

**Rules and regulations of completing courses away from the University  
with the use of electronic means of communication**

1. The decision to admit a student to a course completion shall be made by the course coordinator or the head of the unit in charge of a given course.
2. The dates of completing courses remotely shall be notified to students by the units in charge of the organisation of course completions. The date of completing a course remotely should be notified to students not later than 4 working days before the respective date. The information should be published on the website of the unit in charge of completing the course or sent by email to the year representative or the group.
3. The form of remote course completion, the duration and the grading criteria shall be determined by the head of the teaching unit or the course coordinator in agreement with the heads of the teaching units involved in teaching a given course.
4. The chosen form of remote course completion must make it possible to control it.
5. When completing courses remotely it is strictly prohibited to use any study aids or electronic tools to copy or transfer information.
6. If any technical problems preventing a student from completing a course remotely occur the student must – within an hour from the problem occurrence – send to the address of the person conducting the course completion a report including the situation description and a computer screenshot confirming the problems. The report must be sent from an address on [student.wum.edu.pl](mailto:student.wum.edu.pl) domain. The person conducting the course completion can consult the relevance of the objections with the Education Quality and Innovativeness Office or the IT Centre. If the technical problems are confirmed the person conducting the course completion in agreement with the head of a unit or the course coordinator must make a decision on the date and form of another course completion which should be treated in this case as conducted at the original date. If the technical problems are not confirmed the person conducting the course completion in agreement with the head of a unit or the course coordinator will decide whether a student can attempt to complete the course again. If it is possible the person conducting the course completion must determine the date, form and criteria of completing the course again.
7. As soon as the remote course completion is ended a student should be immediately informed of the deadline and form of notifying him/her of the result. The deadline to notify the student of the result cannot exceed 14 days.

8. Students who have a limited access to the Internet and cannot complete a course at the set time can apply to the head of the unit or the course coordinator, by email, for the change of the form of the course completion. The application must be filed at the latest 3 days before the date of the course completion.
9. The failure to start doing exercises required when completing a course remotely shall be considered a failure to complete the course. The reason for the failure to complete a course remotely should be notified by the student to the person conducting the course completion within 3 working days since the date of the course completion. If the failure is unjustified the student shall be given an unsatisfactory grade. The person conducting the course completion in agreement with the head of a unit or the course coordinator must decide whether the student can attempt to complete the course at another date. If it is possible such person must determine the date, form and criteria of the course completion. If the failure to complete a course is considered justified the person conducting the course completion shall determine a new date and notify of the form of the course completion. This will be treated as the first attempt to complete the course.
10. Should a student have any objections as to the form or course of the examination the provisions of the *Rules and regulations of study at the Medical University of Warsaw* shall apply.