

## **Student evaluation procedure**

### **§ 1. General provisions**

1. The general rules of the evaluation of the students of the Medical University of Warsaw, including the rules of completing a year and courses covered by the curriculum are specified in the rules and regulations of study.
2. This Procedure, including all appendices, specifies the detailed rules and recommendations concerning the evaluation of students, of which conducting examinations and completing courses.
3. This Procedure should be applied in respect of all courses covered at undergraduate and graduate studies, as well as long-cycle studies at the Medical University of Warsaw.
4. The form of completing a course must correspond to the specific features of a given course, including the kind of the set objectives and learning outcomes.
5. The form of completing a course, the manner of verification of all learning outcomes set for a given course, as well as the student evaluation criteria should be specified in the course syllabus.
6. Students must read the course syllabus before the classes begin.
7. A course can be completed at the Medical University of Warsaw or away from the University, using electronic means of communication. The terms and conditions of completing a course using IT technologies is governed by a separate order.
8. Academic teachers who conduct particular courses shall:
  - a) inform their students, at the first class, of the rules of completing the course, including the scope of requirements, form and method of course completion, as well as the evaluation criteria,
  - b) verify all learning outcomes (in terms of knowledge, skills and/or social competences) specified in the course syllabus,
  - c) consistently apply the same rules, requirements and evaluation criteria to all students,
  - d) review the contents of syllabuses every year in terms of their adequacy to the specific student evaluation rules, including the form of course completion, methods of verification of the assumed learning outcomes and evaluation criteria.

### **§ 2. Requirements concerning courses completed with an examination**

1. An examination can be of written, test, electronic, oral or practical form, or a combination of the said forms.
2. It is necessary to define the criteria of achieving all learning outcomes specified in a course syllabus for every form of examination.
3. Examination papers and oral or practical examination reports should be stored at the examination unit for a period of one academic year.

### **§ 3. Rules of conducting examinations**

1. Any detailed rules of conducting written examinations are included in the *Rules and regulations of written examinations of the Medical University of Warsaw* (Appendix No. 1).
2. Any detailed rules of conducting test examinations are included in the *Rules and regulations of test examinations* (Appendix No. 2).
3. Any detailed rules of conducting electronic examinations are included in the *Rules and regulations of electronic examinations* (Appendix No. 3).
4. Any detailed rules of conducting oral examinations are included in the *Rules and regulations of oral examinations* (Appendix No. 4).
5. Any detailed rules of conducting practical examinations are included in the *Rules and regulations of practical examinations* (Appendix No. 5).

### **§ 4. Requirements concerning final completion of courses without examination**

1. A course can be completed upon a written verification paper, e.g. test, project, lecture, etc. or an oral assessment.
2. Presence during classes cannot be the exclusive course completion criterion.
3. Every student shall have the right to access his/her course completion paper within 3 working days since the results are announced.
4. Course completion papers should be stored for a period of one year since the examination date.

### **§ 5. Verification of the applied student evaluation rules**

1. Programme councils must conduct a periodic assessment of the student evaluation rules, including the adopted forms of examinations and course completions in a given field of study.
2. The assessment must be conducted:
  - a) every 4 years in the case of the applicable teaching programmes,
  - b) for new teaching programmes,
  - c) in the case of any changes to a teaching programme,
  - d) upon demand of the Faculty Dean.
3. A Dean shall take the action specified in Clause 2 d) above upon request of:
  - a) student council,
  - b) head of the teachers' board.
4. The results and rules of student evaluation shall be discussed at the teachers' board meetings every year, which can be a basis to report comments and change requests.
5. A programme council must assess the adequacy of the rules of student evaluation, including their conformity with the assumed learning outcomes.

## **§ 6. Grades**

According to the rules and regulations of study the following grades should be applied for examinations:

- 1) very good – 5.0,
- 2) good plus – 4.5,
- 3) good – 4.0,
- 4) satisfactory plus – 3.5,
- 5) satisfactory – 3.0,
- 6) unsatisfactory – 2.0.

## **§ 7.**

This Procedure has been consulted with the University's academic community.