, and the theoretical examination (oral or written) or practical examination.
4. Detailed rules for conducting the diploma exam are set by the Dean.
5. The decision to admit a student to the diploma exam is made by the Dean.
6. The diploma examination is held on a date set by the Dean.
7. The Dean notifies about the date and place of the diploma exam through an electronic calendar, at least 7 days before the date of the exam.

### § 34

1. The diploma exam is held before the examination board appointed by the Dean, which includes:
  - 1) for first-cycle studies - the Dean or Deputy Dean or other academic teacher holding the academic title of professor or degree of doctor - as chairman and a minimum of 2 academic teachers employed at the University.
  - 2) for second-cycle studies and long cycle Master's studies - the Dean or Deputy Dean or other academic teacher holding the academic title of professor or degree of habilitated doctor - as chairman and a minimum of 2 academic teachers employed at the University.
2. In the case of diploma thesis defence, the committee includes the Dean or Deputy Dean or other academic teacher holding the academic title of professor or degree of habilitated doctor - as chairman and supervisor and reviewer.



3. Attendance at the examination of all appointed members of the commission is mandatory.
4. The diploma exam may be open to a written request of a student or supervisor submitted to the Dean of the relevant Faculty at least 7 days before the scheduled date of the exam. The open exam may be attended by persons indicated by the student or supervisor.
5. Persons present at the open examination, who are not members of the commission, are not allowed to ask the candidate questions and participate in the secret deliberations of the commission.

### **§ 35**

1. When assessing the results of the diploma exam, the grades specified in § 13 paragraph 1 shall be applied.
2. The diploma exam is considered passed if positive grades are obtained from:
  - 1) diploma thesis defence if required by the field of study, and
  - 2) the theoretical or practical examination in the fields of study where the aforementioned examination is mandatory.
3. In the case of obtaining a negative grade from the diploma exam, the Dean sets the second date of the exam as the final date.

## **Chapter X Average of grades**

### **§ 36**

1. The basis for calculating the final result of studies ending with the submission of the diploma exam are the results obtained throughout the entire period of study.
2. This result is calculated according to the formula:  
$$1/2 * A + 1/2 * B$$
Where:  
A. = the arithmetic mean of all grades from exams and credits for a grade obtained during the entire period of study.  
B. = arithmetic mean of grades from the diploma exam
3. The basis for calculating the final result of studies, on the basis of which the grade is entered into the diploma in the field of medicine and dentistry – is the arithmetic mean calculated from all grades from examinations and credit for a grade.
4. In the event that the student has taken the graded credits, or exam more than once, the grade is calculated as the arithmetic mean of the grades obtained on all the dates, including failing grades.
5. The following grading scale is used to determine the final result of studies.  
3.25 - 3.74 = satisfactory plus (3.5)  
3.75 - 4.24 = good (4)  
4.25 - 4.60 = good plus (4.5)  
above 4.60 = very good (5)

### **§ 37**

The average of grades obtained during studies is the arithmetic mean of the grades obtained during the period of study from examinations and passes for marks in subjects included in the study program.

### **§ 38**

1. The average of grades obtained in an academic year is the arithmetic mean of grades obtained from exams and credits for a grade in subjects covered by the study programme of a given year.

2. The University uses the following grading scale for verifying learning outcomes, in particular as part of mid-term work, credits and exams:
  - 100% - 90% very good (5.0)
  - 89% - 85% good plus (4.5)
  - 84% - 80% good (4.0)
  - 79% - 75% satisfactory plus (3.5)
  - 74% - 60% satisfactory (3.0)
  - 59% - 0% unsatisfactory (2.0)
3. In the case of test exams, passing is obtained after reaching 70% of the correct answers according to the presented scale:
  - 100% - 90% very good (5.0)
  - 89% - 85% good plus (4.5)
  - 84% - 80% good (4.0)
  - 79% - 75% satisfactory plus (3.5)
  - 74% - 60% satisfactory (3.0)
  - 59% - 0% unsatisfactory (2.0)
4. The examiner may lower the threshold referred to in paragraph 3 to a range of 60 - 69%.
5. In particularly justified cases related to the low pass rate of the test, the Examiner, after consultation with the Dean/Deputy Dean, may decide to lower the credit threshold below the range indicated in paragraph 4, provided that the minimum threshold for crediting may not be lower than 55%.
6. In a situation of abnormally low pass rate of the exam, i.e. below 25% of the pass rate in the basic period, the exam is subject to verification by the Dean's College to decide on further action.
7. The grade for the board exam, diploma exam, or diploma thesis defence shall be the arithmetic mean of grades rounded to two decimal places, obtained during this examination, calculated according to the rule:
  - 4,61 – 5,0 very good
  - 4,31 – 4,60 good plus
  - 3,61 – 4,30 good
  - 3,31 – 3,60 satisfactory plus
  - 2,61 – 3,30 satisfactory
  - up to 2,60 unsatisfactory
8. The scale referred to in paragraph 6 shall be applied in other cases requiring a grade except for § 36.
9. The average of grades is rounded to the 2nd (second) decimal place - according to the rule:  $\geq 5$  - upwards,  $< 5$  - downwards.

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

### **§ 39**

1. Students may apply, based on separate regulations, for:
  - 1) scholarships of the Minister of Health for remarkable achievements
  - 2) awards and scholarships funded by state institutions, scientific societies, foundations, social organisations, etc.
2. Students may apply for:
  - 1) Rector's scholarship on the terms set out in separate regulations and internal acts,
  - 2) awards and distinctions of the Rector, on the terms set out in the internal regulations.
3. Students who achieve very good academic results may be distinguished after graduation with an entry in the Golden Book of Graduates.

## **Chapter XII Graduation**

### **§ 40**

1. The condition for graduation and obtaining a diploma of graduation is:
  - 1) obtaining the learning outcomes specified in the study programme,
  - 2) and passing the diploma exam in the fields of study concerned.
2. The date of graduation is the date of submitting the diploma exam, in the case of medical, medical-dental faculties - the date of submitting the last examination required by the study programme, and for the faculties of pharmacy and physiotherapy - the date of passing the last practice provided for in the study program.
3. The student has the right to submit to the Dean within the time limit set by him an application for entering documented special achievements during the studies in the Diploma Supplement.
4. Within 30 days from the date of graduation, the graduate receives a diploma of graduation, according to the template in force at the University, which confirms obtaining the relevant professional title, including at the student's request submitted by the date of graduation, a copy of the diploma translated into a foreign language and a copy of the diploma supplement translated into English only.
5. The issuance of a copy of the diploma and the Diploma Supplement in a foreign language is subject to a fee specified in separate regulations.

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

### **§ 41**

1. The student has the right to a paid use of classes not included in the programme and study plan.
2. Permission to participate in the classes referred to in paragraph 1 is issued by the Dean at the student's request and upon the opinion of the course tutor, provided that the organisational and technical conditions at the Faculty prevent that.
3. The ECTS credits and grades obtained shall be recorded in the diploma supplement.

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

### **§ 42**

1. In accordance with the terms set out in the Regulations, the student has the right to transfer and recognize ECTS credits obtained in the course of study.
2. The student may have their ECTS credits transferred and recognized in such a number that is attributed to the learning outcomes obtained as a result of the implementation of relevant classes and internships at the University.
3. A prerequisite for the transfer and recognition of ECTS credits obtained by the student is the confirmation of the convergence of the student's learning outcomes with the learning outcomes defined in the study programme of the particular field of study.
4. The transfer and recognition of ECTS credits shall be decided by the Dean, 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. Students of another university, including a foreign one, may apply for the transfer while maintaining the field of study, level, academic year and profile of education, subject to completing at least I year of studies, provided that they meet all requirements stemming from the compulsory regulations in place at the university they wish to be transferred from.
3. The transfer may occur solely at the beginning of the academic year.
4. The student may be admitted to studies through transfer from another university or a foreign university should they fulfil the requirements constituting the basis for admission to studies at the University in a given academic year in which they apply for the transfer, including in the scope of qualifying points for the admission to a given field of study.
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, field of study, 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 field of study 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. The refusal to allow a Student to be transferred from another university or from a 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 through confirmation of learning outcomes**

1. Proceeding regarding admission to studies through confirmation of learning outcomes is conducted by the Rector.
2. The Rector, along with the conducted entry on the list of students specifies the form, level, field of study and semester as well as academic year for which the given student is admitted as well as the manner and the deadlines for supplementing the programme differences, if applicable.
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 credits 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 field of studies**

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

#### **§ 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. The transfer to full-time studies or part-time studies occurs upon the Student application which may be submitted after obtaining all credits for a given academic year, no later however than on 30 July. Submission of application after the deadline constitutes the basis for denial 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 an average of grades of no less than 4.5 from the last two years in each year 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 establishes a limit, as specified in par. 5 point 3, for each academic year after the expiry of the term for submission of applications specified in par. 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 resolves regarding the transfer from full-time studies to part-time studies considering organizational possibilities of the University and the established 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,
  - 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 compulsory classes,
  - 2) noting lack of progress in education,
  - 3) failure to obtain credits for the year within the designated timeframe,
  - 4) failure to make payments related to studies.
3. Deletion from student body occurs by way of an administrative decision.

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

### **§ 48**

1. 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.
2. Decisions regarding resuming studies are undertaken by the Rector. Rector's decisions regarding resuming studies are final.
3. The person who:
  - 1) was removed from the list of students as a result of being punished with disciplinary penalty of removal from the university,
  - 2) was removed from the list of students prior to completing the first year of studies,
  - 3) is delayed in payments for educational services towards the University cannot apply for resuming studies.
4. The following circumstances may constitute the basis for refusal to resume studies:
  - 1) lack of vacancies in a given field of study and in a given academic year,
  - 2) lack of organizational possibilities of ensuring proper educational process, in particular, possibilities of supplementing programme differences.
5. In case of determining that the person who applies for resuming studies fulfils the conditions of resuming and that there are no premises for refusal to resume studies specified in par. 3 and 4, the terms of at least two control exams are designated for the person who applies for resuming studies as well as conditions for passing exams are established for them.
6. In case of passing the above by the person who applies for resuming exams specified in par. 5, the Rector decides about resuming studies.
7. In case of failing to pass exams, as specified in par. 5, the Rector resolves regarding refusal to resume studies.
8. Resuming studies occurs with the beginning of an academic year upon application submitted on 30 July of that 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 authorized a dean or a deputy dean of a faculty to issue decisions and settlements specified in par. 1.
3. Individual matters of students are resolved in the form of administrative decisions should this stem from the binding provisions of law.
4. If 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 Studies and Scholarships as well as the respective Deans.
3. The hereby Regulations shall come into force on 1 October 2022.