

Enclosure No. 1 to Resolution No. 30/2009 of 29 June 2009

**RULES OF STUDY  
MEDICAL UNIVERSITY OF GDAŃSK  
(consolidated text)**

**These rules apply to stationary and non-stationary studies  
at the Medical University in Gdańsk,  
binding on the University students and staff.**

**I. General provisions**

**§ 1**

1. An admitted applicant gains the official status of a student of the Medical University of Gdańsk, hereinafter called the 'University', at the matriculation ceremony, the moment he/she takes an oath before the Rector or Dean. The content of the oath is defined in the University Statute.
2. Each student receives an ID student's card, an ID badge, and an instruction on the rules of access to the electronic student's book of records. The electronic student's book of records pictures the course of study and the obtained study results.
3. The prerequisite conditions and procedure of admission to the University are laid down by the University Senate.
4. The principal of all University students is the Rector, while the Deans are in charge for individual faculties.
5. The student community is represented by the bodies of the Students' Council.
6. The authority to appeal to in all matters provided for in these rules of study is the Rector.

**II. Course of Study**

**§ 2**

Studies follow plans of study and curricula developed by the University in accordance with the procedure set forth in the Higher Education Law of 27 July 2005 (Journal of Laws No. 164, it. 1365, as amended), hereinafter referred to as the Act, based on the teaching standards determined by the Central Council of Higher Education.

**§ 3**

1. The dates of beginning and ending the academic year are fixed by the Rector in consultation with the competent body of the students' self-government 5 months before the commencement of the new academic year. In the event no agreement in the

- matter is reached the dates beginning and ending the academic year are fixed by the Rector.
2. One academic year comprises:
    - 1) the winter semester
    - 2) the summer semesterplus a period between the end of the summer semester and the beginning of the winter semester, intended for the scheduled internship, summer holidays, and the repeat end-of-term examinations provided for in the plan of study.
  3. The winter semester is made up of:
    - 1) the studying period of lectures and classes (15 teaching weeks),
    - 2) the winter issue of the end-of-term examinations (if scheduled in the plan of study),
    - 3) the winter holidays and semester break
  4. The summer semester includes:
    - 1) the studying period of lectures and classes (15 teaching weeks),
    - 2) the spring holidays,
    - 3) the summer issue of the end-of-term examinations
  5. The two periods of the end-of-term examinations last no less than six weeks in aggregate, provided that the summer issue cannot be shorter than three weeks.
  6. The details of the academic year organisation are determined by the Rector who announces them no later than three months before the beginning of the academic year.
  7. The Rector may cancel the classes on particular days or in specific hours.

#### § 4

1. In case of non-stationary studies, as well as the English Division the tuition payable by the newly-admitted students is defined by the Rector for each academic year and announced no later than five months before the beginning of the respective academic year.
2. The terms and conditions applicable to the tuition referred to in item 1, its amount and potential changes thereto in the subsequent years, which shall not, however, exceed the official level of the domestic inflation, are set forth in a written contract between the University and the student.

#### § 5

1. The study plans are approved by the Faculty Board on the motion from the Faculty Commission for Study Plans and Programmes.
2. The plans of study and detailed timetables are made available to the students at least 14 days before the opening of the academic year.
3. The educational regulations which specify the terms and conditions of obtaining credits, the dates and forms of the tests, the arrangements for making up for excused absences, the procedure of exempting from an examination or credit test, and the forms and dates of holding the examinations and credit tests are determined by the

course tutorship manager in consultation with the Dean and competent body of the Students' Council and announced (including publication on the Extranet) at least 14 days before the onset of an academic year (semester).

4. Attendance at classes scheduled in study plans is compulsory. The student's attendance at class practice, seminars, language courses, and practical training is monitored.
5. The head of the organisational unit should make it possible for the student to make up for his/her absence, if caused by ill health and provided that the course of study allows for the option.
6. In justified cases, the Vice-Rector in charge of Didactics or Dean may excuse the student from participation in certain monitored-attendance classes. The head of the respective organisational unit should make it possible for the student to make up for the missed classes on the dates and in the form convenient for the student.

## § 6

1. The University head tutors entrusted with special care for the students and their deputies are appointed by the Faculty Dean from among the academic staff having classes with that year's students, in consultation with the students' council.
2. The interests of the students in the given year are represented by the head student called the starost or his/her deputy elected each year in accordance with the regulations of the University Student Council.
3. The head tutor of the year:
  - 1) provides the students with advice and assistance in all matters related to the course of study,
  - 2) divides the students of the year into study groups. The maximum number of students per group for specific courses is approved by the Vice-Rector for Student Affairs upon consultation with the faculty Deans and students' self-governmental authorities. The group composition is announced by the Deans of individual faculties on or before 30 April the latest.
  - 3) prepares, in co-operation with the students concerned, a detailed timetable for all students of the year; works hand in hand with the Dean and didactic managers of the courses included in the curriculum of the given year,
  - 4) initiates meetings (at least one per semester) between the students' representatives on the one hand, and the Vice-Rector and Heads of the teaching teams on the other hand to discuss the coverage and advancement in the pursuance of the curriculum.
  - 5) participates in last-chance examinations before the examination board.

## § 7

1. The Dean may resolve to permit a student to follow an individual plan and programme of studies (IPPS). This applies to students who are:
  - 1) exceptionally talented,
  - 2) members of national sport teams,

- 3) bringing up children on their own,
- 4) disabled,
- 5) doing a part of their studies under foreign scholarship programmes
- 6) and in other cases.

An individual plan of studies should not result in extended duration of the studies.

2. In cases listed in item 1, points 1, 2, 3, and 4 above the Dean may, in response to a written request from the student, supported with relevant reasons and documentation, allow the student to follow an Individual Plan and Programme of Studies (IPPS), which will define the plan of study, credit tests, examinations and practical training taken outside the regular timetable and end-of-term examination dates binding on the student group, however shall do so taking into account resources available to the individual units engaged in the teaching.
3. In cases listed in item 1, point 5, in response to a written request from the student, satisfactorily arguing and documenting the cause of the syllabus discrepancies arisen whilst doing the scholarship programme abroad, the Dean may permit and define the students Individual Plan and Programme of Studies (IPPS).
4. The timetables of the classes, dates of examinations, credit tests, and internship addressed at students allowed to follow an Individual Plan and Programme of Studies are approved by the Dean in consultation with the didactic course managers.
5. In cases referred to in item 1, points 1, 2, 3, and 4 above, an individual timetable of classes should include all courses, credit tests, and examinations required under the course framework plan.
6. In cases referred to in item 1, point 5, the individual timetable of classes should comprise all classes, examinations, and credit tests not taken during the scholarship programme abroad, as well as the classes, examinations, and credit tests required under the currently progressing curriculum.
7. In the event the student infringes on the agreed rules underlying the Individual Course of Study or demonstrates no progress in his/her study, the Dean may revoke the decision allowing the student to take up studies organised as above.

### **III. Students' Rights and Duties**

#### **§ 8**

The student has the right to:

- 1) develop his/her individual research interests and use the University teaching rooms, facilities, and resources, as well as assistance from the University academic staff and authorities in support of the development,
- 2) join in research circles and participate in scientific, developmental, and implementation research pursued at the University,
- 3) study on the basis of the Individual Plan and Programme of Study (IPPS) in accordance with the principles set forth by the Dean,

- 4) receive financial support in accordance with the principles laid down in separate regulations,
- 5) receive health care and medical assistance pursuant to the binding regulations,
- 6) develop his/her cultural, tourist, and sport interests and use the University facilities and resources, as well as assistance from the University academic staff and authorities to that aim,
- 7) attend open lectures and classes at other faculties,
- 8) formulate postulates and submit motions with the University authorities as to the functioning of the University, particularly with respect to the training and/or social issues,
- 9) impact the University life via the bodies of the Students' Council,
- 10) do a part of the studies defined in the study programme and plan at another domestic or foreign university, in compliance with the rules set forth in separate regulations.

### **§ 9**

The student's duties consist in taking full advantage of the educational opportunities created by the University and abiding by the code of conduct consistent with the oath taken, these rules of study, and other regulations in effect at the University.

The student is, in particular, obliged to:

- 1) build knowledge and skills in order to prepare himself/ herself to practise the profession,
- 2) participate actively in the classes and perform other duties defined in the plan of study,
- 3) take care of the dignity of the student status and the good name of the University,
- 4) abide by the rules of ethics and deontology,
- 5) follow the principles of social life,
- 6) demonstrate respect for the University property,
- 7) abstain from using or distributing any kind of stupeficients or alcohol on the University premises,
- 8) wear his/her ID badge at all classes. Students without their ID badge shall not be admitted to classes.
- 9) present his/her ID badge and student's ID card when arriving to take a credit test or examination.

### **§ 10**

The student shall be held liable for any violation of the law or failure to meet his/her duties defined in these Study Rules, in accordance with the stipulations of the Act and separate regulations.

### **§ 11**

1. Subject to approval from the concerned Deans, the student may obtain a transfer to the University from any other institution of higher education. The transferred student must meet the admission criteria binding at the University and is obliged to make up for any syllabus discrepancies. The terms, deadlines, and forms in which the student shall be required to make up for any such discrepancies are determined by the Dean.
2. In the event the student changes the field of study, the organisational system of the studies, or is transferred from another university, he/she shall pay a non-refundable fee for each course taken by the student to make up for the syllabus discrepancies. The amount of the fee shall be fixed in the Rector's decision.
3. The transfer referred to in item 1 may only be effected at the beginning of the academic year, after the student has been credited all previous year's courses.  
All transfer-related formalities must be completed by the end of the repeat end-of-term examination session of the summer semester.
4. On consent from the relevant Deans and provided the student fulfils all his/her duties related to the prime field of his/her studies, the student may change the field of study or take up other fields or individual courses alongside his/her prime field at the University or other universities.
5. The student referred to in item 4 above is obliged to meet all prerequisites of admission to the given field of study at the University. The same obligation applies to students of other universities wishing to take up their second field of studies at this University.
6. In the event the student fails to fulfil his/her duties related to the course of studies at his/her prime field of study, or if his/her progress in the second field of study is found unsatisfactory, the Dean may revoke the consent to the student's doing such second field of study.
7. If the student doing simultaneously two fields of study fails to have a year or semester credited because of a long illness or major and appropriately documented adverse life circumstances beyond his/her control, he/she may be allowed to repeat the year (semester) at both fields simultaneously.
8. The student who fails to obtain credit for the whole year or a semester of his/her second field of study due to unsatisfactory study results should not be required to repeat that year (semester), but struck off the list of the other faculty students.
9. In justified cases the Dean may consent to the student's transfer to another field of study, provided that at the stage of recruitment he/she satisfied the admission criteria applicable to the field he/she wishes to transfer to, and on condition that the transfer is possible considering the educational standards valid for that field.
10. The transfer referred to in item 9 may only be effected at the beginning of the academic year after the student has obtained credits in all previous year's courses. The Dean shall determine the terms, deadlines, and manner in which any syllabus discrepancies are to be made up for.
11. A student who took up studies abroad can take up studies at the University upon meeting the relevant admission criteria.

1. The student admitted to year one shall file the signed text of the student's oath (§1.1) and declaration of his/her acknowledgement and acceptance of the rules of study.
2. Before the beginning of the academic year the student is required to obtain all curriculum-included credits for the previous academic year.
3. The student submits the record of his/her achievements in the period, and the record of the student's on-the-job training with the Dean in order to:
  - 1) obtain confirmation of credits of all compulsory classes, examinations, internship training, or his/her meeting any other requirements set forth in the respective plan of study, or
  - 2) obtain the decision enabling repetition of the year, or
  - 3) obtain conditional consent to continue into the subsequent year of study
4. The student who has not cleared his/her credit record of courses, practical training, and other obligations for the previous year prior to the commencement of the new academic year shall not be admitted to join in that new academic year.

### § 13

The student shall, without delay, notify the Dean's Office and the Accommodation and Financial Assistance Unit relevant for the field of his/her study of any changes in his/her marital status, name, address, or other contact data. Moreover, the student is obliged to notify the Financial Assistance Unit immediately of any change in his/her financial situation whenever such change may affect the decision concerning the granting of financial assistance and its amount.

## IV. Electronic Media at the University

### § 14

1. No later than as of the matriculation day the University offers each student access to the in-house IT systems, particularly to an individual e-mail account at the University domain, to the University's extranet system, and the Dean's office electronic system (Dean's eOffice). The latter is used to store the student personal data, his/her examination and credit test results, and the balance of his/her settlements with the University. The system is the basis for the issuance of the student's electronic book of records.
2. The student is entitled and obliged to use his/her e-mail account at the University domain.
3. The University uses the a/m student e-mail accounts to distribute all information related to the course of studies, faculty or University matters.
4. The student is obliged to check his/her e-mail account regularly.
5. The student is entitled and obliged to use the University extranet service.
6. The University uses the extranet service to publish all student-addressed important information related to the course of study, organisation of tuition, accommodation and financial assistance 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 individual password to the University IT systems confidential.
9. The student's disclosure of his/her personal password to the University IT systems shall be deemed a serious violation of the rules of study and rules of using the University IT network.
10. Any messages sent from the student's e-mail account or placed with the University extranet service using the student's personal login and password shall be deemed received from the student whose login and password were used.
11. In justified cases the University may direct electronic mail to the student's private e-mail account, provided the student has previously provided the University with his/her correct e-mail address.

## **V. Obtaining a Year Credit**

### **§ 15**

1. The credit period is the academic year.
2. In order to have a year credited the student has to obtain credit for all monitored classes and hours of practical training prescribed in the study plan of the particular year, and pass all examinations prescribed in the examination schedule for the year at the minimum satisfactory level.
3. To have the year credited and by the end of the summer repeat examination session the latest the student is obliged to:
  - obtain positive grades at examinations and credit tests compulsory in the given academic year, confirmed in the record of his/her achievements in the period,
  - obtain credit for all practical training confirmed in the student's on-the-job training book,
  - present the certificate confirming the student's clear account with the library,
  - take compulsory preventive medical examinations, vaccinations included (provided the obligation applies to the specific year of studies).

Failure to meet the above conditions shall ban the student from continuing into the subsequent year.

### **§ 16**

1. Crediting a course denotes confirmation of the student's attendance at and active participation in the classes, and obtaining a positive grade for the tasks given during the classes. The final credit is certified by the didactic course manager.
2. Credits are given by the didactic course manager or, on consent from the Dean, any academic teacher he/she might authorise.
3. All course credits must be obtained before the beginning of the end-of-term examination period. The didactic course manager should offer the student two subsequent dates to take repeat the failed credit test, unless unsatisfactory is the

average of the grades the student has obtained for the whole course tuition time over the academic year. The student may question the correctness of the test result within three working days following the date the results were announced. The Dean may resolve to have the student tested by a commission under the rules applicable to examinations.

### § 17

1. The student has the right to view each of his/her graded written works and question/answer sheets, though no longer than for three working days following the announcement of the results.
2. The student shall be admitted to sit down to the examinations of the winter and/or summer sessions, provided he/she has fulfilled the prerequisite obligations specified in the rules of teaching/taking the particular course.

### § 18

1. The University uses the following grade scale:

very good	5.0 denotes $\geq 90\%$ correct answers
good plus	4.5 denotes $\geq 85\%$ and $< 90\%$ correct answers
good	4.0 denotes $\geq 80\%$ and $< 85\%$ correct answers
fairly good	3.5 denotes $\geq 70\%$ and $< 80\%$ correct answers
satisfactory	3.0 denotes $\geq 60\%$ and $< 70\%$ correct answers
unsatisfactory	2.0 denotes $< 60\%$ correct answers
2. The arithmetical mean grade for the year and the arithmetical mean grade for the whole period of study is calculated based exclusively on the grades obtained in the courses ended with an examination, and out of these only the positive final grades. No mean grade is calculated for non-credited years.
3. The mean calculated down to the third decimal is rounded to the second decimal so that any decimal , with any decimal  $\geq 5$  is rounded up, and  $< 5$  down.

### § 19

1. The detailed schedule of the end-of-term examinations is approved by the Dean on the motion from the head tutor of the year and the didactic managers of individual courses.
2. In the event the session available for taking an examination is of the continuous nature, i.e. stretches over one or several years, the student can sit to it on any date falling within the period, which is pre-agreed with the examiner.
3. The Dean can fix the examination date in a particular course at any time outside the period reserved for the end-of-term examinations.

### § 20

1. An examination can consist of two sections: theoretical and practical.
2. In the situation referred to in item 1 above in order for the examination to be passed the satisfactory grade at least should be obtained in each of the two sections. The final grade should be the function of the two component grades, and the calculation method should be specified in the didactic regulations applicable to the specific course.
3. The student can only take one examination in one course in any single day.
4. The student whose average grade for the whole course is good or higher may be exempt from the respective examination with the average grade entered in his/her book of records. The decision in the matter is taken by the head of the teaching unit.

### § 21

1. Examinations are conducted by the academic staff holding the Professorship title or the PhD degree of Doctor Habilitated, who lecture in the field the course covers.
2. In justified cases the Dean can, in a particular academic year, authorise professors or academic teachers, including those who do not lecture in the specific field, to hold examinations.

### § 22

1. The student is obliged to take examinations on the dates fixed in the examination 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. Unexcused failure to report at the examination on the set date shall be deemed tantamount with missing one examination trial and obtaining an unsatisfactory grade. A notice of excuse should be submitted with the examiner on the examination date the latest, or, in exceptional cases backed with serious causes, within three days after the examination date.
4. If the examiner accepts the student's failure to appear at the examination as excused, he/she shall set another examination date which should fall no later than by the end of the period reserved for the summer repeat end-of-term examinations. The examination will then be deemed taken on the original date.
5. In the event a student goes through an extended period of illness or other extraordinary circumstances beyond his/her control, the Dean can set individual examination dates for him/her. Such dates may fall outside the period of the end-of-term examinations.

### § 23

1. If the student questions the correctness of the examination procedure, he/she enjoys the right to apply to the Dean, within three working days after the examiner has announced the results, requesting examination before an examination board. Having found the request justified, the Dean orders examination before the board. Such examination should be held within seven working days following the application filing date.

2. The Dean may also order an examination before the board out of his/her own initiative, though no later than within seven working days following the actual examination date.
3. The examination before the board is conducted by a commission appointed by the Dean and composed of the Chairperson, typically the Dean or Vice-Dean, the lead examiner, second specialist in the field of the examination or a related specialisation being in no hierarchical relationship with the lead 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.

#### § 24

If the student fails to have a year of study credited, the Dean may decide to:

- 1) allow the student to repeat the year,
- 2) conditionally allow the student to continue into the subsequent year of study,
- 3) strike the student off the list of students.

#### § 25

1. The Dean can only consent to student's repeating the year on the student's own request.
2. The student cannot be granted consent to repeat the year more than once over the whole period of study, unless the second failure to have a year credited is caused by a long illness or other serious, properly justified and documented reasons.
3. The student repeating the year can, on approval from the didactic course manager, be credited the courses which he/she passed in the preceding year obtaining at least a satisfactory grade. The respective decision should be made at the beginning of the academic year and notified to the Dean's office within 30 days following the opening of the academic year.
4. Having consulted the didactic course manager, the Dean may allow the student repeating a year to attend some courses included in the curriculum of the subsequent year of study and sit to the credit tests and examinations completing such courses. The consent can only be given with respect to the courses continued from the preceding year and provided that the first part of the course was credited at the time.
5. The course referred to in item 4 becomes the course of the repeated year, and its crediting is subject to the same principles as those which apply to other credit tests and examinations.
6. The student can repeat a year because of his/her unsatisfactory achievements, provided he/she pays the tuition the Rector establishes for the particular field in the non-stationary studying system. The tuition shall be payable by the dates set for the particular academic year. The amount of the tuition due for the repeated year is the function of the number of courses repeated, and it is calculated by multiplying the ECTS score defined for the given course by the value of the ECTS score point for the specific field of study. The latter is computed by dividing the amount of the tuition fee for non-stationary studies in the particular field of study, as fixed by the University Rector no later than 5 months before the beginning of the academic year, by 60.

7. The student who resigns from further studying while in the repeated year can, on request submitted with the Rector, obtain a refund of the tuition fee paid for repeating the year, provided however he/she does so no later than 14 days into the semester. In no other circumstances shall resignation carry the option of obtaining the tuition refund.
8. The student who paid the semester tuition fee for repeating the year and is then, though no later than the end of the second month into the semester, struck off the student list, can, on request submitted with the Rector within 14 days following his/her striking off the list, obtain a refund of half the paid semester tuition fee. In no other circumstances shall the resignation carry the option of obtaining the refund.
9. In the event the student is granted the Dean's leave, the tuition fee paid shall be transferred to the following year, adjusted by its increase, if any.

## § 26

1. The student can apply for conditional promotion to the subsequent year and having the un-credited courses moved to that subsequent academic year, provided he/she presents a timetable produced in writing which proves he/she will be able to make up for the courses. The plan must be confirmed by the head tutor of the year. When a particular course is conditionally moved to the subsequent year, the student is entitled to the number of attempts at obtaining credit as is stipulated in the rules. If the student fails to have the course credited, he/she qualifies for repeating the year he/she was conditionally allowed to do. The student is obliged to pay the tuition fee for the conditionally moved courses in the amount calculated in accordance with the rules set forth in paragraph 25.6. When making the decision in the matter the student's heretofore history should be taken into account, i.e. his/her academic results. The student can apply for conditional promotion to the subsequent year no more than twice (in the single-stage course of studies) or once in each of the two stages (in the two-stage course of studies).
2. Conditional promotion must not be granted with more than two outstanding courses.
3. The student already repeating a year is not eligible for conditional promotion.
4. Conditional promotion cannot be granted with respect to courses continued in the subsequent academic year.
5. Conditional promotion should not be granted for the prime courses of the specific year, unless the student's exceptional health condition or social situation justifies consent.
6. As concerns courses which end with an examination the conditional permit to continue studies into the subsequent year free of charge can be granted to the student who was unable to make use of the dates made available to him/her because of illness or other serious circumstances beyond his/her control.
7. When issuing the permit referred to in item 4 the Dean sets the dates of sitting to the overdue examinations. The examinations should be held within 30 days following the onset of the academic year. The fact of taking an examination under this procedure does not excuse the student from attending the monitored classes scheduled for the current semester. In the event the student fails to pass the overdue examinations within the set deadline, the Dean issues the decision to move him/her back to the year

from which he/she was conditionally promoted, plus the decision obliging him/her to repeat the non-credited year or striking him off the list of students.

**§ 27**

1. The Dean strikes the student off the list of students if:
  - 1) the student fails to resume his/her studies
  - 2) the student resigns from further studies,
  - 3) the student fails to submit his/her diploma dissertation or take the diploma examination in time
  - 4) the student is imposed the disciplinary penalty of expulsion from the University
2. The Dean can strike the student off the list of students if:
  - 1) the student is found to have made no academic progress,
  - 2) the student fails to have a year credited and also fails to obtain either conditional promotion to the subsequent year, or the permit to repeat the year,
  - 3) the student fails to effect the study-related fees in time.

**§ 28**

1. Whoever has been struck off the list of University students, can only once be permitted to start his/her studies at the University anew.
2. No student struck off the list of another university's students can apply to resume his/her studies at the University.
3. Readmission of a person who discontinued studies or was struck off the list of University students while in his/her first year is subject to the general rules governing recruitment to the University.
4. A student of year two or higher, who discontinued his/her studies or was struck off the student list because of unsatisfactory academic results, has the right to apply for his/her restitution having first:
  - 1) 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 will concern at least two courses included in the plan of the preceding year, as indicated by the Dean. The applicant can only take the examinations once.
  - 2) submitted a valid certificate of good health, and paid a one-off fee for conducting the restitution examinations.
5. If the break in the studies lasted three or more years, the reinstated person should be enrolled to do the year immediately preceding the one during which the student was struck off.
6. The decision to reinstate the applicants who satisfy the prerequisites defined in item 4 above rests with the Dean.
7. Reinstatement of the student is only possible as of the beginning of the new academic year.

8. The reinstated student is obliged to pay the tuition fee for the year from which he/she resumes his/her studies at the amount determined for the non-stationary studies in the particular field.
9. The student who, before being struck off the list, was repeating the year because of unsatisfactory academic progress, cannot be let repeat another year for poor academic results after he has been reinstated.

## VI. Leaves

### § 29

1. The student can obtain a leave of absence from the University:
  - 1) in case of a long illness,
  - 2) because of giving birth to a child or taking care of one,
  - 3) in connection with his/her delegation to specialist studies or internship abroad,
  - 4) for reasons arising from social welfare issues,
  - 5) in the event other serious circumstances arise.
2. The Dean decides what documentation will be required to substantiate the granting of the leave, and determines the duration of the leave, whereupon certifies the granted leave by making an appropriate entry in the student's book of records.
3. The granted leave postpones the anticipated studies completion date.

### § 30

1. The Dean grants the leave of absence based on the submitted written request from the student, stating the relevant reasons and appropriately documented. In the event doubt arises as to whether a leave should be granted for a cause listed in § 29.1.1, the Dean can appoint a commission composed of medical doctors lecturing at the University and consult their opinion.
2. The appropriately documented application from the student for a leave referred to in § 29.1-3, should be filed with the Dean no later than within 14 days following the occurrence of the circumstances which substantiate the request.
3. The leave of absence referred to in § 29.1.3 can only be granted when 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 specific field study programme.
4. The student may twice obtain an annual leave of absence over the whole period of studies, unless the cause of the leave lies in a long or recurrent illness, or exceptionally grave life circumstances beyond the student's control.
5. The reason of granting the leave of absence referred to in § 29.1 should each time be stated in the record of leaves.
6. In the leave period the student retains his/her student's rights, except for the entitlement to the financial aid, which is governed by separate regulations. In well substantiated cases the Dean, acting in consultation with the student council, may give his/her consent to the student's retaining the title to financial assistance.

7. Over the leave period (except for a leave caused by health problems) the student may, on the Dean's consent, take part in selected classes and sit to credit tests and examinations in accordance with the principles valid for all students.

## **VII. Awards and Distinctions**

### **§ 31**

1. Graduates and students outstanding in terms of their academic results or activities pursued for the benefit of the school can be conferred:
  - 1) awards financed by state and private institutions, scientific and research societies, and social organisations – consistent with the rules such awards are subject to,
  - 2) prizes and distinctions from the Rector of the University,
  - 3) the “*Primus inter Pares*” medal, if meeting the conditions set forth in the rules of conferring the medal.
2. The funds to finance the awards referred to in item 1.2 and 1.3 are allocated from the budget put at the University's disposal and appropriated to its research and didactic 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 student's book of records and diploma.

## **VIII. Diploma Theses and Graduation**

### **§ 32**

The student is issued the graduation diploma provided he/she has had all classes scheduled in the plan of studies credited and has passed the final diploma examination, if required in the programme of studies. In the event the programme of studies stipulates so, the diploma examination is preceded with writing the diploma thesis.

### **§ 33**

The Faculty Council defines the criteria to be met by the diploma theses in different fields of study.

### **§ 34**

1. The student writes his/her diploma thesis under the supervision of the competent academic teacher, holder of the Professorship title or degree of Doctor Habilitated. The Dean, having consulted the Faculty Council, may authorise another academic teacher with the work record of least a 3 years in the specific area, to supervise the work on the diploma thesis.
2. The Dean, having consulted the Faculty Council, may authorise a person outside the University staff, holder of at least the Doctor of Philosophy Degree, to supervise the work on the diploma thesis.

3. The topic of the diploma thesis should be agreed no later than by the end of November in the final year of studies.
4. While discussing the topic of the diploma thesis the research interests of the student on the one hand, and the research opportunities available at the unit the supervisor is employed with on the other hand should be taken into account.
5. A work being the output of the students' research activities may be admitted as the diploma thesis.
6. The topic of the diploma thesis is approved by the Dean on suggestion from the head of the organisational unit.
7. The diploma thesis is first subject to anti-plagiarism verification, then assessment by the supervisor and one reviewer. In the event discrepancies arise in the thesis assessment, the decision concerning admission to the final examination is made by the Dean who can resort to the opinion of another reviewer. The stipulations of item 1 apply to the reviewers as appropriate. The ultimate grade given to the diploma thesis is the arithmetical mean of the grades given in the opinions of the supervisor and reviewer.
8. The Dean of the respective Faculty details the format in which the diploma thesis should be filed with the Dean's Office and Main Library.

### § 35

1. The conditions prerequisite for admission to the diploma examination are as follows:
  - 1) having all courses and internship training scheduled in the study plan credited,
  - 2) having the diploma thesis, if required in the particular field, assessed at the minimum of the 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 by the last day of the summer repeat examination session of the last year of studies.
3. In exceptional cases the Dean may extend the deadline for the submission of the diploma thesis, however no more than by six months following the date given in item 2.
4. In the event the deadline for the submission of the diploma thesis is extended, the diploma examination should be held within no more than one month counting from the date the diploma thesis is filed.

### § 36

1. The diploma examination is taken before an examination board appointed by the Dean.
2. The diploma examination is taken orally.
3. The results of the examination are assessed using the grades defined in § 18.1.

### § 37

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 fixes another and final term. The examination repeated after having obtained an unsatisfactory grade cannot be held earlier than in one month, or later than three months after the date of the first 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.

### § 38

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:

$$2/3 \times A + 1/3 \times B$$

Where:

A = arithmetical mean of all examination grades referred to in § 18.2, obtained over the whole period of study, calculated as shown in § 18.2, & 3.

B = the mean of the grade given for the diploma thesis and 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:

$$2/3 \times A + 1/3 \times B$$

Where:

A = arithmetical mean of all examination grades referred to in § 18.2, obtained over the whole period of study, calculated as shown in § 18.1, 2, & 3.

B = the grade given for the diploma examination.

3. The graduation diploma states the ultimate study result obtained through rounding the arithmetical mean of the grades listed in item 1 to the full grade in accordance with the following principle:

below and up to 3.50 = satisfactory (3),

3.51 – 4.50 = good (4),

above 4.51 = very good (5).

4. The rounding to the full grade applies only to the entry in the diploma, whereas all other certificates state the actual study result calculated as in item 1 and 2
5. The examination board may raise the result referred to in item 3 by one grade, if the student earned a very good grade for his/her diploma thesis (if required in the given field of study) or diploma examination, and was given credit assessed at very good and good grades in all courses over the last two years of study.

## **IX. Closing Provisions**

### **§ 39**

- 1.** In the event any doubts arise as to the construction of the provisions hereof, the Senate Student Affairs Commission shall determine the interpretation upon consultation with the University Students' Council.
- 2.** The academic teaching staff of the University, and the University Students' Council enjoy the right to suggest amendments to these Rules.
- 3.** Any amendments to these Rules are subject to the Senate approval given in accordance with the procedure set forth in Art. 161 of the Higher Education Law (Journal of Laws No. 164, it. 1365).
- 4.** These Rules of Study come into force as of 28 September 2009.