

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

### **I. General Provisions**

#### **§ 1**

1. These rules, hereinafter referred to as the 'Rules', govern organisation of full time and part time studies of the first cycle, second cycle, and full Master degree cycle studies at the Medical University of Gdańsk, hereinafter referred to as the 'University' or 'MUG'; they are binding on the University students and staff, and lay down the principles of good mutual cooperation between the students and their teachers during the classes.
2. These Rules define the organisation of studies and the related student rights and duties.
3. The Rector is the principal of all students and academic teachers of the University. The administrative decisions issued by the Rector can be appealed from by filing an application for reconsideration of the matter, unless specific regulations stipulate otherwise.
4. Faculties are the University's organisational units which offer individual fields of studies. Faculties are headed by the Dean acting on authority from the Rector.
5. The University has a Vice-Rector in charge of student affairs and a Vice-Rector in charge of education who perform the tasks assigned to them in relation to the course of study and the rights and duties of students and teachers
6. The student community is represented by the bodies of the student council.
7. Whenever used in these Rules, the following terms shall be construed as follows:
  - 1) the person holding the classes – an academic teacher or any other person holding the classes, having the competencies and experience which enable him/her to run the classes in the proper manner.
  - 2) course – an element of the programme of studies covering specific topical content, run in the form of classes.
  - 3) module – an element of the programme of studies covering topical content falling within the range of more than one course.
  - 4) framework timetable of courses – the timetable of classes in the specific semester of the specific academic year, specifying at least the dates when the classes will be held; the students must be provided with the framework timetable of courses via the University's IT systems no later than one week before the onset of the specific academic year, and should include a lunch break and the time necessary for the students to reach the location of the next classes.
  - 5) detailed timetable of classes in the specific course or module – the timetable of classes in the semester of the specific academic year, specifying the times and places where the classes will be held, and the names of the persons holding the classes.
  - 6) syllabus – the document defining the scope of the learning outcomes of a specific course or module, and the manner in which the classes will be held, as well as laying down the requirements and terms of crediting the courses.
  - 7) teaching hours load – the number of teaching hours to be taught by an academic teacher, binding in an academic year.

### **II. Admission**

#### **§ 2**

1. MUG admits students through:
  - 1) recruitment;
  - 2) transfer from another domestic or foreign university;
  - 3) validation of the learning outcomes.

2. The terms of admission to MUG through recruitment are defined by the University Senate.
3. The students are effectively admitted to MUG the moment they take their oath before the Rector; the text of the oath is quoted in the University Statute.
4. The oath deed signed by the student is stored in the student's personal.
5. Admission to studies through transfer from another domestic or foreign university takes the form of the Rector's decision issued on written application from the candidate. The candidate appends the application with documents evidencing his/her heretofore course of study and the heretofore learning outcomes, plus translations of the documents to the Polish or English language, produced by a certified translator if issued in a language other than Polish or English. The candidate should enclose a certificate of absence of any earlier or ongoing disciplinary procedure against him/her. The prerequisite of the transfer is the candidate's attainment of unconditional credit of the year at the university the candidate is to be transferred from. The Rector's positive admission decision determines the form, cycle, field, and profile of studies, and the academic semester and year the student is admitted to, as well as the way of and deadline for making up for all curricular differences, if any.
6. Any transfer can only be effected as of the onset of the new academic year.
7. The documents referred to in it. 5 should be filed at the relevant Dean's Office no later than on or before 31 July in the given year upon prior registration in the recruitment system.
8. When making the decision to admit a student by transfer from another domestic or foreign university, the Rector takes the following into particular consideration:
  - 1) the admission limit valid for the specific field of studies, if the transfer takes place to year one of studies;
  - 2) the minimum score and the recruitment prerequisites determining eligibility for admission to the specific field of studies at the University in the academic year of the student's admission to another domestic or foreign university from which he/she is to be transferred;
  - 3) the average grade for the whole period of studies, attained by the candidate at the other domestic or foreign university, calculated in accordance with § 24(2) and 24(3) of these Rules - at least 3.50;
  - 4) the University's organisational potential, including its ability to provide the candidate with an opportunity to make up for any curricular discrepancies; if the number of candidates exceeds the admission limit, the average grade referred to in point 3 above determines the admission priority.
9. The student admitted through transfer from another domestic or foreign University is allocated the ECTS score and/or class hours which correspond to the learning outcomes achieved in pursuance of the respective classes and practical training envisaged in the programme of studies of the specific field of studies at the university the student was first admitted to. The decision to transfer the ECTS score and/or the number of hours and the decision as to the method and deadline for complementing the curricular differences, if any, is made by the Rector based on the documentation evidencing the course of the studies done at the other domestic or foreign University, on request from the student filed on or before the first day of the academic year in which the course is held.
10. Admission to studies through validation of the learning outcomes takes the form of the Rector's decision made on the candidate's written application. The Rector's positive admission decision determines the form, cycle, field of studies, as well as the semester and academic year to which the student is admitted, and the way of and deadline for making up for the curricular discrepancies, if any.
11. Admission through validation of the learning outcomes is only possible as of the onset of the new academic year.
12. The application referred to in paragraph 10 should be submitted to the appropriate dean's office no later than 31 July of the relevant year.
13. The method of validating the learning outcomes is determined in the resolution of the University's Senate.
14. Validation of the learning outcomes may translate to having no more than 50% ECTS points allocated to the courses in the programme of studies credited.

15. Admission is effected by entering the candidate in the student list. Admission is denied in an administrative decision.

### **§ 2a**

1. In connection with the armed conflict in Ukraine, a Polish national or a Ukrainian national who was a student of a university operating in Ukraine on 24 February 2022, can be admitted to study through transfer to MUG in the midst of an academic year.
2. The student applying for the transfer referred to in it. 1 is obliged to submit, as soon as possible, the original documents evidencing the course of his/her heretofore studies and the learning outcomes attained at the university operating in Ukraine plus their translations into the Polish or English language.
3. Based on the submitted documents evidencing the previous course of study and the attained learning outcomes, as referred to in it. 4, the Rector issues the decision on admission to studies and specifies the form, cycle, field, and profile of studies, and the academic semester and year to which the student is admitted, as well as the way of and deadline for making up for all curricular differences, if any, the latter including the sitting for specified examinations or doing vocational practical training.
4. In the event a Polish national or Ukrainian national whose stay in the Republic of Poland is considered lawful pursuant to section 2(1) of the Act of 12 March 2022 on Assistance to Citizens of Ukraine in Connection with an Armed Conflict in that State (Journal of Laws 2022: it. 583, as amended), and who was a student of a university operating in Ukraine on 24 February 2022, and who declares that on that day he/she was studying the specific field, doing the specific year and cycle of studies at a university operating in Ukraine but does not have any documents which would be issued by the university to evidence the periods of studies, the examinations passed, the credits obtained, or the vocational practical training taken, the Rector may acknowledge and accept the relevant periods of studies by verifying the attained learning outcomes through an examination which recognises the syllabus of the course enabling the attainment of the learning outcomes subject to verification. The method of verifying the learning outcomes is defined by the Rector.
5. The student is obliged to submit the documents referred to in the previous item as soon as the obstacles preventing obtaining them cease.
6. The Rector sets an individual course of study (IOS) for the student transferred to MUG based on it. 1. In such a case the stipulations of § 7(5) and 7(8) of the Rules do not apply.
7. To the extent not regulated herein, the students contemplated in this paragraph shall be subject to the regulations of §2 of these Rules.

## **III. Schedule of Studies**

### **§ 3**

Studies in the given field and cycle of studies follow the programme of studies adopted by the University Senate. The programme of studies defines the learning outcomes referred to in the Act on the Integrated Qualifications System of 22 December 2015 (consolidated text in Journal of Laws 2024: it. 1606) in recognition of the universal characteristics of cycle one defined in the Act of law, and the characteristics of cycle two defined in the secondary legislation promulgated based on section 7(3) of the Act, the description of the process leading to the attainment of the learning outcomes, and the ECTS scores allocated to courses. The programmes of studies preparing for the vocations of: physician, dental physician, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist, and paramedic take into account the standards of education defined in the secondary legislation promulgated based on section 68(3) of the Higher Education and Science Law Act of 20 July 2018 (Journal of Laws 2021: it. 478, as amended) (hereinafter: the 'Act of Law').

### **§ 4**

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

## § 5

1. The didactic course manager is appointed and changed by the relevant Dean.
2. The didactic course manager:
  - 1) Cooperates with the year head tutor in defining the framework timetable of classes to the extent concerning the specific course or module, and with the starost of the year.
  - 2) Develops the detailed timetable of classes of the specific course or module and announces it to the students by placing it on the Extranet no later than 7 days before the holding of the planned classes. The timetable of classes should include a lunch break and the time necessary for the students to reach the location of the next classes.
  - 3) Defines the detailed prerequisites of having the course or module credited in consultation with the Dean, year head tutor, and upon review by the starost of the year. The prerequisites are laid down in the course or module syllabus which, on top of them, must contain:
    - a) Information on the place, conditions, and rules of holding classes of the specific course or module;
    - b) Information on the form of colloquia;
    - c) Information on the form of the examination and credit-taking;
    - d) The data of the person to contact in matters connected with examination or credit tests;
    - e) The conditions of making up for classes missed for excused causes.
  - 4) is responsible for:
    - a) supervising the presentation of the syllabus content during the first class of the course, and for accomplishing the content during the classes held;
    - b) proper staffing of the course classes taking into account:
      - the qualifications of the academic teachers and other persons giving the classes to hold them in their specific form,
      - consistency between the specialisation, professional practice (competencies) of the persons holding the classes and the specific course or syllabus,
    - c) supervising the uploading of the basic and current class learning materials, as well as messages on organisation of the course hours in the University's IT systems. The messages should be written in the language of instruction of the specific field of studies. Messages on credit tests, colloquia, and examinations must be published no later than 7 days before their planned dates,
    - d) covering the content and attaining the learning outcomes as stipulated in the syllabus,
    - e) verifying the learning outcomes as specified in the syllabus.
  - 5) Informs the year head tutor of the student's failure to take up studies.
  - 6) Enables the student absent from classes for excused causes to make up for the lost classes whilst taking the University's organisational potential into account.
  - 7) Attests student's having had the course or module credited.
3. The Rector or Dean of the relevant faculty may suspend classes on specific days and in specific class hours. The didactic course manager determines the deadline and the form of acquiring the planned learning outcomes.
4. In justified situations, the Rector may, in the midst of the academic year change the place conditions, and rules of holding classes in the specific course or module, and/or the form of credit-taking or examination.
5. In substantiated cases, the Rector, Vice-Rector for Student Affairs, or the Dean may excuse the student from participating in the classes. Absence at the classes for causes referred to in the previous sentence shall be deemed excused.

6. The number of organised hours stated in the study programme comprises the classes held on the University's main premises or the entities cooperating with it, as well as classes held using the remote learning methods and techniques, in synchronic or asynchronic form. The study programme may define the number of hours the student's own work, ascribed to individual courses or modules.

## § 6

1. The year head tutor and his/her deputies are appointed by the Dean from among the academic teachers and other persons running classes for the given year of studies, in consultation with the Faculty Student Council of the specific department.
2. The year head tutor:
  - 1) advises and assists students in all matters connected with the course of studie,
  - 2) is obliged to agree the division of the students of the year into groups in cooperation with the year starost,
  - 3) prepares, in co-participation of the year starost and didactic managers of individual courses, the framework timetable of classes in individual courses and the plan of the credit tests and examinations in individual courses for the specific year of studies,
  - 4) cooperates with the Dean and the didactic managers of the courses taught to the specific year students,
  - 5) initiates meetings – teaching staff meetings, in accordance with the stipulations of the procedures set by the faculty commissions for ensuring quality teaching,
  - 6) participates in re-sit examinations before the board,
  - 7) cooperates closely with the year starost and his/her deputy,
  - 8) reports a student's failure to take up studies to the Rector and the relevant Deans' office based on information obtained from the didactic manager of the course in accordance with para. 33(4).
3. The interests of the students of the year is the starost of the year and his/her deputy, elected every year in accordance with the regulations of the Student Council.
4. The starost of the year:
  - 1) is a member of the Faculty Student Council and actively participates in its activities;
  - 2) advises and assists students in any matters connected with the course of studies, and is accessible to them throughout the academic year;
  - 3) cooperates with the year head tutor and the Faculty Dean, as well as the manager of the field of studies and didactic managers of the courses in e.g. compiling the timetables, dividing students of the year into groups, and setting the dates of credit tests and examinations for the specific year;
  - 4) is entitled to issue opinions on the syllabi of the courses of the ending year for the subsequent academic year, where the syllabi are accessible in the eSylabus system, and specifically on the form and method of crediting the course;
  - 5) makes his/her own contact data and the contact data of the group starosts available and updates them on his/her Extranet page.
5. A student group is represented by the group starost elected every year in accordance with the regulations of the University Student Council.
6. The group starost represents the interests of the student group in matters concerning the studies of the specific group.

## § 7

1. An individual course of study [indywidualna organizacja studiów] (IOS) is set for:
  - 1) a pregnant full time female student;
  - 2) a parent full time student.
2. An IOS may be set on request from:
  - 1) an exceptionally talented student engaged in scientific research or in actions benefitting the university;
  - 2) a student member of a national sports team;
  - 3) a student with special needs, including disabilities;
  - 4) a student doing a part of his/her studies on a foreign scholarship;
  - 5) a student admitted to studies based on verified learning outcomes;

- 6) in other well-grounded cases.
3. In the cases referred to in it. 1 the decision to set an IOS is made by the Rector on written request from the student, adequately substantiated and documented. The Rector shall notify the taken decision to the relevant Dean and head of the field of studies, as well as the didactic managers of specific courses. Once the IOS is set, the student shall immediately agree the terms of taking and crediting the classes with the didactic course manager, including the rules of the student's participation in the classes.
4. In the case referred to in it. 2, the decision is made by the Rector on properly substantiated and documented written request from the student, appended with the new, detailed plan of studies, credit tests, examinations, and practical training approved by the didactic course managers. The new detailed timetable of classes should take into account the organisational potential of the units holding the classes, and can optionally be set outside the framework timetable of classes and the examination session plan set for the student group.
5. The IOS must not result in extension of the studying time.
6. In the cases referred to in it. 2(4) above, the individual timetable should cover all classes, examinations, and credit tests not taken over the time of the scholarship abroad, and the classes, examinations, and credit tests ensuing from the current programme of studies.
7. In the event the student infringes on the agreed rules underlying the IOS or demonstrates no progress in his/her study, the Rector may revoke his/her approval of the IOS. The last sentence does not apply to the students referred to in it. 1, or students with special needs, disabilities included, for whom the IOS is the sole available form of doing the studies.
8. On request from the student referred to in it. 1 and it. 2, his/her IOS is set for the specific year of studies, though no longer than until his/her completion of studies.

## § 8

1. The student's absence at compulsory classes is excused in the following circumstances:
  - 1) the student's participation in meetings of collective bodies, University's elective bodies, his/her participation in the works of University committees, or membership in the standard-bearer team, where the person running the course or module shall be obliged to enable the student to acquire the learning outcomes of the classes he/she missed;
  - 2) in the case specified in § 5(5).
2. The student's absence at compulsory classes may be excused in the following circumstances:
  - 1) temporary inability to participate in classes because of an illness confirmed with a medical leave or medical certificate attesting inability to participate in classes;
  - 2) the student's personal summons requiring his/her reporting in person, issued by the authority competent for general compulsory military service, a body of the central or local administration, a court, prosecution service, or police;
  - 3) representing the University at official events;
  - 4) other grave and documented Force Majeure events.
3. The student presents his/her excuse to the course tutor immediately upon the ceasing of the cause of his/her absence, though no later than within 7 calendar days following its cease. The tutor teaching the course then specifies the manner and deadline for attaining the learning outcomes. Should any doubt arise as to the credibility and reliability of the excuse of the student's absence at classes, the documents presented included, the decision as to whether to excuse his/her absence is made by the Dean.
4. The student presents the documents attesting to the circumstances referred to in it. 1 to the class teachers for inspection. The teacher acknowledges his/her familiarity with the excuse document on the reverse thereof. It is permissible to e-mail scanned documents to the course teacher's account.

## Students' Rights and Duties

### § 9

The student has the right to:

- 1) have his/her ECTS points transferred and recognised;
- 2) do his/her studies in an individual course of study (IOS);
- 3) excuse his/her absence at classes;
- 4) take a leave of absence, and leave of absence combined with the opportunity to have his/her learning outcomes specified in the programme of studies verified;
- 5) change his/her field of studies;
- 6) be transferred to full time or part time studies (change the form of studies);
- 7) sit to the last-chance examination before the examination board in the presence of the observer he/she nominates;
- 8) repeat specific courses because of unsatisfactory learning outcomes;
- 9) develop his/her own research interests and to that aim use the University's teaching premises, equipment, and resources, as well as seek assistance from the academic teachers and the University's authorities;
- 10) join student organisations, student research groups and participate in scientific research, development and implementation projects pursued at the University;
- 11) receive tangible support on the terms specified in separate regulations;
- 12) receive health care and medical assistance pursuant to the binding regulations;
- 13) develop his/her cultural, tourist, and sports interests and use the University facilities and resources, as well as seek assistance from the University academic staff and authorities to that aim;
- 14) attend open lectures and classes in other fields of study;
- 15) formulate postulates and submit motions with the University authorities as to the functioning of the University, particularly with respect to education-related and welfare issues;
- 16) report any problems with the running of classes to the year head tutor;
- 17) express opinions on the teaching process, in particular in teaching-related surveys;
- 18) benefit from the knowledge and substantive assistance of the teacher holding the classes, also during his/her course consultations, the latter including the tutoring form, if envisaged by a specific unit (Department/ Chair) – on the principles laid down by the unit;
- 19) influence the University life via the bodies of the student council;
- 20) do a part of the studies defined in the programme of studies at another domestic or foreign university, in compliance with the rules set forth in separate regulations;
- 21) receive training in the student's rights and duties. The training in this respect is conducted by the student council in cooperation with the Students' Parliament of the Republic of Poland;
- 22) receive training in ethical rules and decent conduct, and in taking care of the good name of the University.

### § 10

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

### § 11

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

## **§ 12**

The student can apply for:

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

## **§ 13**

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

## **§ 14**

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

The student is, in particular, obliged to:

- 1) arrive on time, duly confirm his/her attendance in the form set by the person holding the classes, and actively participate in the classes in accordance with these Rules and the set timetable of classes, and to obtain course credits pursuant to the rules laid down in the course syllabi, as well as to do the vocational practical training and satisfy other requirements envisaged in the programme of studies;
- 2) behave decently and care for the good name of the University;
- 3) abide by the rules of ethics, deontology, and tolerance;
- 4) follow the principles of community life – the student should not use his/her behaviour and/or clothing to manifest his/her own world view in a manner offensive to the patients, academic staff, and fellow students, or in a manner implying no tolerance to others;
- 5) respect the University property;
- 6) respect the dignity of the persons running, participating in, and assisting in the teaching process;
- 7) respect the patient's rights, and in particular keep confidentiality of all data of the patients he/she contacts in the course of his/her studies, both over the patients' lives, and after their death;
- 8) abstain from being in possession, or using, or distributing any types of narcotic drugs on the University estate;
- 9) abide by the ban on smoking tobacco and electronic cigarettes on the University premises;
- 10) wear his/her ID photo badge at all classes – no badge shall disqualify the student from participating in classes;
- 11) report for a credit test or examination on presentation of his/her ID badge or student's ID card, and if the examination is held in the remote mode (e-learning) to confirm his/her identity using his/her unique login and password;
- 12) use the proper IT systems of the University, including the account in the University e-mail system in the matters related to the studies, in particular to check his/her incoming mailbox of the said account on the regular basis, at the frequency enabling the receipt of the current information sent by the University, related to the course of studies and the faculty or University matters;
- 13) familiarise him/herself on an ongoing basis with the information concerning the course of the studies, including the monitoring of entries in the electronic book of records;
- 14) excuse his/her absences at classes by the date and in the manner specified in §8;
- 15) abide by the principles of honesty, including the rule of no cribbing and no theft of intellectual property (plagiarism);



- 16) satisfy any obligations towards the University in a timely manner, any financial dues in particular;
- 17) submit the results of all pre-admission medical tests by the end of semester one.

#### **§ 15**

1. The student shall be banned from joining classes, if under the influence of alcohol or drugs, psychotropic substances, or their substitutes, or any new psychoactive substance, as construed in the regulations of the Act on Counteracting Drug Addition of 29/07/2005 (consolidated text in Journal of Laws 2020: it. 2050, as amended).
2. Should a suspicion arise that the student is under the influence of alcohol or any of the substances listed in it. 1 above, the teacher running the class shall inform the year head tutor and the relevant Dean thereof.
3. Should a suspicion of alcohol intoxication or poisoning with any of the substances listed in it. 1 above arise, the teacher running the class shall refer the student to the nearest emergency ward.

#### **§ 16**

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

#### **§ 17**

1. The field of studies or form of study at the University can be changed on the terms described in § 2(5) and 2(8) of these Rules, subject to it. 2 and 3 below.
2. Any change of the field of studies or form of study is effected as of the onset of the academic year, upon the student's having the year of studies credited. The application for a change of the field of studies or form of study should be placed with the Dean's office of the faculty the student wishes to transfer to, no later than 31 July in the respective year.
3. The student changing his/her field of studies is obliged to satisfy the prerequisites of admission to the target field of studies, as specified in the recruitment resolution applicable to the academic year of the planned change.
4. In the event the student changes his/her field of studies or form of study, he/she shall be entitled to have his/her ECTS points transferred in accordance with the stipulations of § 2(9) of these Rules.

#### **§ 18**

The student is obliged to notify promptly the Dean's office and Social Benefit and Scholarship Section relevant for his/her field of studies of any change of his/her marital status, surname, address, and other contact data. The student is also obliged to notify without delay the Social Benefit and Scholarship Section of any change to his/her financial standing, if the latter bears an impact on the granting of tangible support to him/her and the size thereof.

#### **§ 19**

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

### **IV. Electronic Media at the University**

#### **§ 20**

1. No later than as of the immatriculation day, the University offers each student access to its IT systems, particularly to a personal e-mail account on the University address domain, the University's extranet service, the document circulation electronic system, and the Dean's Office electronic system, eDziekanat, including the statement of the student's financial dues. The eDziekanat service contains the student's personal data, the results of his/her examinations and credit tests, and the status of his/her financial and formal settlements with the University. The system forms the basis of the student's electronic book of academic records.
2. The electronic book of records documents the course of studies and the attained results.

3. Any applications are filed primarily in the electronic document circulation system. All information transmitted via the University's electronic mail (domain: gumed.edu.pl) and sent in the electronic document circulation system is deemed binding, except for any administrative decisions which require the written form. The users are obliged to make regular use of their e-mail accounts on the University's address domain to which the University sends information connected with the course of studies and faculty or University matter.
4. Any messages sent are deemed delivered on the transmission date, unless the sender receives a response message stating that the message has not been delivered to the addressee. The users of the University's electronic mail who send messages via that medium may request confirmation of their receipt from all addressees.
5. The student is entitled and obliged to use the University's IT systems.
6. The University uses its IT systems to publish all student-addressed important information related to the schedule of studies, class organisation, and social and welfare issues.
7. Access to the University IT systems is protected with the student's individual login and password.
8. The student is obliged to keep his/her personal password to the University IT systems confidential.
9. The student's disclosure of his/her personal password to the University IT systems to any third parties shall be deemed a serious violation of the Rules of Study and the rules of using the University IT network.
10. Any messages sent from the student's e-mail account or placed in the University IT systems using the student's personal login and password shall be deemed received from the student whose login and password were used.
11. The head of the unit at which the Student Research Circle operates is obliged to make available the current information on its operations, as well as the contact data of the tutor supervising the Circle in the IT systems of the University.

## **V. Having the Year Credited**

### **§ 21**

1. The grading period is the academic year.
2. To have a year of studies credited, the student must obtain the following no later than by the end of the repeat examination session of the summer and/or winter semester, depending on the field of studies:
  - 1) credits of the credit-ending courses, each attested with an entry in the electronic student service system,
  - 2) positive grades at the examinations compulsory in the specific academic year, as confirmed with entries in the electronic student service system,
  - 3) credit for the compulsory vocational training, as documented with an entry in the record of the student's practical training, if required, and the respective entry in the electronic student service system. On application from the student, the Dean may credit the actions the student performed especially under an employment contract, internship, or volunteering towards vocational practice, provided they enabled the attainment of the learning outcomes specified in the programme of studies for vocational practical training.
- 2a. The courses taken at the receiving institution are transcribed in accordance with the number of hours and of the ECTS points binding at MUG, upon approval by the Dean.
3. Failure to meet the prerequisites of it. 2 shall ban the student from promotion to the subsequent year.
4. The Rector may make the decision to suspend the student's right to attend classes, in the event latter:
  - 1) has not cleared his/her accounts with the library,
  - 2) has not taken compulsory medical examinations or vaccinations, if required,
  - 3) has not cleared his/her accounts in terms of the dues for educational services, including boarding house accommodation fees,
  - 4) creates a threat to himself/herself, the patients, and other members of the academic community.

- 5) has not submitted the clearance certificate of the National Criminal Register as required by the regulations of the Act of 13 May 2016 on Counteracting the Threat of Sexual Offences (consolidated text in Journal of Laws 2024: it. 560).

## **§ 22**

1. A course credit declares that the student has attended and actively participated in the classes; it also confirms the attainment of the learning outcomes in the areas of knowledge, skills, and competencies specified in the course syllabus.
2. Class credits are allocated by the didactic manager of the course or, on Dean's consent, the academic teacher the manager might authorise.
3. A student participating in research or implementation works, including research pursued by a student research group, may be excused by the didactic manager of the course from attending the classes which serve the attainment of the learning outcomes analogous to the learning outcomes attained in effect of the research.
4. A course ending with an examination must be credited before the onset of the examination session.
5. A course not ending with an examination may be credited at any time during the examination session, provided the date of the credit test does not collide with the examination dates. The didactic manager of the course must give the student an opportunity to correct an unsatisfactory grade of the credit test on at least one re-sit date, though on a date not colliding with the dates of other credit tests and examinations. The Student may question the correctness of the test within three business days following the date on which the results were first announced. The Dean may order that a credit test is taken before a board in accordance with the rules governing re-sit examinations before the board.
6. Should the student be absent at the final credit test or examination due to illness or other Force Majeure event, the medical leave or another attesting document should be presented to the examiner no later than 3 business days following the final credit test. It is permissible to send scanned documents by e-mail to the account of the didactic course manager. The original document should be presented for review. The examiner holding the examination or colloquium/credit test confirms his/her review of the excuse certificate on the reverse thereof.
7. In the event more than half the number of students of the specific year is not permitted to sit to an examination because of failure to obtain credit qualifying them for examination, the re-sit credit test is supervised by the Dean, and if the re-sit credit test was not planned, the Dean may order an additional qualifying credit test out of his/her own initiative.

## **§ 23**

1. The student has the right, in the presence of the course tutor, to view each of his/her graded written works, test question and answer sheets, and the correct answers in the case of tests, though no longer than for three working days following the announcement of the results.
2. The students are notified of the obtained results by way of publishing them in the electronic student service system. A notice of the results should be published within 5 working days following the examination/credit test, and in the case of a colloquium or any other form of testing knowledge within 10 working days, though no later than 5 days before the nearest repeat examination/credit test date/colloquium and other form of testing the knowledge in the specific course.
3. The student shall be admitted to sit to the examinations of the winter and/or summer session provided he/she has fulfilled the prerequisite obligations specified in the syllabus of the particular course.
4. To ensure transparency, the examination/credit test/ colloquium taken orally should not be held in the presence of merely the person holding the examination/ credit/ colloquium and the single student taking the examination/ credit/ colloquium.

## **§ 24**

1. The University uses the following grade scale:
  - Very good 5.0 denotes  $\geq 90$  % correct answers
  - More than good 4.5 denotes  $\geq 85$  a  $< 90\%$  correct answers
  - Good 4.0 denotes  $\geq 80$  a  $< 85\%$  correct answers
  - Fairly good 3.5 denotes  $\geq 70$  a  $< 80\%$  correct answers
  - Satisfactory 3.0 denotes  $\geq 60$  a  $< 70\%$  correct answers
  - Unsatisfactory 2.0 denotes  $< 60\%$  correct answers

2. The average grade in the given academic year is the arithmetical mean of the grades attained in all examinations in the courses included in the programme of studies for the specific year. No average grade in the academic year is calculated for any non-credited year. The average grade for the entire period of studies is the arithmetic mean of the positive grades obtained over the duration of studies in the examinations in the courses included in the programme of studies. The calculation of the average grade for the entire period of studies disregards the examination grades obtained in any courses included in the programme of studies but not credited for the student.
3. The mean grade down to the 3rd (third) decimal point is rounded up to the 2nd (second) decimal point in accordance with the rule where:  $\geq 5$  – is rounded up,  $< 5$  – is rounded down.
4. The positive grade obtained at a credit test or examination is final.
5. All courses, including vocational practical training, incorporated in the programme of studies are allocated a specific number of ECTS points ensuing from the programme of studies.

## **§ 25**

1. The detailed schedule of the examination session is approved by the Dean on or before 30 November in any specific academic year on the motion from the head tutor of the year and the didactic managers of individual courses, in consultation with the yearstarost.
2. In the event the period available for taking an examination is continuous in nature, i.e. stretches over one or several years, the student can sit to it on any date pre-agreed with the examiner and falling within the period.
3. The examination date must not collide with any other scheduled compulsory classes.
4. The Dean can set the examination date in any particular course at any time outside the examination session. The examination must be held no later than on or before the last day of the summer repeat session.

## **§ 26**

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

## **§ 27**

1. An examination can be held in writing and/or orally and consist of two sections: theoretical and practical. A grade of at least satisfactory in each of the sections is required to pass the examination.
2. The final course grade is determined in accordance with the course syllabus content. The student's dishonest behaviour during a credit test or examination results in a negative grade for the examination term.
3. The student's dishonest behaviour during a credit test or examination, in particular cribbing, copying somebody else's work, using prohibited materials and devices, or falsifying documents, results in a negative grade for the credit test or examination held on the specific date.
4. The student can only take one examination in one course on any single day. This, however, does not apply to any examination in a course outside the general programme of studies for the specific year.
5. Any reservations about/objections to an examination question must be reported to the examiner no later than within 60 minutes following the end of the examination in writing or by e-mail. Should the examiner make the decision to cancel the question, all those sitting to the examination shall be credited maximum score for it. Any doubts about cancelling a question shall be resolved by the Dean.
6. Should more than half the students sitting down to an examination on its first scheduled date attain an unsatisfactory grade the Dean shall verify the correctness of the examination and approve its results.

## **§ 28**

1. The student is obliged to take examinations on the dates set in the session schedule.
2. In the event the student is given an unsatisfactory grade in an examination, he/she has the right to take two repeat examinations in each course.
3. Failure to report at the examination on the set date shall be deemed tantamount with losing one examination trial and obtaining an unsatisfactory grade. In the event the student is absent at the examination because of illness or any other Force Majeure event, the medical leave certificate or other evidence of the developments should be submitted with the examiner no later than on the third working day after the examination date. It is permissible to e-mail the scanned documents to the examiner's account. The original documents should be presented for inspection. The teacher running the classes acknowledges familiarity with the excuse on the reverse of the document.
4. If the examiner accepts the excuse of the student's failure to appear at the examination, he/she shall set another examination date which should fall no later than before the end of the summer repeat examination session. The examination will then be deemed taken on the original date.
5. In the event the student falls ill or suffers any other Force Majeure event preventing him/her from participating in the course crediting and examinations, the Dean can set crediting/examination dates for him/her, also outside the session, though no later than before the end of the academic year.
6. In the event of a student's excused absence on the set examination dates (the first exam date and two repeat exams), he/she is entitled to be set but one additional date to take the exam.

## **§ 29**

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

## **§ 30**

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

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

## **§ 31**

1. The Rector may only permit the student to repeat the year, if the student applies for it in the electronic format or in writing. The student is obliged to file his/her request to repeat the year no later than within 7 days after the end of the summer repeat session. The Rector shall make the decision no later than within 7 days following submission of the application.

2. The student cannot be permitted to repeat any year more than twice over the whole period of studies. The decision in the matter should take into account the history of the student's course of study, i.e. his/her academic achievements.
3. If the second failure to have a year credited is caused by a long illness, or if this is substantiated by the student's unusual and documented personal situation which was the cause for his/her second failure to have a year credited, the student may apply for permission to repeat the year more than twice over the course of study. The decision in the matter should take into account the history of the student's course of study, i.e. his/her academic achievements.
4. When permitting the student to repeat a year, the Rector may transfer the positive examination and credit test grades the student attained in the non-credited year; he/she may also credit a course not ended with a grade but previously credited to the student. The student is under no obligation to attend the classes of the courses the grades of which were included in the grade/credit transfer. The student is allocated the number of the ECTS points and of the hours ascribed to the learning outcomes attained in effect of taking the respective courses and practical training envisaged in the programme of studies for the education cycle the student continues his/her studies in. The student is obliged to make up for the programme differences, if any.
5. Within 7 days following the date the student is served the decision to consent to his/her repeating the year, the student may apply to the Rector for consent to his/her participation in some courses of the subsequent year and to his/her taking the credit tests and examinations ending such courses. Having consulted the didactic course manager, the Rector may permit the student who repeats the specific year of studies to participate in selected courses of the subsequent year and sit for the credit tests and examinations ending the courses. The permission referred to in the previous sentence may concern a course continuing the course credited in the previous academic year. The aggregate course hours the permission granted concerns must not exceed 250.
6. The course the permit referred to in it. 5 concerns, becomes a course of the repeated year, and its crediting will be subject to the same principles as those applicable to other credit tests and examinations.
7. In the event more than half the number of students of the specific year is not permitted to sit to an examination because of failure to obtain credit qualifying them for examination, the re-sit credit test is supervised by the Dean, and if the re-sit credit test was not planned, the Dean may order an additional qualifying credit test out of his/her own initiative.
8. The student who has been credited the repeat year or who resumes studies after a leave may file an application for participation in the courses in advance, before the onset of the academic year.

## § 32

1. On written application from the student, the Rector may consent to his/her conditional promotion to the subsequent year of studies, provided he/she shall be obliged to repeat and obtain credit(s) in maximum two courses of the previous year. The student is obliged to place his/her application for conditional promotion no later than within 7 days after the close of the summer repeat session. The application should be appended with a written plan of doing the repeated courses, evidencing technical plausibility of taking the non- credited course without disturbing the syllabus of courses in the year the student was conditionally promoted. The plan must be approved by the head tutor of the year the conditional promotion concerns, and the head tutor of the previous year. In the conditional promotion scenario, the courses to be obligatorily repeated are credited in accordance with these Rules governing the sitting to credit tests and examinations, including repeat credit tests and examinations. The student's failure to have an obligatorily repeated course credited translates to no credit for the year the student was conditionally promoted. When making the decision in the matter of conditional promotion, the Rector takes into consideration the theretofore history of the specific student, i.e. the academic results he/she attained, and the technical plausibility of taking the courses.
2. Conditional promotion cannot be granted:
  - 1) if the lead courses are non-credited, or if promotion would give rise to a conflict with any formal requirements of the syllabi of the courses in the year of conditional promotion. The list of the lead courses for the specific year is published by the Dean;
  - 2) if the course subject to obligatory repeat is a course continued in the year of conditional promotion;

- 3) to a student already repeating a year of studies.
3. Conditional promotion can be granted in the situations referred to in it. 2(1) and 2(2), if this is substantiated by the student's extraordinary private situation which caused his/her failure to have the course credited.
4. Should the student be conditionally promoted, he/she shall participate and obtain credits in the courses included in the syllabus of the year he/she has been conditionally promoted to; in addition, he/she participates in and obtains credits in the courses subject to the repeat obligation.

### **§ 33**

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

### **§ 34**

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

- 1) filed the application for reinstatement no later than on or before 15 May of the academic year preceding the reinstatement year;
  - 2) successfully taken restitution examinations held at least two weeks before the onset of the academic year and obtained at least a satisfactory grade. The examinations concern two Rector-selected lead courses included in the programme of studies of the year preceding the year to which the student is to be reinstated. The applicant can only take the examination once. The applicant for reinstatement should agree the date of the examination directly with the didactic course manager by the end of May. Restitution examinations should only be held during the examination session;
  - 3) submitted a certificate stating there are no contraindications for the person to study the specific field, issued by an occupational medicine physician.
8. The resumption of studies is only possible as of the beginning of the new academic year. The student shall be reinstated to the specific field of studies with the programme of studies as binding at the reinstatement.
  9. The decision as to whether reinstate students satisfying the prerequisites laid down in it. 7 rests with the Rector. The Rector's decision to reinstate the student defines the form, cycle, and field of studies, the profile, the semester, and the academic year to which the student is reinstated in his/her student rights and duties, as well as the way of and deadline for making up for the curriculum discrepancies, if any.
  10. The student reinstated in his/her student rights and duties is transferred, by the Rector, the ECTS score corresponding to the learning outcomes obtained in doing the relevant classes and practical training envisaged in the programme of studies valid at the University's field of studies at the time of the student's reinstatement, and as actually obtained by the student up to the moment of his/her striking off the student list. The decision to transfer the ECTS points is taken by the Rector based on the documentation of the student's academic record.
  11. Having been reinstated, the student who was repeating the year because of his/her failure to have the year credited before his/her striking off the list cannot be let repeat the same year to which he/she is reinstated.
  12. The student struck off the list because of failure to submit his/her diploma thesis but has previously obtained credits in the courses and practical training required in the programme of studies, may apply for reinstatement so as to complete the studies and take the diploma examination, and if reinstated, he/she will be obliged to repeat the diploma seminar and make up for the programme discrepancies, if any. Clause 34(1), 34(2), 34(3), 34(4), 34(5), 34(8), and 34(9) shall apply to the person referred to in the precedingsentence.

## **VI. Leaves**

### **§ 35**

1. The Rector grants a leave of absence to a pregnant student or parent student on the student's written request. The pregnant student appends the application with the medical certificate confirming pregnancy, and the parent student appends his/her application with the child's birth certificate.
2. The pregnant student is granted a leave of absence until childbirth, provided that should the leave end in the midst of a semester, the leave of absence may be extended until the end of the semester. The pregnant student may request a leave of absence up to childbirth.
3. The parent student is granted a leave of absence for the period of one year, provided that if the leave ends in the midst of the semester, the leave of absence may be extended until the end of the semester. The parent student may request the leave of absence within one year following the birth of his/her child.
4. On the student's written request, the Rector may grant him/her a leave of absence:
  - 1) in the case of the student's long illness;
  - 2) in connection with his/her delegation to specialist studies or internship abroad;
  - 3) for reasons of social welfare;
  - 4) in the case other serious circumstances arise.



5. In the cases referred to in it. 4, the student files his/her request for a leave of absence with the Dean's office relevant for the field of studies, within 14 days following the occurrence of the circumstances which substantiate the request. The student appends the request referred to in it. 4 with the documentation (in Polish or English) substantiating the request for a leave of absence. The Record may require that the student presents supplementary documents and provides clarifications substantiating the request for a leave of absence.
6. Should any doubts arise as to whether a leave of absence should be granted because of the student's long illness, the Rector may form an advisory commission composed of medical doctors lecturing at the University to assess the credibility and reasonableness of the submitted documentation.
7. The leave of absence connected with the student's delegation to specialist studies or internship abroad can only be granted, if the student is delegated by the University to study abroad (for a specific time, i.e. for the duration of a year / semester) or do internship abroad in line with the programme of studies valid for the specific field of studies.
8. The decision to grant the leave of absence states the reason for granting it and specifies the period for which it is granted.
9. The granted leave of absence postpones the anticipated date of graduation, subject to cl. 34.
10. A part time student who has been credited a year and applies for a leave of absence can be granted a year's leave for causes of social welfare. The request must be submitted within 7 days following the crediting of the year.
11. The student may be granted a leave of absence no more than twice in the specific study cycle (full cycle Master degree studies, first-cycle studies, second-cycle studies). The preceding sentence does not apply to a leave granted to a pregnant student or a parent student, or to the leave referred to in it. 10.
12. In the leave period, the student retains his/her student rights. His/her entitlement to tangible assistance is governed by separate regulations.
13. The student on leave because of a long term illness may only be reinstated upon the Rector's formal approval of the student-submitted certificate confirming his/her ability to continue studies in the specific field of studies, issued by the physician who treated the student.
14. The student resuming his/her studies after leave is allocated the number of ECTS points and of the course hours ascribed to the learning outcomes attained in effect of taking the respective classes and practical training envisaged in the programme of studies for the education cycle the student continues his/her education in. Should any substantial differences arise in the programme and the learning outcomes, the student should make up for them.
15. The student is obliged to inform the relevant Dean's Office of his/her return from the leave within 5 days following the leave end.

### **§ 36**

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

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

### **§ 37**

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

## **VIII. Awards and Distinctions**

### **§ 38**

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

## **IX. Diploma Theses and Graduation**

### **§ 39**

1. To complete the studies and obtain his/her graduation diploma, the student must:
  - 1) achieve the learning outcomes defined in the programme of studies;
  - 2) pass the diploma examination and have his/her diploma thesis assessed positively, if envisaged in the programme of studies.

2. The studies are deemed completed on the date of the diploma examination, and in the case of studies at the faculty of medicine and dental medicine on the date of taking the last examination required in the programme of studies; in the case of pharmacy and physiotherapy studies, it is the date of having the last practical training required in the programme of studies credited.

#### **§ 40**

1. The Rector defines the criteria to be met by the diploma theses, as well as the criteria and deadline for approving the topics of the diploma theses and the detailed rules to govern the diploma conferment procedure at individual faculties.
2. The Rector specifies the format in which the diploma thesis should be filed with the Dean's Office and the Main Library of the specific faculty.

#### **§ 41**

1. The diploma thesis is an independent study of a scientific, artistic, or practical issue, or a technical or artistic work presenting the student's general knowledge and skills related to the studies of the specific field, cycle, and profile, plus the skills of analysing and drawing conclusions unassisted.
2. The University allows co-authoring of the diploma thesis by a team of students. The detailed terms of preparing co-authored theses and of the diploma conferment procedure are laid down in the rules of diploma conferment procedure adopted by the specific faculty.
3. The student writes his/her diploma thesis under the supervision of a supervisor, i.e. a competent academic teacher, holder of the professor title or the degree of doctor habilitated. The Dean may authorise another academic teacher holding at least the Master's Degree and at least three years' service record in the specified field to supervise the work on the diploma thesis. The supervisor may nominate the tutor to be in charge of supervising the diploma thesis, i.e. a person holding appropriate qualifications to take direct care of the student writing his/her diploma thesis.
4. The Dean may authorise a person from outside the University staff, holder of at least the Doctor of Philosophy Degree, to supervise the work on the diploma thesis.
5. While discussing the topic of the diploma thesis the research interests of the student on the one hand, and the research resources available at the unit the supervisor is employed with on the other hand, should be taken into account.
6. The diploma thesis is reviewed using the Uniform Anti-plagiarism System before the diploma examination. This does not apply to theses incorporating secret information protected by the law.
7. Once the diploma thesis has been verified using the Uniform Anti-plagiarism System, it is assessed by the supervisor and reviewer. In the event any discrepancies arise in their assessment of the thesis, the decision concerning admission to the final examination is made by the Dean who can seek opinion of another reviewer. The stipulations of it. 3 apply to the reviewers as appropriate. The final grade given to the diploma thesis is the arithmetical mean of the grades given in the opinions of the supervisor and reviewer.
8. The diploma thesis is assessed using the grades set forth in § 24(1).
9. Diploma thesis reviews are available to the public.
10. The supervisor, thesis supervisor, and reviewer must not be related by blood or marriage to the candidate. The thesis reviewer must not be related by blood or marriage to the supervisor or thesis supervisor. The reviewer must not be directly reporting to the supervisor at the unit managed by the supervisor. The thesis must not be reviewed by anyone maintaining a common household with the supervisor and/or thesis supervisor.

#### **§ 42**

1. The conditions prerequisite for admission to the diploma examination are as follows:
  - 1) having the last year of study credited, and in the case of pharmacy – having the fifth year of studies credited,
  - 2) having the diploma thesis, if required in programme of studies of the particular field, assessed at minimum satisfactory grade.

2. The student doing studies in the field which requires writing the diploma thesis and taking the diploma examination is obliged to submit his/her thesis and take the diploma examination no later than on or before the last day of the summer repeat examination session:
  - 1) in the last year of his/her studies;
  - 2) in the fifth year, in the case of pharmacy.
3. Failure to submit the diploma thesis in time causes striking the student off the student list. Completion of the studies and sitting to the diploma examination is possible in the procedure of resuming the studies.
4. The diploma examination should be held no later than within one month counting from the date the diploma thesis was submitted.
5. In exceptional cases, the Dean may postpone the deadline for submission of the diploma thesis and taking the diploma examination until the end of the calendar year in which the student's last year of studies was credited.

#### **§ 43**

1. The diploma examination is taken before the examination board appointed by the Dean.
2. The diploma examination is held in accordance with the organisational rules laid down by the Rector and announced no later than one month before the onset of the academic year.
3. The results of the examination are assessed using the grades defined in § 24(1).
4. On request from the student or supervisor, the diploma examination is held in the publicly open mode. The procedure of holding the publicly open diploma examination is set in the Rector's disposition.

#### **§ 44**

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

#### **§ 45**

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

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

where:

- A. = the arithmetical mean of all examination grades referred to in § 24(2), over the whole period of study, calculated as shown in § 24(2) and 24(3).
  - B. = the arithmetical mean grade for the diploma thesis and diploma examination.
2. The ultimate grade for the studies ending with the diploma examination is calculated based on the results obtained in the credited years of study. The computation is done using the following formula:

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

where:

- A. = the arithmetical mean of all examination grades referred to in § 24(2), obtained over the whole period of study, calculated as shown in § 24(2) and 24(3).
  - B. = the grade obtained at the diploma examination.
3. The graduation diploma states the ultimate study result obtained in accordance with the following principle:

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

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

#### **§ 46**

1. A diploma with honours may be awarded to the graduates who meet the following criteria:
  - 1) have completed their studies with a very good result,
  - 2) did not repeat any year of their studies on the basis of unsatisfactory study results,
  - 3) obtained unconditional credit of each year.
2. The decision on awarding diploma with honours is made by the Rector.
3. The honours are expressed by attaching the diploma with a letter of congratulation printed on decorative paper, signed by the Rector and the Dean.
4. The record of the diplomas issued with honours is maintained by the Faculty Dean's Office.

#### **§ 47**

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

#### **§ 48**

### **X. Closing Provisions**

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