STUDY REGULATIONS
OF THE MEDICAL UNIVERSITY OF WARSAW

General provisions

§ 1.

1. The Study Regulations of the Medical University of Warsaw (hereinafter: Regulations) apply to students of first-cycle and second-cycle studies as well as uniform master's studies, with a practical and general academic profile, conducted in Polish and English, in the form of full-time and part-time studies, at the Medical University of Warsaw (hereinafter: the University).
2. When the Regulations refer to extraordinary situations, this should be understood as a temporary restriction or suspension of the University's operations for extraordinary reasons, including epidemics, which are introduced by separate regulations.
3. When the Regulations refer to admission requirements, this should be understood as the requirements applicable to candidates during the admission process for the educational programme to which the provision of the Regulations refers.
4. If the Regulations refer to days, this shall be understood as calendar days; if they refer to working days, this shall be understood as all days of the week except public holidays, Saturdays and rector's days.
5. Proposals for amendments to the Regulations for the following academic year must be submitted to the Vice-Rector for Student Affairs and Education by 31 January of the preceding academic year.

§ 2.

1. All students report to the Rector. Students of a given Faculty are also subordinated to the Dean of that Faculty.
2. The Student Self-Government is the representative of all students of the University.
3. The bodies of the Student Self-Government express their opinion and make arrangements on the terms set out in the Act of 20 July 2018 Law on Higher Education and Science (hereinafter: the Act), the Statute of the University and these Regulations.

Decisions

§ 3.

1. Individual cases of students are considered by way of decisions, including administrative decisions, if required by the Act.
2. The Dean or Vice-Dean issues decisions, including administrative decisions, based on the authorization granted by the Rector.
3. Student may file a request for reconsideration of the case referred to in the decision referred to in para. 1. The application should be submitted via the Dean to the Rector within 14 days from the date of delivery of the decision.
4. Administrative decisions issued by the Rector pursuant to sec. 3 is may be appealed against and lodged with the administrative court.
5. Summonses, notifications, rulings and decisions, including administrative decisions, may be delivered in the form of an electronic document using e-Delivery in accordance with the provisions on electronic delivery, and in the case of administrative decisions, also in accordance with the provisions of the Code of Administrative Procedure. If it is not possible to use e-Delivery, letters shall be delivered in writing in person or through a designated operator.
6. In cases not dealt with by way of administrative decisions, documents may be sent by email in the form of scans. In case of doubt, a member of the Dean's Office staff has the right to request the submission of original documents, and the student has the right to request delivery of the original decision; however, in accordance with regulations on ensuring accessibility for people with special needs, the student has the right to request delivery of the original decision in the form specified in that request

Organization of study

§ 4.

1. The academic year lasts from October 1 to September 30 and is divided into the winter semester and the summer semester.
2. The rules for organizing the academic year, including the schedule of teaching weeks and examination sessions, are determined by the Rector, after consulting the Student Self-Government, and announced 6 months before the beginning of the academic year.
3. Changes in the program of study may be introduced at the beginning of a new cycle of education, with the exception of:

1) remove irregularities found by the Polish Accreditation Committee,
2) adjusting the study program to the changes specified in generally applicable regulations.
3) selection of educational content provided to students as part of classes, taking into

account the latest scientific achievements or those related to professional activities.

Pedagogical Councils

§ 5.

1. Pedagogical councils operate in individual fields of study and years of study. In justified cases and with the consent of the Dean, the teaching council may be established for students of more than one year of study.
2. Pedagogical councils play an advisory and consultative role in all matters related to education in a given year of study.
3. The work of pedagogical councils is based on the Regulations adopted by the teaching council and approved by the Dean.
4. Pedagogical councils are appointed by the Dean.
5. The pedagogical councils include:
    1) The chairman of the pedagogical council appointed from among academic teachers conducting classes in a given year of study; the candidature for the chairperson must be agreed with the Student Self-Government,
    2) Heads of teaching units or academic teachers authorized by them - representatives of units conducting classes for a given year of study, subject coordinators
    3) the year representative and the representatives of all dean groups.
6. The chairman of the pedagogical council is also the tutor of the year. The scope of duties of the tutor of the year is specified in the Regulations of the teaching council referred to in sec. 3.
7. Meetings of pedagogical councils are recorded. The protocols are kept in the dean's office.

Organization of classes and examination sessions

§ 6.

1. The detailed schedule of classes is determined and announced by the Dean not later than 4 weeks before the beginning of the semester.
2. The detailed schedule of the examination session is determined and announced by the Dean in consultation with the teaching councils, not later than 4 weeks after the beginning of the semester.
3. Changes to the examination schedule may be made at the request of the Student Union, subject to the Dean’s approval.

4. The rules governing student attendance at classes, as well as all assessment dates and the final deadline for completing the course, shall be determined by the lecturer in consultation with the Dean and announced no later than during the first class.
5. Some of the learning outcomes covered by the study programme may be achieved using distance learning methods and techniques, in accordance with the programme and study plan. The decision in this regard is taken by the Dean.
6. By decision of the Dean, selected teaching sessions, course assessments and examinations may be conducted in English.
7. In matters concerning the organisation of studies not covered by the provisions of these Regulations, decisions shall be taken by the Dean.
8. In exceptional circumstances, the Dean may amend the detailed timetable and the examination schedule established in accordance with paragraphs 1 and 2. In such circumstances, the rules governing student attendance at classes, as communicated to students in accordance with paragraph 3, may also be amended with the Dean's consent.

§ 7.

1. The number of student groups in classes (including optional courses) is determined by the Rector, by way of a separate Order
2. The content of the Order is consulted with the Student Self-Government.

Admission to studies as a result of transfer, resumption of studies, change of field of study, change of form of study, change of language of instruction, resignation from studies

§ 8.

Admission to studies as a result of transfer, change of field of study, change of form of study, change of language of instruction, takes place within the framework of available places resulting from the announced limits and takes effect from the beginning of the academic year following the date of the decision in this matter, unless otherwise specified in the decision.

Admission to studies as a result of transfer

§ 9.

1. A student from another university, including a foreign one, may apply for transfer to the University if:

1) they meet the admission requirements applicable at the University for the relevant cycle of education in a given field of study, level, form, and language of instruction, and have obtained a number of points equal to or higher than the number of points obtained by the person with the lowest number of points on the list of persons admitted to that cycle of education as a result of the admission process,

2) they have fulfilled all the obligations arising from the regulations of the university where they have studied so far and have completed the year of study in which they were enrolled in the year in which they submitted their transfer application,

3) has completed at least the first year of studies at the university where they studied,

4) the learning outcomes obtained at another university enable them to transfer to at least the second year of studies at the University,

5) accepts the conditions of studying at the University,

6) the learning outcomes obtained are consistent at both universities,

7) has submitted an application to the dean together with a justification and documents certifying the course of studies to date,

8) has undertaken to make up for the differences in the curriculum within the time limit set in the dean's decision referred to in paragraph 4.

2. Transfer from another university is only possible within the same field of study, level, language of instruction (Polish or English) and form of study, within the limit of a given academic year.

3. The conditions for the verification of learning outcomes obtained at the previous university, as well as the conditions regarding knowledge of the language in which the studies to which the student is transferring are conducted, shall be determined by the dean.

4. The dean shall determine the conditions for the transfer, including the year of study to which the student is transferred and the conditions for compensating for differences in the curriculum.

5. If the number of students from other universities applying for transfer and meeting the criteria for transfer exceeds the number of places available, they are ranked on a list based on the results obtained using the admission requirements referred to in paragraph 1 point 1. A cut-off threshold is set on the ranking list, taking into account the limit of places referred to in paragraph 2. The cut-off threshold may not divide into parts groups of students who have obtained the same number of ranking points.

Resumption of studies

§ 10.

1. A student removed from the list of students, may resume studies if he or she has met all of the following conditions:
   1) was not removed from the list of students due to the disciplinary penalty of expulsion from the University,
   2) completed the first year of studies.
2. A student who has completed the studies but has not submitted the diploma thesis or the diploma examination may apply for resumption of studies for the time of submitting the diploma thesis and taking the diploma examination, or for the time of taking the diploma examination.
3. Resumption of studies may take place:
   1) within 5 years from the date of removal from the list of students, in the case of a student referred to in sec. 1,
   2) within 2 years from the date of removal from the list of students, in the case of a student referred to in sec. 3.
4. The dean, at the student's request, may issue a decision granting consent to resume the studies and determines the conditions for resumption, taking into account the previous learning results, the period that has elapsed since the date of removal from the list of students and changes in the program of study at that time.
5. A student is obliged to make up for the differences in the curriculum indicated in the decision to resume studies within the time limit and according to the rules specified by the dean.
6. A student removed from the list of students may be allowed to resume studies at the Medical University of Warsaw only once.

Change of field of study

§ 11.

1. At the student's request, the deans of the relevant departments may agree to a change of study programme, provided that all of the following conditions are met:
   1) the student meets the admission requirements applicable at the University for the cycle of education, level, form and language of instruction of the programme to which they are to be transferred, and has obtained a number of points equal to or higher than the number of points obtained by the person with the lowest number of points on the list of persons admitted to that cycle of education as a result of the admission process,
   2) the student has completed the first year of studies,
   3) the learning outcomes in both fields of study are consistent.

2. The student is required to make up for any differences in the curriculum resulting from the change of field of study within the time limit and under the conditions specified in the dean's decision.
3. A change of field of study is only possible within the same form of study.

Change of the form of studies

§ 12.

1. At the student's request, the Dean may transfer the student from part-time to full-time study, or from full-time to part-time study.
2. A change from part-time to full-time study may take place no earlier than:
   1) after completing the second year of study – in the case of students on the Medicine, Dentistry, Medical Laboratory Science, Pharmacy and Physiotherapy programmes,
   2) after completing the first year of study – in the case of students on other programmes.
3. A change from part-time to full-time study may not take place in the final year of study as set out in the single-cycle Master's degree programme.
4. The condition for applying to transfer from part-time to full-time study is to have achieved a grade point average of no less than 4.5 in each of the last two completed years of study, and in the case referred to in paragraph 2(2) after the first year of study – no less than 4.5 in the last year of study.
5. A change from full-time to part-time study may take place:
   1) no earlier than after successfully completing the first year of study,
   2) in the case of second-cycle studies, in exceptional circumstances, a transfer may be made after the winter semester, provided that there are no differences in the curriculum between the study programmes,
   3) upon payment of the full fee applicable to part-time study services.
6. Within the same field of study, level and language of instruction, a part-time student of the University who, as a result of the admissions process, has been admitted to full-time studies may submit a request to the Dean for a transfer to the current year of study in which they are currently enrolled on part-time studies.
7. The transfer shall take place within the limit allocated by the Minister of Health or determined by the Rector in a separate order. In the event that the number of applicants for transfer exceeds the available places, admission shall be determined by the grade point average achieved in the part-time studies undertaken to date at the University.

Change of language of instruction

§ 13.

1. At the student's request, the Dean may consent to transfer within the same field of study from studies conducted in English to studies conducted in Polish or from studies conducted in Polish to studies conducted in English.
2. Transfer from studies conducted in English to studies conducted in Polish may take place:
    1) for part-time studies,
    2) not earlier than after completing three years of study,
    3) when the grade point average is not lower than 4.5 from the last two completed years of studies.
3. Transfer from studies conducted in Polish to studies conducted in English may take place:
    1) not earlier than after completing the first year of studies,
    2) for payment as for services related to education in a foreign language.
4. If the language of instruction at the university to which the student wishes to transfer is not their native language, the student is required to submit a document confirming their knowledge of the language of instruction at a level sufficient to pursue studies, in accordance with the admission requirements for the given cycle of studies to which the student wishes to transfer.

Transfer of grades

§ 14

1. For a student transferring from another university, resuming studies, changing the field of study, form or language of conducting studies, the Dean, at the student's request, transfers credits and grades from classes and exams with assigned ECTS points, subject to section 2.
2. The Dean makes a decision after consulting the head of the relevant teaching unit. The dean may credit classes or refuse to credit classes, or credit classes provided that curriculum differences are made up on the terms set out by the head of the relevant didactic unit (e.g. attending selected classes, passing an exam without attending classes).
3. The rules referred to in par. 1 and 2 shall also apply in the case of a student who applies for the transfer of credited classes from previously completed studies, provided that the learning outcomes obtained are consistent with the learning outcomes that apply to the field of study in which the student is currently studying and no more than 5 years.
4. Applications to transfer credits or grades from courses and examinations with assigned ECTS points must be submitted before the start of the academic year in which the course(s) in question is/are taught.

Withdrawal from studies

§ 15

The student submits their resignation from studies in writing to the relevant dean's office or sends it to the relevant dean's office.

Individual organization of studies (IOS)

§ 16

1. At the student's request, the Dean may consent to study according to the individual organization of studies (IOS), specifying the detailed IOS rules for each application.
2. Individual organization of studies (IOS) means:
    1) an individual program of study or
    2) individual study plan or
    3) individual mode and date of passing the subjects.
3. Individual organization of studies (IOS) may be granted to a student:
    1) outstanding in his/her studies,
    2) participating in research works,
    3) distinguished in sports, cultural, artistic or organizational activities for the benefit of the University,
    4) directed to study at another university,
    5) pursuing more than one field of study at the same time,
    6) with a disability or chronic disease,
    7) pregnant students and students who are parents,
    8) accepted as a result of confirmation of learning outcomes,
    9) if his/her life situation does not allow him to attend classes and obtain credits for subjects in accordance with the study plan
    10) in order to compensate for program differences.
4. The Dean may withdraw consent to study according to IOS when the student:
    1) does not comply with the terms and conditions of the IOS,
    2) fails to meet the basic obligations arising from these Regulations,
    3) does not comply with other regulations in force at the University.
5. Individual organization of studies (IOS) cannot lead to early graduation.

Student status

§ 17.

1. A person admitted to studies acquires student rights upon taking the oath. The content of the oath is specified in the Statute of the University.
2. Student receives a student ID card, the validity of which is renewed each semester.
3. The rights and obligations of the student expire on the date of graduation, suspension of student rights or removal from the list of students, while a graduate of first-cycle studies retains student rights (including a student ID) until October 31 of the year in which he completed his/her studies, excluding the right to financial support.

Student rights

§ 18.

1. Students enjoy full membership rights within the MUW academic community.
2. The student has in particular the right to:
   1) acquire knowledge in the selected field of study, develop their own scientific interests, use for this purpose the infrastructure and resources of the University in accordance with applicable regulations, as well as with the help of academic teachers,
   2) participate in didactic classes and take examinations or credits provided for in the study program on the principles set out therein,
   3) to inspect the content of assessment questions and examinations and to review their marked work, including obtaining information on the criteria used for its assessment
   4) use of the IT student service system and the university email address assigned to the student for the duration of their studies, including use of the functionalities, documents and information made available by the IT student service system
   5) participate in decision-making by the university's collective bodies through their representatives,
   6) submit to the University authorities postulates regarding study programs and matters related to social and living conditions,
   7) associate in university student organizations and establish such organizations,
   8) awards and distinctions on the terms set out in separate regulations,
   9) participate in scientific research and associate in scientific circles operating at the University,
   10) develop cultural, tourist and sports interests, use the University's facilities and resources for this purpose and help from academic teachers and University authorities.
3. In addition, on the terms set out in the Regulations, Senate resolutions, Rector's orders and

course syllabuses, the student has the right for:

1) transferring and recognizing ECTS credits, pursuing studies according to the individual organization of studies (IOS), changing the field of study, transferring to full-time or part-time studies, justifying absences from classes,

2) take an examination before an examination board with the participation of an observer indicated by him,

3) repetition of certain classes due to unsatisfactory learning results

4) access to one's personal files,

5) access to electronic teaching guides and teaching materials,

6) health protection on the terms set out in separate regulations,

7) sick leave and dean's leave, including dean's leave with the possibility of proceeding with the verification of the achieved learning outcomes specified in the study program,

4. A pregnant student and a student who is a parent cannot be refused consent to:

1) pursuing studies in a specific field and level according to the individual organization of studies (IOS) until their completion - in the case of full-time studies,

2) dean's leave.

5. A student who is a parent submits an application for the leave referred to in sec.4, point 2, within 1 year from the date of birth of the child.

6. The leave referred to in section 4 point 2 shall be granted in accordance with the rules set out in Article 35 paragraph 6 of these regulations.

7. Students with special needs, including those with disabilities, are entitled to apply for support during their studies.

8.Support during studies applies to lectures, practical training, assessments and examinations conducted either in person or remotely.

9. Support during the educational process does not exempt the student from the obligation to achieve all learning outcomes.

10.The rules, detailed procedures and scope of support are set out in the Regulations on support for people with special needs at the Medical University of Warsaw.

Student obligations

§ 19.

1. Students are required to act in accordance with the content of the oath and the regulations in force at the University, and in particular to:

1) attend classes and obtain credits for them,

2) take exams, complete professional internships and meet other requirements

specified in the study programme,

3) showing respect to University employees and observing the principles of collegial coexistence,

4) complying with the regulations in force at the University, including:

a) these Regulations

b) regulations in force in teaching units

c) regulations concerning fees and

d) regulations concerning the use of the student information system,

5) comply with sanitary and epidemiological rules in places where classes are held, in particular the use of personal protective equipment and hand hygiene,

6) care for the dignity of students and the good of the University,

7) compliance with the Student Code of Ethics and the principles of professional ethics and deontology,

8) undergoing mandatory examinations and vaccinations within the time limits specified in separate regulations,

9) immediately notifying the dean's office of any change of name, marital status, address and contact details, as well as financial circumstances,

10) using the University's e-mail account for matters related to studies at WUM and regularly checking e-mail at a frequency that allows for maintaining ongoing contact with the University,

11) ensuring the confidentiality of passwords,

12) respecting copyright and intellectual property rights,

13) paying fees for educational services on time, as specified by the Rector's order.

2. The student is responsible for any damage caused by their fault to the property (equipment) of the University and third parties during or in connection with attending classes or staying on the University premises.

3. The student is obliged to undergo a medical examination and submit a certificate of the examination results to the Dean's Office, if they receive a referral from the dean for a medical examination in cases where the obligation to undergo the examination results from separate regulations or in cases where the dean becomes aware of the student's behaviour, which may raise doubts as to their health in the context of the safety of that student, other students or third parties.

Abusive Substances

§ 20.

1. It is forbidden for a student to participate in classes under the influence of alcohol or drugs, psychotropic substances, substitutes or new psychoactive substances within the meaning of the regulations on counteracting drug addiction
2. In case of a suspicion that a student is under the influence of alcohol or substances listed in sec. 1 above, the teacher informs the tutor of the year and the relevant Dean, who undertake activities specified in a separate order of the Rector.

Disciplinary responsibility of students

§21

1. The student is subject to disciplinary responsibility for violating the regulations in force at the University and for an act offending the student's dignity.
2. Every student and employee of the University, upon becoming aware of a student committing an act that violates the dignity of a student or violates the regulations in force at the University, is obliged to notify the dean or the Rector.
3. Acts committed by a student that are subject to disciplinary responsibility include, in particular:
    1) violation of ethical principles, including:
        a) dishonest behaviour during tests and examinations (including, in particular, cheating, copyright infringement),
        b) certification of untruths,
        c) failure to keep confidential information about patients obtained by the student in connection with their studies,
        d) abuse of the right to submit medical certificates confirming inability to participate in classes, tests, exams or practical training due to illness, in particular by submitting inauthentic certificates or justifying absence from selected classes and participating in other classes during the period covered by the medical certificate;
    2) violating the regulations and failing to comply with the internal rules of the University,
    3) consuming alcohol or being on the University premises in a state indicating its consumption,
    4) possessing, using, distributing intoxicants and psychoactive substances or being on the University premises under their influence,
    5) bringing objects that pose a threat to life or health onto the University premises,

6) violating the ban on smoking tobacco and electronic cigarettes on the University premises..

Passing the academic year

§ 22.

1. The study credit period is the academic year.
2. The condition for completing a year of study is:
   1) obtaining credits for all didactic classes and internships provided for in the study plan, and
   2) obtaining at least a satisfactory grade in all examinations and credits provided for in the study plan.
3. The year is credited by the end of the academic year resulting from the division of the academic year.

Completion of classes and practical training

§ 23.

1. Classes are completed on the date specified in the class schedule or on a date agreed with the teacher, but no later than before the end of the academic year or before the start of the examination session in which the exam for a given subject is scheduled.
2. The conditions for passing a subject are determined and announced by the teaching unit at least one month before the start of the academic year in the syllabus. These conditions specify the number of attempts to pass the subject and the final date for passing the subject. Justification of absence in accordance with § 24 on the dates of completion entitles the student to one additional date in accordance with paragraph 7.
3. The rules for completing practical training resulting from study plans are set out in separate regulations.
4. The student is required to complete the practical training in accordance with the study plan.
5. At the student's request, the dean may credit activities performed by the student as part of employment, internship or voluntary work towards the practical training,
   1) if they enabled the achievement of the learning outcomes specified in the study programme for practical training, and
   2) if the achievement of the learning outcomes expected in a given field of study has been documented.
6. The organisation, course and rules for students to complete military training, defence training or other compulsory courses of a special nature are specified in separate regulations.

7. In the case of an absence from a credit or partial credit examination justified in accordance with § 24, the student has the right to take the credit or partial credit examination on the next scheduled date organised by the unit. In the event of absence also on the final date scheduled by the unit, the head of the unit shall set a date for the assessment by the end of the semester, provided that this is permitted by the rules governing the organisation of the academic year laid down in accordance with § 4 para.2.
8. Unexcused absence is grounds for recording a failure in the subject on the given date. Excused absence from classes in accordance with § 24 is not grounds for recording a failure; in such cases, only the excused absence is recorded. However, regardless of whether the absence is excused or unexcused, if the student fails to pass the course by the last date set by the unit in a given academic year, the student will ultimately not receive a pass for that course.
9. In exceptional circumstances, the Rector may decide that a pass for a given subject may be awarded after the start of the examination session in which the examination for that subject is scheduled, as an exception to the rule set out in paragraph 1.
10. In exceptional circumstances, with the consent of the Dean, it is possible to change the form and mode of assessment announced in accordance with paragraph 2, but no later than 2 weeks before the date of the assessment or examination.

Justified absences from classes, tests, exams and practical training

§ 24.

1. Short-term absences from classes are excused in accordance with the rules described in the syllabus adopted by the teaching units conducting these classes, subject to paragraphs 2–5 and § 25.
2. In order to justify an absence from classes, assessments, examinations or practical training, students are required to notify the course coordinator or another person designated by the head of the unit by email or in writing no later than three working days after the date on which the class, assessment, examination or practical training took place. Submission of an excuse at a later date is permitted if the student was unable to provide it for valid reasons; in such cases, the document should be submitted as soon as the reason for the absence ceases to exist.
3. A medical certificate justifying the absence shall be delivered by the student to the course coordinator within 7 working days of the date of issue of the certificate, subject to paragraph 2.
4. If it is possible to make up for classes or practical training, the head of the unit shall decide on the rules for making up for them.

5. In case a student provides a medical certificate to justify their absence from specific classes, assessments, exams or practical training, but attends the remaining classes, assessments, exams or practical training, all absences during the period covered by that certificate shall be treated as unexcused (this applies to classes, assessments, exams and practical training).

§25

1. Absence from classes held during meetings of university bodies is justified for students participating in these meetings who are members of the following bodies:

1) Senate,
2) University Council,
3) Faculty Councils,
4) University Committees and Teams,
5) University electoral bodies.

2. The student's attendance at the above-mentioned meetings shall be confirmed by the meeting organiser.

3. The manner, form and date of making up for absences (making up for classes) resulting from justified absence from classes for the reasons specified in paragraph 1 shall be determined by the head of the teaching unit conducting the classes in such a way that making up for classes does not interfere with other classes according to the study plan. The arrears should be made up by the end of the semester. Making up for arrears at a later date requires the consent of the dean.

Academic exchange

§ 26.

1. A student may complete part of the curriculum at another domestic or foreign university, in particular on the basis of agreements or programmes to which the University is a signatory.

2. The decision on the conditions for crediting a period of study at a university other than the home university shall be made by the Dean, taking into account the transfer and recognition of completed courses in accordance with the applicable regulations.

Examinations

§ 27.

1. A student takes their exams in one of two formats:

1) during the session, on the terms set out in para. 2 - 3 or
2) outside the session, on the terms set out in sec. 5.

2. In order to sit the examination session, students must have successfully completed all the subjects (passed the course) scheduled for the relevant assessment period by the deadline.
3. In justified cases, the dean may admit a student who does not meet the requirements of paragraph 2 to the examination session, provided that the student has failed no more than two subjects.
4. After obtaining the missing credits referred to in paragraph 3, the student also takes examinations in the subjects for which they have made up the credits. Such an examination is treated as taken on the first date.
5.The condition for taking an examination which date has been set outside the examination session is to obtain a credit for the subject of the examination.
6. In extraordinary circumstances, the dean may decide that paragraphs 1–5 shall not apply and may set other conditions for taking examinations in the following areas:

1) examinations may be taken during and outside the examination session;
2) the condition for taking an examination in a given subject is to obtain a pass in that subject only; it is not necessary to obtain a pass in all classes scheduled for a given assessment period.

§ 28.

1.The student is entitled to three attempts for taking the examination, of which the second and third attempt is the resit examination.
2. The head of the teaching unit may organise an additional, so-called zero examination date for students who meet specific criteria for a given subject. Such an examination takes place before the date of the regular examination and is treated as an examination taken on the first attempt. The detailed eligibility criteria, form and procedure of the examination are determined by the head of the teaching unit and included in the course syllabus.
3. Students are entitled to a resit examination for each subject in which they failed the examination in the first and second attempt.
4. The date of the examination outside the examination session must not conflict with the dates of the student's classes.
5. Each subject is examined separately and assessed individually. This does not apply to subjects grouped into teaching blocks, for which the examination may be conducted jointly, with the overall grade referring to each subject covered by the examination.
6. The form of the examination are determined by the head of the teaching unit and announced no later than 1 month before the first examination date.
7. In the event of an absence from an examination that is excused in accordance with § 24, the student is entitled to sit the examination on the next scheduled date organised by the

department; in such cases, the head of the department shall determine the format of the examination.

8. In the event of absence also on the final date scheduled by the unit, the head of the unit shall set an examination date by the end of the semester, provided that the rules governing the organisation of the academic year, established in accordance with § 4 paragraph 2, permit this.

9. An unexcused absence shall constitute grounds for awarding a fail mark for the course on that date. An excused absence from an examination in accordance with § 24 shall not constitute grounds for awarding a fail mark. Regardless of whether the absence is excused or unexcused, if a student fails to pass the examination in a subject by the final deadline set by the teaching unit in the given academic year, the student remains with a failed examination.

10. In exceptional circumstances, with the dean's consent, it is possible to change the form and mode of the examination, provided that this is announced in accordance with paragraph 6 but no later than two weeks before the examination date.

11. If a student is found to have not completed the work independently or to have used unauthorised materials or devices during an assessment or examination, the student shall receive a fail mark and may sit a resit examination with the dean's consent.

§ 29.

1. If a student fails an examination, they are entitled to sit two resit examinations during the next resit period or, with the dean's consent, at a later date.

2. Students are required to sit resit and board examinations by the end of the assessment period.

3. If a student receives a fail mark in a course assessed by a pass/fail system, they are entitled to two resit opportunities.

4. In the case of a second credit resit or a second resit examination, the student may apply to the dean to request the presence of an observer appointed by the student council during that resit credit or examination.

Board examinations and assessments

§ 30.

1.The dean may grant permission to sit a panel examination or a panel assessment in the event of justified objections being raised regarding the conduct of the examination or

assessment

2. A board examination or assessment is of an exceptional nature and may not be treated as an additional opportunity.

3.The student shall submit an application to the Dean within 3 days of the date of the assessment or the date of the examination.

4. The dean shall consider the student's application within 7 days of its submission.

5. The decision on the form and date of the board assessment or board examination, as well as the composition of the board, is taken by the dean no later than 7 days before the scheduled date of the assessment or examination. The student is notified of the date of the board assessment or board examination no later than 7 days before the date of that assessment or examination.

6. The board shall consist of:

1) the chair of the board – the dean or a vice-dean appointed by the dean,

2) a committee member – the chair of the academic council,

3) an examiner – an academic appointed by the dean, representing the specialisation relevant to the subject of the committee assessment or examination,

4) an observer – a representative of the student self-government,

5) observer upon request (optional) – a person nominated by the student in a request submitted no later than 7 days before the scheduled date of the board assessment or board examination.

7. The dean may order a board assessment or board examination on their own initiative.

8. The mark obtained in the board examination or board assessment replaces the contested mark.

§ 31

1. The rules for conducting tests and exams are set out in the Student Assessment Procedure specified in a separate Regulation.

2. The following exam grades are used:

1) very good = 5.0 (bdb),

2) more than good = 4.5 (pdb)

3) good = 4.0, (db),

4) more than satisfactory = 3.5, (ddb),

5) satisfactory = 3.0, (dst),

6) fail = 2.0. (ndst).

3. The results of the examinations are made available to the student on his/her account in the

student service IT system within 5 working days from the date of the exam and posted on the website of the department conducting the examination.

4. The grade point average includes examination grades, including grades obtained as a result of confirming the learning outcomes.

Repeating a year

§ 32.

1. A student who has failed to pass the academic year may apply to the dean for permission to repeat the year. The dean shall make a decision taking into account all of the following conditions:

   1) a student who has failed exams in more than one subject may not repeat the first year of study;

   2) a student may repeat a given year only once.

2. A student who has failed to pass the academic year may apply to the Dean for permission to undertake studies in the following year on a conditional basis.

3. The Dean shall make a decision taking into account the following conditions:

   1) a student who has failed the first year of study may not be granted conditional admission to the next year, except where a single subject worth no more than 4 ECTS credits has been failed;

   2) a student who has failed more than one course ending with an examination or assessment cannot be granted conditional progression to the next year.

   3) a student may be granted conditional progression to the next year due to failing a course ending with an examination or assessment only once.

4. A student may be granted permission to continue their studies in the following year on a conditional basis if they have achieved the learning outcomes necessary to complete the modules for that year.

5. A student who has failed to pass the academic year shall be removed from the list of students if:

   1) they have not submitted an application or obtained the dean’s permission to repeat the year or to continue their studies in the following year on a conditional basis, or

   2) they do not meet the requirements entitling them to apply for the dean’s permission to repeat the year or to be admitted conditionally to the next year, as set out in paragraphs 1–3.

6. Conditional admission to the next year obliges the student to attend classes in the subject in which they have not passed or failed the examination, and to pass the subject and the examination by a date agreed with the dean.

7. At the request of a student repeating a year of study, the dean shall transfer credits for classes, course credits, and examination marks from the previous year for courses in which the student achieved at least a pass mark in the examination, unless the course was assessed solely by a pass, in which case the course credit shall be transferred.
8. Grades obtained in the first, second and third examination sessions are subject to transfer. The above applies accordingly to the pass for a subject that is assessed solely by a pass.
9. An application for the transfer of a pass or mark must be submitted before the start of the academic year. Repeating a year obliges the student to attend classes for the subject in which they failed or did not pass, and to pass the examination or obtain a pass.
10. In the event of curriculum discrepancies arising from a change in the duration of the course of study due to repeating a year, the student is obliged to make up for these discrepancies within the timeframe and in accordance with the rules set by the Dean.
11.Repeating classes is subject to a fee, in accordance with the rules for payment for educational services set out in the Rector's order.

§ 33.

1. The dean removes a student from the list of students in the case of:
    1) failure to undertake studies,
    2) resignation from studies,
    3) failure to submit a diploma thesis or a diploma examination on time,
    4) punishing with a disciplinary penalty expulsion from the university,
2. The dean may remove a student off the list of students in the case of:
    1) lack of participation in compulsory classes,
    2) finding no progress in learning,
    3) failure to complete the year within the specified period,
    4) failure to pay tuition fees.
3. Failure to commence studies occurs in particular in the following situations:
    1) failure by the student to take the oath by 31 October of the year in which the person was admitted to studies,
    2) unjustified failure by a first-year student to fulfil the obligations arising from the Regulations and the study programme.
4. In the event of removing off the list of students, the settlement with the University takes place in accordance with separate regulations.

Awards, distinctions

§ 34.

1. Awards, distinctions and scholarships may be granted to students who demonstrate exceptionally good academic performance, exemplary fulfilment of their duties, ethical conduct, active participation in student life or special sporting achievements.
2. Detailed rules, the procedure for awarding students and the amount of scholarships and awards are specified in separate regulations.
3. An award for graduating with honours may be granted by the Rector to graduates of any field of study who meet all of the following conditions:
   1) they have completed their studies within the time limit specified in the study plan,
   2) they have obtained an average grade of not less than 4.60 from their exams throughout the entire course of study,
   3) they have obtained very good grades for their thesis and diploma exam (if required).
4. A diploma for completing studies with honours is awarded by the Rector at the request of the dean.
5. Graduates who have obtained a diploma with honours are entitled to a one-off cash award.
6. The amount of the award determined by the Rector depends on the financial resources allocated for this purpose and amounts to:
   1) 100% of the amount for persons who have completed lomg-cycle master's studies,
   2) 50% of the amount for persons who have completed first-cycle studies,
   3) 50% of the amount for persons who have completed second-cycle studies.
7. An outstanding graduate may be awarded the ‘Golden Laurel of the Graduate’ Medal in accordance with the rules set out in separate regulations.
8. The Rector or dean may award graduates other forms of commendation for outstanding achievements.

Leaves

§ 35.

1. The dean, at the request of the student, may grant the student a leave:
   a) dean's leave,
   b) health leave.
2. Dean's leave is granted for at least 1 semester (short-term leave) or 1 academic year (long-term leave), dean's leave is not granted for a period shorter than one semester. The student submits the application for leave at the beginning of the academic year or one of the semesters.

3. During the leave, the student retains the student's rights, with the exception of the right to use financial support.

4. During the dean's leave, the student may, with the Dean's consent, take part in selected classes and take credits and examinations.

5. In the event of obtaining a dean's leave by a student of part-time studies or studies conducted in English, the financial settlement takes place on the terms set out in separate regulations.

6. Dean's leave is granted for:

1) application of a pregnant student for the period until the date of birth of the child; if the end of the leave falls during a semester, the leave may be extended until the end of that semester.

2) student-parent application - the student submits the application for leave within 1 year from the date of birth of the child, the child's birth certificate must be attached to the application; the leave is granted for a period of up to 1 year - except that if the end of the leave falls during a semester, the leave may be extended until the end of that semester

3) a justified student's request, in which circumstances preventing participation in classes are indicated.

7. A health leave is granted at the request of a student, justified in detail and properly documented, in which circumstances preventing participation in classes due to health, illness or disability are indicated; the student shall attach to the application a medical certificate confirming the chronic inability to study during the period indicated in the application.

8. In the event of an application for sick leave, the Dean may request the health care facility cooperating with the University to issue an opinion on the student's health condition.

9. After the end of the health leave, the student may be admitted to classes after presenting a certificate from an occupational medicine physician confirming the possibility of continuing education.

10. During the health leave, the student may not participate in classes and take examinations.

11. In the case of granting a dean's or health leave during the year, the Dean, at the student's request, transfers credits and grades from credits and examinations with assigned ECTS points, which the student obtained before the leave was granted.

12. Granting the leave automatically postpones the scheduled completion of studies by the duration of the leave.

13. The leave is not granted retrospectively, unless the grounds for granting such leave arose earlier, and the student, for important and documented reasons beyond his/her control, could not apply for the leave before its commencement.

14. The total length of the dean's leave may not exceed 2 years throughout the entire period of study - this provision does not apply to health leave.
15. After completing a dean's or health leave, the student is required to report their readiness to continue their studies to the relevant dean's office at least two weeks before the start of the academic year, and if the leave was granted for the winter semester, two weeks before the start of the summer semester.

Graduation

§ 36.

1. The condition for completing studies and obtaining a graduation diploma is:
    1) achieving the learning outcomes specified in the study programme, which have been assigned at least:
    a) 180 ECTS points - in the case of first-cycle studies,
    b) 90 ECTS points - in the case of second-cycle studies,
    c) 300 ECTS points - in the case of long-cycle Master studies lasting 9 or 10 semesters,
    d) 360 ECTS points – in the case of long-cycle master studies lasting 11 or 12 semesters;
    2) passing the diploma examination for the fields where it is provided for in the curriculum;
    3) positive evaluation of the diploma thesis for the fields of study where it is provided for in the curriculum.
2. The date of graduation is:
    1) in the fields of medicine, medicine and dentistry - the date of passing the last credit or examination required by the curriculum;
    2) for first-cycle, second-cycle and long-cycle Master's programmes in fields other than those listed in point 1 – the date of passing the diploma examination.

§ 37.

1. A student of the field of study with the requirement to submit a diploma thesis is obliged to submit the diploma thesis to the dean's office.
2. The dean specifies the deadline for submitting the diploma thesis.
3. The dean, at the request of the supervisor or student, may postpone the deadline for submitting the thesis in the case of:
    1) long-term illness of the student,

2) inability to complete the diploma thesis within the applicable deadline, for justified reasons beyond the student's control.

4. In the event of a longer absence of the thesis supervisor, which could delay the submission of the thesis by the student, the Dean is obliged to appoint a person who will assume the responsibility of supervising the thesis.

5. In special cases, the Dean may refer the student to another department to complete the diploma thesis.

6. In justified cases, the Dean may consent to the preparation of a diploma thesis in a foreign language. The conditions for preparing a diploma thesis in a foreign language are determined by the Dean.

§ 38.

1. The Master diploma thesis, hereinafter referred to as the Master thesis, is prepared by the student under the supervision of an authorized academic teacher with at least a doctoral degree (supervisor). The dean may authorize persons from outside the University with at least a doctoral degree to supervise the master thesis. This requires the consent of an authorized person.

2. The Bachelor diploma thesis, hereinafter referred to as the Bachelor thesis, is performed by the student under the supervision of an authorized academic teacher with at least the professional title of magister or doctor (supervisor). The dean may authorize persons from outside the University who hold at least a master degree or a doctor's degree to supervise the bachelor thesis. This requires the consent of an authorized person.

3. The topic of the Bachelor thesis should be determined at least one semester before the date of graduation.

4. In the case of a Master thesis conducted at the Faculty of Pharmacy, the topic of the Master thesis should be determined no later than one year before the date of commencement of the thesis.

5. In the case of a Master thesis conducted at faculties other than those listed in paragraph 4, the topic of the Master thesis should be determined no later than one year before the date of graduation.

6. In the case of a Bachelor thesis, the supervisor approves the thesis and the reviewer evaluates it.

7. In the case of a Master thesis conducted at the Faculty of Pharmacy, the supervisor approves the thesis and the supervisor and one reviewer evaluate it.

8. In the case of Master theses conducted at faculties other than those listed in paragraph 7, the supervisor approves the thesis and the reviewer grades it.

9. In the event of a discrepancy in the assessment of a Bachelor or Master thesis, the dean shall decide on admission to the final examination and may consult a second reviewer.
10. The provisions of paragraphs 1 and 2 shall apply accordingly to reviewers.
11. Bachelor and Master theses shall be subject to the anti-plagiarism procedure specified in the provisions of the Act.
12. In the event of failure to pass the thesis in the final year of study, the dean shall issue a decision on:
    1) allowing the student to repeat the final year of study (at the student's request) or
    2) removing the student from the list of students.
13. A student may repeat a year due to failure to pass a thesis only once.

§ 39.

1. The condition for admission to the diploma examination is:
    1) achieving the learning outcomes provided for in the curriculum,
    2) a positive result of verification of the diploma thesis by the anti-plagiarism system and obtaining at least a satisfactory grade for the diploma thesis (if a diploma thesis is required).
2. The diploma examination takes place in front of a committee appointed by the dean.
3. The committee consists of:
    1) chairman of the committee - the dean or a person appointed by the dean,
    2) supervisor,
    3) reviewer (second reviewer),
    4) member - an academic teacher familiar with the issues of the diploma thesis.
4. The diploma examination should be held within one month from the date of submission of the diploma thesis and with the participation of at least 3 members of the committee.
5. In justified cases, the dean, in consultation with the supervisor, sets an individual date for the diploma examination.

§ 40.

1. The form of the diploma examination is determined by the dean.
2. At the request of the student or supervisor, the diploma examination may be an open examination.
3. The detailed mode of conducting the open diploma examination is determined by the dean.

§ 41.

1. In case of obtaining an unsatisfactory grade in the diploma examination or an unjustified failure to take the examination on the set date, the dean sets the second date of the examination as final.
2. In case of an unsatisfactory grade in the diploma examination, the re-examination may not take place earlier than one month and not later than three months from the date of the first examination.
3. In case of failure to pass the diploma examination on the second date, the dean issues a decision on:
    1) permission to repeat the last year of studies or
    2) removing the student from the list of students.
4. A student may repeat a year due to failing a diploma exam only once.

§ 42.

1. A graduate receives a diploma of graduation according to the template approved by the Senate.
2. The University issues a graduate, within 30 days from the date of graduation, a diploma of graduation with a supplement to the diploma and 2 copies thereof, including at the student's request submitted by the date of graduation:
    1) copy of the diploma in English, French, Spanish, German, Russian;
    2) a copy of the Diploma Supplement in English

§ 43.

1. The basis for calculating the result of studies is:
    1) in fields of study where there is no obligation to submit a diploma thesis or a diploma examination – the arithmetic mean of all examination grades, taking into account grades from re-takes and board examinations.
    2) in fields of study where there is no obligation to submit a diploma thesis, but there is an obligation to pass a diploma examination:
    a) the arithmetic mean of all exam grades, taking into account the grades from re-takes and board examinations;
    b) diploma examination grade or, in the case of a two-part diploma examination, the arithmetic mean of both grades.

The result of studies is calculated according to the formula: ½ a) + ½ b).

3) in fields of study with the requirement to submit a diploma thesis:

a) the arithmetic mean of all examinations grades, taking into account the grades from re-takes and board examinations;

b) arithmetic mean of the grades:

- from the diploma exam or in the case of a two-part diploma examination - the arithmetic mean of both grades,
- diploma thesis,

The result of studies is calculated according to the formula: ½ a) + ½ b).

2. The grade point average includes grades obtained in exams in all terms, including failing grades. In the case of repeating a subject, the grade point average includes failing grades obtained in the previous academic year in the repeated subject..
3. The grade point average is calculated by the IT student service system on the basis of the grades entered into it.
4. The result of graduation is entered on the diploma.
5. The following rules for entering grades on the diploma apply:
   1) up to 3.25 – satisfactory (dostateczny)
   2) from 3.26 to 3.75 – more than satisfactory (dość dobry)
   3) from 3.76 to 4.20 – good (dobry)
   4) from 4.21 to 4.50 – more than good (ponad dobry)
   5) from 4.51 to 5.00 - very good (bardzo dobry)

Records of the course of studies

§ 44.

1. The course of studies is documented in the University's IT system and:
   1) course credit/examination protocols,
   2) student’s periodic progress report kept in electronic form, prepared in the form of printouts from the IT system
2. Credits and examination grades are entered into the IT student service system within 5 working days from the date of obtaining credits and passing the exam.

§ 45.

Completion of studies is documented in:

1) the University's IT system,
2) diploma examination protocol,
3) student album,
4) book of diplomas.

Rules for attending classes by pupils and students of other universities

§ 46.

1. Exceptionally gifted secondary school students, with the Dean's consent, may participate in theoretical classes provided for in the course of study in the fields of study corresponding to the talents of these students and proceed to obtain credits for these theoretical classes on the same terms as those provided for students participating in these classes.
2. The condition for the Dean's consent is the consent of the student's school principal indicating that the student's participation in classes conducted at the University does not interfere with the student's school duties. Parental consent is also required for students under the age of 16. In any case, in order to ensure the student's proper safety, the Dean has the right to require the student to meet certain conditions for his/her participation in classes conducted at the University (e.g. as to the requirement of protective clothing, etc.).
3. The right specified in par. 1 does not include the student's right to participate in practical classes conducted by the University, in particular, it does not include classes conducted in health care facilities, i.e. in the departments of the University located in hospitals or other health care facilities (e.g. clinics, departments, institutes, etc.).
4. Students of other universities carry out classes at the University on the terms set out in agreements concluded between universities.

Interim and final provisions

§ 47.

1. For cases initiated but not completed before the date of entry into force of these Regulations, the existing provisions shall apply.
2. The rights acquired on the basis of decisions taken before the date of entry into force of the resolution of the Senate of the Medical University of Warsaw introducing these Regulations

remain valid.

3. The rules for calculating the study result using the grade point average calculated in accordance with § 43 paragraph 2 of these Regulations apply to students who commence their studies in the academic year 2025/2026 and subsequent years.

4. For students who commenced their studies prior to the 2025/2026 academic year, the provisions of § 42 paragraph 2 of the Study Regulations at the Medical University of Warsaw, adopted by Resolution No. 9/2023 of 24 April 2023 on the introduction of the “Study Regulations of the Medical University of Warsaw”.

5. In matters not covered by the Regulations or in other justified cases, decisions shall be taken by the Rector, who may seek the opinion of the Dean, subject to § 6 paragraph 7.

6.The Study Regulations are available on the University’s website and on the Public Information Bulletin (BIP).

§ 48.

The Regulations shall enter into force on 1 October 2026.