

THE RULES AND REGULATIONS OF STUDIES at the Medical University of Silesia in Katowice

Uniform text

Table of contents

Chapter I General Provisions.....	3
Chapter II Student's rights and responsibilities.....	4
Chapter III Admission to studies	5
Chapter IV Organization of academic year and organization of classes	6
Organization of an academic year	6
Organization of classes.....	6
Study program and class bylaws.....	7
Chapter V Conditions and mode of undertaking studies according to the Individual Organization of Studies.....	7
Chapter VI Evaluation of learning progress.....	9
Scale of grades	9
Verification of the learning outcomes.....	9
Justification of absence	10
Credits	10
Final exams and credits.....	11
Board Exam	13
Insight into work and storing of works	14
Internship.....	Błąd! Nie zdefiniowano zakładki.
Chapter VII Conditional entry and repeating a year	15

Chapter VIII Conditions for granting leave of absence to students	16
Chapter IX Diploma thesis and Diploma exam	17
Diploma thesis.....	17
Diploma Exam	18
Chapter X Average of grades	20
Chapter XI Scholarships, awards and distinctions honours	21
Chapter XII Completion of studies.....	21
Chapter XIII Participation in classes not covered by the study program.....	22
Chapter XIV Transfer and recognition of ECTS points.....	22
Chapter XV Mobility of students.....	22
Transfer from another university, including a foreign university	23
Admission to studies as a result of learning outcomes confirmation	24
Change of major of studies	24
Transfers to full-time studies or part-time studies (changes of the form of studies).....	24
Chapter XVI Removal from the list of students.....	24
Chapter XVII Conditions of resuming studies	26
Chapter XVIII Mode of issuance of decisions and settlements	27
Chapter XIX Final Provisions.....	27

Chapter I General Provisions

§ 1

Terms applied in the hereby Regulations signify:

- 1) University - Medical University of Silesia in Katowice,
- 2) Rules and Regulations - Rules and Regulations of Studies at the Medical University of Silesia in Katowice,
- 3) Act - Act of 20 July 2018 Higher Education and Science Law,
- 4) Statute - Statute of the Medical University of Silesia in Katowice,
- 5) Faculty - basic organizational unit of the Medical University of Silesia in Katowice in the meaning of the University Organizational Bylaws, including branch office
- 6) Person responsible for the subject - Organizational Unit Head, person assigned by them or subject coordinator designated by the Dean,
- 7) Test - a form of mid-semester verification of learning outcomes (written/oral),
- 8) Examiner - organizational unit head or person responsible for a given subject.

§ 2

1. Rules and Regulations shall specify the organization of studies and the rights and obligations of students.
2. Rules and Regulations shall be binding for students, academic teachers and other persons realizing the didactic process regardless of the form of employment at the University.
3. Provisions of the Rules and Regulations shall be applicable towards first-cycle and second-cycle studies and uniform master's studies with a practical and general academic profile organized in Polish and English in the form of full-time and part-time studies.
4. The basic language of instruction at the University is Polish.
5. Studies at the University are organized on the basis of the Act, implementing acts to the Act and the University Statute.
6. The duration of studies is specified in the study program, including study plans established for individual majors, levels and forms of studies.
7. Studies conducted in the part-time format are subject to fees. The principles of charging for educational services have been specified in separate regulations.

§ 3

1. The following are appointed from amongst academic teachers at the University:
 - 1) Supervisors of study years,
 - 2) Supervisors of Internship,
 - 3) Erasmus+ programme coordinators for individual Faculties.
2. The following persons may also be appointed at the University:
 - 1) Major Coordinators,
 - 2) Subject/module/specialization coordinators,
 - 3) Practical education coordinators, including professional internship coordinators,
 - 4) Proxy of Rector on the Disabled.
3. Supervisors and coordinators as specified in sec. 1 point 1-2 and sec. 2 point 1-3 are appointed and their scope of actions is determined by the Dean, subject to the appointment of supervisors for study years being conditioned by obtaining an opinion from the Faculty Student Self-government.
4. Coordinators specified in sec. 1 point 3 and the University Coordinator of the Erasmus+ programme shall be appointed with their scope of actions determined by the Rector, whereas appointing coordinators of Erasmus+ programme for individual Faculties requires an opinion of the relevant Dean.

Chapter II Student's rights and responsibilities

§ 4

1. Students are entitled to:
 - 1) obtain knowledge and develop their own scientific interests and for this purpose avail of didactic premises, devices and resources, library resources and IT services of the University as well as assistance on the side of academic teachers and University organs according to the principles specified in separate University regulations,
 - 2) receive training by the Student self-government in the scope of student rights and obligations,
 - 3) associate in university student organizations, including scientific clubs, artistic clubs and sport clubs as well as participate in scientific works, development and implementation works according to the principles specified in the Act,
 - 4) participate in lectures organized by other majors and in other forms of classes according to the principles specified in § 41,
 - 5) realize parts of studies at a different university, including also in another country according to the principles specified in separate regulations or agreements/understandings,
 - 6) actively and passively participate in elections for collective bodies of the University and Student Self-government bodies according to the principles specified in separate University regulations,
 - 7) participate in undertaking decisions by collective bodies of the University by means of student representatives,
 - 8) submit postulates concerning the course of studies and other crucial matters for the academic community by means of student representatives,
 - 9) obtain awards and honours provided for in the Rules and Regulations,
 - 10) participate in the process of granting awards to academic teachers according to the principles specified in internal acts,
 - 11) obtain financial aid according to the conditions specified in the Act and internal provisions.
2. Students shall be obliged to:
 - 1) obtain knowledge, skills and social competencies in order to prepare for future professional work,
 - 2) act in accordance with the contents of the submitted oath,
 - 3) abide by the binding provisions and regulations at the University and the provisions in place in other entities in which didactic classes are organized,
 - 4) abide by the principles of ethics, including those specific for medical professions,
 - 5) familiarize with and abide by the regulations of individual subjects,
 - 6) submit the fees for educational services and other fees related to the studies required by the University in a timely manner,
 - 7) participate in all forms of didactic classes,
 - 8) obtain tests, credits, pass subjects, pass exams, realize practical classes or internships and fulfil other requirements provided for in the study program,
 - 9) abide by the deadlines resulting from the course of studies,
 - 10) refrain from acting in an undignified manner for a student and look after the good name and reputation of the University, maintain good customs of the academic community and respect University property,
 - 11) Protect personal data to which the student has access as part of the studies and other legally-protected data in accordance with the binding internal acts at the University,

- 12) *repealed*,
- 13) notify the dean's office of any changes to personal data, marital status, address of residence, correspondence address, immediately after the occurrence of a given change under the pain of negative legal effects for the student,
- 14) conduct periodic and obligatory medical tests and vaccinations within the deadlines provided for by the binding regulations and submit them in the dean's office,
- 15) pass the OHS and fire protection trainings and abide by the safety principles established by the University,
- 16) use the mailbox administered and managed by the University and regularly use student individual account in an electronic system of handling studies,
- 17) abide by the following bans:
 - a) consumption of alcohol or remaining in the premises of the University under the influence of alcohol,
 - b) possession, consumption and distribution of narcotic drugs and psychoactive substances or remaining in the premises of the University under their influence,
 - c) carrying into and using items that pose a threat to human life or health within the premises of the University,
 - d) bringing electronic devices, contacting others, using other forms of forbidden assistance during tests/exams/tests,
- 18) conducting assessments of academic teachers realizing their obligations related to education according to the principles specified by means of internal acts.
- 19) informing of any health counterindications towards participating in classes.
3. Students shall be responsible for deliberate damages caused to the University property.
4. Breaching obligations by students shall be subject to liability according to the principles specified in separate provisions.
5. Students shall be obliged to notify the Dean of any cases of breaching the provisions in place at the University.

Chapter III Admission to studies

§ 5

1. Admission to studies at the Medical University of Silesia in Katowice shall occur by means of:
 - 1) recruitment for studies,
 - 2) transfer from another university, including a foreign university,
 - 3) confirmation of the learning outcomes.
2. Conditions to admission to studies at the Medical University of Silesia in Katowice through recruitment shall be specified in the Senate Resolution.
3. Principles of admitting for studies through transfer from another university or foreign university shall be specified in § 43.
4. Principles of admitting to studies through confirmation of learning outcomes have been specified in § 44.

§ 6

1. A person admitted for studies begins the process of education and gains student rights upon taking an oath the content of which has been specified in the Statute. The act of taking the oath must be confirmed by the admitted person in writing.
2. Upon submission of the oath, the student obtains student ID card which is valid for all majors of studies.

3. Student ID card entitles to the use of student benefits according to the principles specified in separate provisions and serves for student identification.

§ 7

1. Rector is the supervisor of all students and a direct superior of students at a given faculty is a Dean.
2. Deans of relevant Facilities are responsible for organization and supervision over the process of education on individual majors, forms, levels and profiles of studies.

§ 8

1. Students of the University form Student Self-government which is the sole representative of all students at the University.
2. Student Self-government resolves Student Self-government Bylaws according to the principles specified in the Act.
3. Student Self-government bodies co-act with the Rector and the Deans.

Chapter IV Organization of academic year and organization of classes

§ 9

Organization of an academic year

1. Each academic year commences on 1 October and ends on 30 September of the following calendar year and is divided into two semesters.
2. An academic year includes:
 - 1) semesters: winter and summer,
 - 2) examination sessions: winter and summer,
 - 3) inter-semester break,
 - 4) winter holidays, spring break and summer holidays.
3. Programme internships are held in accordance with the approved programme and plan of studies according to the principles specified in the Internship Bylaws.
4. Detailed organization of an academic year is determined by the Rector after obtaining opinions from the Deans and from the Student Self-Government for each academic year on or before 31 March of the year preceding the given academic year.
5. Rector may establish days and hours that are free from classes in the course of an academic year at their own initiative, upon request of the Faculty Dean or Student Self-government.
6. In case when the study program for a given major or mode and the level of education anticipates commencement of classes from the summer semester, the commencement of such an academic year occurs within the term specified by the University for the commencement of the summer semester.

§ 10

Organization of classes

1. The Dean performs a division into student groups as part of the conducted forms and majors of studies.
2. Students of individual student groups appoint a group ~~starost~~ representative from amongst themselves.
3. Representatives of individual student groups select and revoke one representative representing a given year.

4. The key duties of the year/group representatives involve representing the year/group in all organizational-didactic matters.
5. Students, within the term specified by the Dean, are obliged to submit declaration of selection of optional subjects realized in a given academic year along with not smaller number of ECTS points than one provided for the given type of classes in the plan of studies.

§ 11

Study programs and class bylaws

1. Studies at the University are organized according to study programs established for individual majors of studies by the Senate after obtaining an opinion in this respect from the Student Self-government.
2. Didactic classes and verification of the learning outcomes as well as diploma exams in a foreign language may be organized at the University.
3. The study program may encompass conduct of selected classes in a foreign language if the specificity of a given major of studies justifies it.
4. In the case specified in sec. 2, upon consent of the Faculty Dean, credit/exam from a given subject or diploma exam may be organized in a foreign language.
5. The schedule of classes is submitted for the attention of students at latest two weeks prior to semester start by way of announcing it on the University website.
6. Person responsible for the subject elaborates the subject bylaws and submits the above to the Dean for approval no later than 14 days prior to semester start.
7. Person responsible for the subject is obliged to publish a module/subject sheet on the website of the unit realizing a given subject as well as the subject bylaws prior to commencing didactic classes.
8. Subject bylaws shall specify, in particular:
 - 1) principles of participation in classes,
 - 2) principles and mode of obtaining credits,
 - 3) form of exam,
 - 4) principles of establishing grades from subjects,
 - 5) manner and mode of announcing the results and insight into written midterm works.
 - 6) principles of consultations of academic teachers,
 - 7) other information relevant upon subject realization.
9. Subject bylaws shall not breach the provisions of the Rules and Regulations and other internal legal acts.
10. Breaching by the student of the principles specified in the Subject Bylaws shall constitute the basis for ordering to abandon classes which shall be communicated by the tutor to the person responsible for a given subject, guardian of the year and Dean.
11. In disputable situations concerning the Subject Bylaws submitted by the Student Self-government during an academic year, the Dean may obtain an opinion from the Student Self-government for the subsequent academic year.

Chapter V Conditions and mode of undertaking studies according to the Individual Organization of Studies

§ 12

1. Individual Organization of Studies (IOS) is allocated by a Dean upon request of;
 - 1) a pregnant student;
 - 2) student - studying parent of full-time studies.

12. IOS cannot shorten the duration of studies.
13. IOS does not release the student from participation in all forms of classes.

Chapter VI Evaluation of learning progress

§ 13

Scale of grades

1. The following scale of grades is in place at the University:

Numerical grade	Descriptive grade	Abbreviation
5.0	Very good	bdb
4.5	Good plus	pdb
4.0	Good	db
3.5	Satisfactory	ddb
3.0	Sufficient	dst
2.0	unsatisfactory	ndst

2. In case of the subject ending with a credit without grade, “passed” (zal.) or “failed” (nzal.) is entered into the protocol.
3. In case of the student obtaining grades according to a different scale than one in place at the University or a scale from a foreign university, decision on recalculating them in the system of grades applied at the University is undertaken individually by the Dean of the relevant Faculty.

§ 14

Verification of the learning outcomes

1. The period of settling studies is an academic year.
2. Verification of obtained learning outcomes at the University covers theoretical or practical part.
3. Verification of achieved learning outcomes at the University may occur in a written or oral form, including with the use of electronic devices.
4. The basis for passing a subject is achieving and recognizing the learning outcomes assigned to the subject and specified in the module/subject card.
5. The subject ends with an exam subjected to grades, graded credit or non-graded credit.
6. A condition for passing a “diploma seminar” subject or “specialist practical classes” during the final semester of studies is the submission by the student of diploma thesis in majors for which it is binding and in case of previous semesters - passing individual stages of this work as agreed with the supervisor.

