

Appendix to Medical University of Lodz  
Senate Resolution No 374/2020  
of April 28<sup>th</sup> 2020

**RULES AND REGULATIONS OF STUDIES  
OF THE MEDICAL UNIVERSITY OF LODZ**



**Łódź 2020**

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## I. BASIC PROVISIONS

### § 1

1. Studies at the Medical University of Lodz are conducted on the base of legally binding rules, especially:
  - 1) Act of July 20<sup>th</sup> 2018 - Law on Higher Education and Science;
  - 2) The Medical University of Lodz Statute;
  - 3) The Rules and Regulations of Studies of the Medical University of Lodz.
2. The Rules and Regulations of Studies of the Medical University of Lodz, hereinafter known as the "Regulations", define the organization and the course of studies as well as student rights and responsibilities related to studies.
3. The Regulations apply to first- and second-cycle programs, as well as long-cycle master programs conducted by the Medical University in Polish or English language in full-time and part-time mode.
4. The organization and the course of military education of students being candidates for professional soldiers are regulated by separate rules.
5. The Regulations apply to students and employees of the Medical University of Lodz.
6. The Rector decides on issues not governed by the Regulations.
7. The Rector is the superior of the students at the University; and at the faculty - the Vice-Dean responsible for student affairs.

### § 2

The terms used in the Regulations mean:

- 1) **University** – Medical University of Lodz
- 2) **Vice-Dean** – the vice-dean responsible for student affairs, acting on behalf of the Rector;
- 3) **Learning outcomes**– knowledge, skills and social competences acquired during the learning process;
- 4) **ESOS** – electronic student service system containing information associated with the activity of the University and with the course of studies;
- 5) **EI** - electronic index – one of the elements of documentation of the course of studies;
- 6) **ELS** – electronic student ID card;
- 7) **form of didactic classes** - in particular lectures, classes, laboratory classes, clinical classes, seminars;
- 8) **IOS** – Individual Organization of Studies, i.e. a mode of studies with an individual schedule of courses, credit tests and examinations;
- 9) **ITS** – Individual Course of Studies, i.e. a mode of studies with an individual program of studies;
- 10) **Didactic unit** – an organizational unit of the University conducting didactic activities, in most cases chair, clinic or clinical department;
- 11) **Course coordinator** – an academic teacher responsible for the teaching of the course;
- 12) **Student's health book** - a document issued to a student by the University to record their health status, including sick leaves received.
- 13) **Program of studies** – a program on the basis of which studies are conducted in a specific field, level and profile, defining the learning outcomes, a description of the process leading to learning outcomes and the number of ECTS points assigned to courses;
- 14) **Plan of studies** – a schedule for the implementation of the program of studies, being an element of the program of studies, defining courses and their placement on particular semesters and years of the education cycle, the number of ECTS points and hours assigned

to them, the form of conducting classes and crediting courses, as well as the duration of studies;

- 15) **Timetable of classes** – a schedule of didactic activities in a semester;
- 16) **Diploma Thesis** – Bachelor's or Master's thesis;
- 17) **Promoter** – an academic teacher supervising the preparation of the diploma thesis;
- 18) **Reviewer** – an academic teacher being the reviewer of the diploma thesis;
- 19) **ECTS points** – points defined by the European Credit Transfer and Accumulation System as a measure of an average workload of the student, necessary to obtain the projected learning outcomes; they are used to evaluate the student's progress in the process of knowledge and skills acquisition;
- 20) **Senate** – the Senate of the University;
- 21) **Statute** – the Statute of the University;
- 22) **Syllabus** – a didactic guide to a course, defining specifically: the program contents, the forms of conducting classes, mode and conditions of crediting the course as well as the list of textbook references;
- 23) **Course of Studies** – the whole cycle of studies in a given field of studies;
- 24) **Act** – Act of July 20<sup>th</sup> 2018 - Law on Higher Education and Science;
- 25) **Faculty** – an organizational unit of the University.

### § 3

1. Admission to studies is held on the basis of:
  - 1) recruitment procedure,
  - 2) confirmation of the learning outcomes,
  - 3) transfer from another university in Poland or abroad.- and takes place under the rules set out in separate Senate resolutions.
2. A person admitted to the University acquires student rights with the moment of taking the student pledge, the content of which is specified in the Statute.
3. The student rights and obligations expire on the day of graduation or removal from the Student Register.
4. The University issues an electronic Student identification card (ELS) to the student.
5. The student has the right to possess the electronic identification card from the day of taking the student pledge to the day of the graduation or removal from the Student Register - and in the case of graduates of the first-cycle studies – till October 31<sup>st</sup> of the graduation year.
6. The students of the University form the student government, which is the sole representation of all the students of the University.
7. Student organizations, within their legal and statute activity, have the right to appeal to the University authorities regarding student matters.
8. Terms and the mode of payment for studies and educational services, the amount of tuition fees and the terms and mode of exemption from these fees are specified by the Rector and the contract concluded in writing between the University and the student or person admitted to studies.

## II. STUDENT RIGHTS AND RESPONSIBILITIES

### § 4

1. The student has the right in particular to:
  - 1) the transfer and recognition of ECTS points;
  - 2) study in the IOS mode,
  - 3) justify absences from classes, leaves from classes and leaves from classes with the possibility of verification of obtained learning outcomes, specified in the program of studies;

- 4) change the field of studies;
  - 5) transfer to full-time or part-time studies;
  - 6) take the Board examination with the participation of the observer they indicate;
  - 7) repeat specific classes due to unsatisfactory learning outcomes – according to the principles determined in the Regulations.
- 2) The student has also the right to:
- 1) receive training of the student rights and obligations;
  - 2) study according to the program of studies;
  - 3) develop professional and scientific interests associated with the field of studies; obtain assistance in this area from the academic teachers and the University bodies;
  - 4) use the infrastructure of the Medical University, including the Library of the Medical University and sports facilities – according to the principles established by the University authorities;
  - 5) study in the ITS mode;
  - 6) undertake part of their studies at other universities in Poland or abroad, within national and international student exchange programs;
  - 7) be provided with access to the didactic materials and multimedia presentations in the language in which the course is conducted, necessary to prepare for the credit tests and examinations determined in the program of studies, subject to § 5, item 1, point 10;
  - 8) inspect their written test, which is the basis for crediting a particular course or passing an examination;
  - 9) read the reviews of their diploma thesis;
  - 10) be awarded prizes and distinctions;
  - 11) make evaluations of the University employees, including evaluations of academic teachers conducting didactic classes, by means of electronic surveys available in ESOS;
  - 12) join student cultural and sports organizations, especially student scientific societies, artistic and sports teams - in compliance with the regulations included in the Act and develop their cultural, tourist and sports interests;
  - 13) be accommodated in a University dormitory, including the accommodation for a spouse or a child, and apply for financial support benefits – on conditions stipulated in the Act and in separate internal regulations of the University.

## § 5

1. The student is particularly obliged to:
  - 1) behave in accordance with the contents of the student pledge and internal regulations in force at the University;
  - 2) sign the contract submitted by the University on the payment conditions for studies or educational services;
  - 3) collect an electronic student identification card (ELS), and in the case of its damage or loss, inform the Medical University immediately;
  - 4) collect and wear the University student ID badge so it is easily visible;
  - 5) collect login and password for access to the University electronic student service system (ESOS), including an individual University student email address, and not reveal them to third parties;

- 6) use the individual University student profile in ESOS as the main source of information, in particular about: the University, learning outcomes, timetable of classes, financial assistance;
  - 7) use their individual University student email account by logging in at least once every 72 hours to check current correspondence;
  - 8) participate in all forms of courses, including those conducted using distance learning methods and techniques, in a manner enabling obtaining the number of ECTS points required to credit the semester;
  - 9) obtain credits and pass examinations within the determined time frame, complete vocational placement trainings and meet other requirements scheduled in the program of studies;
  - 10) honestly and independently pass all examinations and credit tests; prepare all the final credit projects and diploma theses respecting intellectual property rights, including copyrights protecting electronic and printed publications (including dissertations, scientific papers, scripts, didactic materials received from academic teachers);
  - 11) acquire knowledge, skills and social competences defined by the program of studies;
  - 12) show respect to the employees of the University and behave in a civil manner to other students;
  - 13) respect student dignity and good name of the University;
  - 14) abide by the rules of the Code of Ethics of the Student of the Medical University of Lodz;
  - 15) respect the property of the University;
  - 16) comply with the principles of order, personal culture, hygiene and personal data protection;
  - 17) timely pay tuition fees for studies and educational services;
  - 18) fulfill individual arrangements and commitments towards the University;
  - 19) personally or via appropriate services available in ESOS, promptly inform the Dean's Office of the change of the personal data, number of the identification document, place of residence and other personal contact data;
  - 20) in the case of foreign students - to currently update their residence card or other documents required by law confirming the ability to study in Poland, and to timely deliver the above-mentioned documents to the appropriate organizational unit of the University;
2. As required by separate regulations, the student is also obliged to submit to:
    - 1) medical examinations – in order to obtain medical confirmation of the capacity of the student to participate in classes during which the student is or may be exposed to factors harmful, hazardous or dangerous to health;
    - 2) sanitary-epidemiological examinations as well as vaccinations (if the student has not yet been vaccinated) essential for participation in classes during which there is a possibility of transmission of an infection or infectious disease to other persons.
  3. The student who will neither undergo medical nor epidemiological examinations and vaccinations mentioned in item 2, nor present a proper medical certificate by the day of the beginning of classes, or submits a medical certificate on the existence of health contraindications, will not be allowed to participate in the classes and will not obtain credit for them.
  4. The student may be required to get insurance against civil liability and the consequences of accidents in the case such insurance is required by medical institutions conducting didactic classes, vocational placement trainings, internships or other classes with practical elements, covered by the plan of studies;
  5. The student will be held financially responsible for deliberate destruction, loss or damage to the property of the University they use.

### **III. ORGANIZATION OF STUDIES**

#### **1. Decisions and verdicts in matters related to the course of studies**

##### **§ 6**

1. The administrative decision regarding the removal from the Student Register is made by the Rector or the Vice-Dean acting under the authority of the Rector. The decision is subject to a request for reconsideration of the case, submitted within 14 days of its delivery.
2. The decision referred to in item 1, has legal effects upon its delivery and is served in accordance with the provisions of the Act of June 14<sup>th</sup> 1960 - the Code of Administrative Procedure.
3. The University immediately informs the student about the initiation of administrative proceedings regarding the removal from the Student Register.
4. The administrative decision referred to in item 1, is issued in paper form.
5. Verdicts on individual matters of students related to the course of studies specified in the Regulations are made by a Vice-Dean based on the authorization given by the Rector. The verdicts may be appealed to the Rector via the Vice-Dean who issued them.
6. The verdicts referred to in item 5, concern in particular:
  - 1) conditional crediting of a semester;
  - 2) re-enrollment in the same semester (repetition of a semester);
  - 3) extension of the retake examination session;
  - 4) granting a leave from studies;
  - 5) board examination;
  - 6) IOS;
  - 7) transfer and recognition of ECTS points.
7. The verdicts referred to in items 5 and 6 can be issued in paper or electronic form.
8. Applications in individual cases of students related to the course of studies are submitted in paper or electronic form.

#### **2. Program of studies**

##### **§ 7**

1. Studies at the University are conducted in a specific field, level and profile in accordance with the program of studies, determined by the Senate not later than 4 months before the beginning of the academic year, after consulting the appropriate body of the student government in the mode specified in the Statute.
2. The plan of studies is announced to the students via ESOS not later than 4 weeks before the beginning of the academic year.
3. The timetable of classes is announced to the students via ESOS not later than 2 weeks before the beginning of the semester.
4. The University adapts the timetables of classes to the needs of people with disabilities, in particular considering the infrastructure of the location where classes are to take place.

#### **3. Organization of the academic year**

##### **§ 8**

1. The academic year lasts from October 1<sup>st</sup> until September 30<sup>th</sup> and is divided into two semesters.
2. The academic year comprises:
  - 1) the period of didactic classes resulting from the programs of studies, divided into winter and summer semesters;
  - 2) examination sessions and retake examination sessions – the winter and summer ones;
  - 3) periods free of didactic activities, in particular: holiday breaks, semester break and summer vacation break.
3. The organization of the academic year, including the division of the year into semesters, dates of starting didactic classes and dates of the examination and retake sessions are determined by the Rector in the directive not later than 6 months before the beginning of the academic year.
4. The Rector can announce days or hours free of classes during the academic year.

#### **4. Didactic activities and vocational placement trainings**

##### **§ 9**

1. Lectures at the Medical University of Lodz are open on the terms set out in the Statute.
2. Other forms of didactic activities are closed.
3. Classes can be carried out:
  - 1) in English,
  - 2) using distance learning methods and techniques,  
- if determined in the program of studies.
4. The rules for conducting classes using distance learning methods and techniques are defined by the Rector.
5. Vocational placement trainings are a compulsory element of education, if included in the program of studies.
6. The conditions for completing and crediting vocational placement trainings are determined by separate regulations for a given field of study.
7. Participation in all forms of didactic classes is compulsory.
8. The course coordinator decides about the form of verifying the student's attendance at classes. Electronic verification of the student's attendance during didactic classes is allowed.
9. The student's absence during the classes should be justified by presenting the original of a medical certificate confirming temporary inability to attend the class or – in justified cases - by presenting another written excuse, not later than within 5 working days after the reason for their absence ceased.
10. The student who is on sick leave cannot participate in didactic classes, vocational placement trainings, credit tests and examinations.
11. Absence during didactic classes, including long-term absence justified by the original medical certificate, may be the basis for failing classes if the student did not complete the content of classes missed due to absence in accordance with the rules specified in the course syllabus.
12. The student's absence during didactic classes is justified and missed classes do not need to be made up for if the student:
  - 1) participates in meetings of collegiate bodies, councils or committees appointed at the University;
  - 2) studies in the mode of the Individual Course of Studies (ITS) and has taken a student sabbatical leave;
  - 3) as a representative of the University participates in such events as sports competitions, artistic competitions, symposia, conferences, etc.;
  - 4) participates in University ceremonies as a member of the University Color Guard;
  - 5) participates in organizational works for the sake of the University.
  - 6) assists a disabled person, enabling them to participate in didactic classes.
13. The course coordinator is obliged to enter the syllabus into ESOS not later than 14 days before the beginning of the semester. The syllabus template is defined by the Rector's directive.
14. Before the start of the course or during the first class the course coordinator or the academic teacher conducting the classes is obliged to familiarize the students with a syllabus, specifying in particular:
  - 1) rules of conducting the course;
  - 2) the course content;
  - 3) mode and terms of crediting the course, including the rules and criteria of awarding grades;
  - 4) mode and terms of making up for missed classes;
  - 5) prerequisites and additional requirements;
  - 6) list of obligatory and supplementary textbook references;

- 7) consultation dates adapted to the form of studies and the level of education.
15. A syllabus is adopted for the whole cycle of education and does not change during its course.
16. The University adjusts the conditions for the implementation of the teaching process to the needs of students who are disabled or chronically ill, in accordance with the rules set out in Annex 1.

## **5. Student groups**

### **§ 10**

1. The number of students in groups for particular forms of the didactic classes is specified by the Rector.
2. The Vice-Dean, at the student's written request, may grant consent to transfer the student to another student group. The transfer is recorded in ESOS.
3. When the number of students in the group has changed or the group is closed down, the student can be moved to another student group.
4. Classes at full-time studies are conducted separately from classes at part-time studies.

## **6. Individual Organization of Studies (IOS)**

### **§ 11**

1. Individual Organization of Studies, hereinafter known as "IOS", is a mode of studies according to an individual schedule of courses, credit tests and examinations.
2. Upon the request of the student, the Vice-Dean may give consent to study according to the IOS mode in a given academic year:
  - 1) when the student meets at least one of the following conditions:
    - a) studies two or more fields;
    - b) actively participates in scientific research - with the exclusion of students studying according to the Individual Course of Studies (ITS), mentioned in §13;
    - c) presents a medical certificate testifying the degree of disability;
    - d) does part of the course of studies at other universities in Poland or abroad;
    - e) is a representative of students on the University's collegiate bodies, councils or committees appointed at the University;
    - f) is a member of a national sports team or its reserve, or is a member of the University sports team – regardless which sports club they belong to;
    - g) was enrolled in the studies as a result of the confirmation of the learning outcomes;
  - 2) in another justified case.
3. The Vice-Dean, at the request of a pregnant student or a student who is a parent, grants permission for full-time studies in the IOS mode until they are completed.
4. Before a decision on IOS is issued, the student may be required to obtain the opinion of the course coordinators, except in the case referred to in item 3.
5. Before granting consent to IOS due to health condition, the Vice-Dean may refer a student to a medical committee on the principles referred to in § 47 item 8.
6. The decision on granting consent to study in the IOS mode cannot affect the extension of the period of study provided for in the plan of studies.
7. The student may be given the Vice-Dean's permission to take some part of the classes provided for in the plan of studies for subsequent semesters in the IOS mode, which may result in a reduction of the duration of studies provided for in the plan of studies.
8. After having obtained permission to study in the IOS mode, the student is obliged to set individual dates and conditions for participating in classes with the course coordinators.
9. The student studying in the IOS mode may participate in didactic classes conducted on other forms of studies.

10. In the case of the student's violation of the IOS rules, the Vice-Dean may revoke consent to study in this mode.

## **§ 12**

1. In justified cases, upon the request of the student of the field of medicine, attending the program of medicine conducted in the English language, who, prior to the enrolment in the University, had completed part of the required plan of studies at another university in Poland or abroad, the Vice-Dean can give consent for completion of the remaining program of studies in the IOS mode.
2. In the case referred to in item 1, the student may be required to agree on the timetable of classes and the dates of credit tests and examinations with the course coordinators.

## **7. Individual Course of Studies (ITS)**

### **§ 13**

1. The student with outstanding academic results and scientific achievements may apply for consent for studying in the ITS mode.
2. The rules concerning the ITS mode are stipulated in Appendix No. 2.

## **8. Year Tutor**

### **§ 14**

1. The chairperson of the Field Didactic Board, after consulting the University Student Government Council, appoints a tutor from among academic teachers for each year of studies.
2. The Tutor's duties include, among others:
  - 1) shaping the attitude of students in accordance with the student pledge and the Code of Ethics of the Student of the Medical University of Lodz;
  - 2) assisting the students with their current problems concerning their education process as well as their socio-economic situation through:
    - a) cooperation in those areas with the student government bodies,
    - b) submitting opinions and requests of the students to respective bodies of the University in matters concerning the education process and socio-economic issues.
7. The chairperson of the Field Didactic Board may dismiss the Year Tutor at the request of students who are members of the Field Didactic Board or for other important reasons.

## **9. Electronic student service system (ESOS)**

### **§ 15**

1. Within ESOS the student has access to their individual student email account and Virtual University containing information on the course of studies, including electronic index, evaluation surveys, timetables of classes, syllabi and teaching materials. The student's access to ESOS is protected by an individual login and an access password.
2. The disclosure of an individual login or access password to ESOS to third parties is treated as a violation of the Regulations.
3. Information which, after providing the login and password, was sent from an individual student email account or placed in ESOS, is treated as received from the student to whom the login and password belong.
4. The student will be held responsible for undertaking illegal activities at the University, using IT tools. In particular, it is prohibited to:
  - 1) install illegal copies of software on the University computers;
  - 2) download and provide access to any materials protected by copyright law or forbidden by applicable acts of law;
  - 3) publish opinions which offend personal dignity of other people, including those with legally prohibited content;

- 4) make any unauthorized attempts to gain access to the University's or other units' protected resources;
- 5) destroy or expose to damage the University computer equipment.
5. It is recommended that the teaching materials, including multimedia presentations, be made available to students in ESOS whenever possible.
6. Didactic materials are provided to the students in the form chosen by the course coordinator, to the extent necessary for the student to prepare for credit tests or examinations included in the plan of studies, taking into account the principle specified in § 5, item 1, point 10.

#### **IV. CREDITING A COURSE AND A SEMESTER**

##### **1. Crediting a course**

##### **§ 16**

1. The course credit can be awarded in the form of credit without a grade, credit with a grade or as an examination with a grade. Credit without a grade is obtained only in the case of courses with no appointed ECTS points, i.e. Physical Education, Health and Safety Procedures and Library Training.
2. Credits for a course are awarded by the course coordinator.
3. The form of the course credit test or examination is determined by the course coordinator.
4. In the case of an incorrect entry in the EI, the student is obliged to report this fact to the course coordinator or the person who made the entry.
5. Credit tests and examinations can be conducted:
  - 1) in oral or written form;
  - 2) in the form of a practical credit test or examination;
  - 3) in English – in the case of conducting classes in this language, according to the principles defined by the Field Didactic Board;
  - 4) by using distance learning methods and techniques.
6. In studies conducted in the English language, credit tests and examinations are held in English.
7. In the case of witnessing during the credit test or examination:
  - 1) non-independent work of the student, including consultations with outsiders or other students,
  - 2) unauthorized use of teaching aids,
  - 3) persistent or gross disruption of order by the student,
  - 4) bringing an electronic device, enabling, in particular, communication or recording of image or sound

- the academic teacher has the right to terminate credit test or examination, including ordering the student to leave the room, and to issue a failed grade, which is entered into ESOS as the grade of the credit test or examination; this fact is noted in the course credit protocol.
8. The academic teacher has the right to submit a request to the Rector for disciplinary action pursuant to the principles specified in § 51 item 4 and 5, regarding the student who was involved in the actions referred to in item 7.
9. The semester grade from the course is entered into ESOS after completing the course in a given semester as the so-called "Final grade" (also when classes of the course last longer than one semester).
10. For completed classes the student receives the number of ECTS points assigned to these classes in the program of studies.

## **§ 17**

1. The student taking an examination or a credit test is required - if requested - to provide a document confirming their identity.
2. Before allowing the student to take a credit test or an exam, the teacher can verify whether the student has brought an electronic device for non-independent work during the credit test or exam.
3. If the teacher finds that the student has the device referred to in item 2, the student shall be instructed not to enter the classroom where the credit test or examination is conducted.
4. The student who does not refrain from keeping the device referred to in it. 2, shall not be allowed to take a credit test or examination, which is equivalent to receiving a failed grade, in accordance with the principle referred to in item 11.
5. Only the University has the right to record sound or both image and sound during a credit test or an examination.
6. The student may have three attempts at passing each credit test or examination; the second and third attempts are retakes.
7. Dates of the second and third attempt of a credit test or examination should be arranged with at least a seven-day interval after the first or the second attempt of a credit test or examination, assuming that the result of the credit test or examination was announced to the student at least 3 days before the date of the next attempt of this credit test or exam.
8. At the request of the student, the course coordinator may give the student their consent for the possibility to improve the positive grade of the course, obtained from a credit test or examination at the first attempt. The positive grade can be improved only once - during the second attempt at the credit test or examination of the same examination session. The new grade is entered as the final grade into ESOS, also in the case when it is lower than the previous one.
9. Should the course coordinator fail to give the consent described in item 8, the student can appeal to the Vice-Dean within 7 days after getting the refusal.
10. The student who meets requirements for taking an examination at the first attempt may sit it at an individually arranged time, with the course coordinator's consent.
11. If the student is not allowed to take a credit test or examination, the student loses the designated attempt, which is reflected by the failed grade entered into ESOS.
12. When the reason for not allowing the student to take the credit test or examination does not cease, the student loses subsequent attempts, receiving failed grades.

## **§ 18**

1. The student who has failed to sit a credit test or examination on the designated date is obliged to present the original of a medical certificate (including the student's health book) or, in justified cases, other written excuse to the course coordinator, not later than within 5 working days after the reason for their absence ceased.
2. If the student has presented a medical certificate referred to in item 1 or if another written justification is accepted, the course coordinator appoints another date for a credit test or examination.
3. The student who has not presented the course coordinator with an original of a medical certificate or if other written justification is not accepted as sufficient, receives a failed grade and loses one attempt at a credit test or examination.
4. If the course coordinator does not find other written justification acceptable and gives the student a failed grade, the student may appeal to the Vice-Dean within 7 days after receiving the failed grade.
5. In the case of student's long-term illness or other unforeseen events, the Vice-Dean, upon the student's written request, may give consent for the student to take credit tests and examinations at individually determined dates, also outside the examination session or retake examination session.

6. If a student took an examination or a credit test while on sick leave, the examination or credit test, despite the submitted medical certificate, shall be treated as carried out and the grade the student obtained shall be entered in ESOS.

### **§ 19**

1. The dates of credit tests, examinations as well as retake credit tests and examinations cannot interfere with the time when scheduled courses are conducted.
2. If the student independently enrolls in a credit test or an examination on the date colliding with the didactic classes, the student is responsible for participating in the credit test or the examination and making up for the absence in classes.
3. In justified cases, the Vice-Dean may agree to the extension of the retake session, but not more than two months after the end of the retake session.
4. The student is obliged to submit a request for the extension of the retake examination session at the Dean's Office not later than on the last day of the session or the following day, if that day would be a day off classes or a day when the Dean's Office is closed to students.
5. The dates of credit tests and examinations should be announced by the course coordinator via ESOS at least 4 weeks before the beginning of the examination session.

### **§ 20**

1. The course coordinator is responsible for conducting credit tests and examinations.
2. The course coordinator is obliged to enter the credit test and examination results into ESOS within 7 working days following the day of holding the credit tests and examinations.
3. After the end of each semester, but not later than within 7 days from the end of the retake examination session, the course coordinator is obliged to submit the signed course credit protocols to the Dean's Office.
4. The student is obliged to become acquainted with the results of credit tests and examinations entered into ESOS.
5. All student work, recorded in written or electronic form, including examination papers and other test papers, should be stored by the course coordinator at least until the end of the semester following the semester in which the course was finished.
6. The student has the right to review their written tests and examinations mentioned in item 5, including questions and answer key, in the presence of the course coordinator, at least until the end of the semester following the semester in which the course was finished.
7. Detailed rules for reviewing written work, including test examinations conducted with the use of computers, are set out in the course regulations.

## **2. Credit test and examination before Examination Board**

### **§ 21**

1. In exceptional cases, if there is a well-justified suspicion that a credit test or examination was not properly organized, the Vice-Dean, at the student's written request, which has to be submitted within 5 days from entering the grade into ESOS, makes a decision to hold a credit test or examination before the Examination Board. The Dean's Office informs the student about the decision immediately via email.
2. The Board credit test or examination should be held within 7 working days from making the decision referred to in item 1. The Board credit test or examination grade is a final course grade, which is entered into ESOS instead of the credit test or examination grade challenged in the mode stipulated in item 1.
3. Before the Board credit test or examination takes place, the student is informed about the conditions and rules of conducting the credit test or an examination, including the form of credit test or examination and the result required to obtain a positive grade.

4. The Board credit test or examination, depending on the specificity of the course – can be conducted in an oral or written form.
5. The student can have one attempt at the Board credit test or examination.
6. In the event of absence at the Board credit test or examination, the provisions of § 18 items 1-4 and item 6 apply. In the event of second absence at the Board credit test or examination, justified on the basis of a medical certificate, the Vice-Dean shall appoint a committee consisting of doctors - university teachers of the University to examine the student's health status and issue an opinion.
7. Based on the opinion of the committee referred to in item 6, the Vice-Dean may decide:
  - 1) to set a deadline for taking the Board credit test or an examination or
  - 2) to grant the student a Dean's leave due to health problems.

## § 22

1. The Board credit test or examination is conducted by the Examination Board consisting of:
  - 1) the President - the Vice-Dean or a person designated by the Dean (excluding the course coordinator or course examiner);
  - 2) the course coordinator or an academic teacher authorized by them;
  - 3) an academic teacher being an expert in the course covered by the Board credit test or examination, appointed by the Vice-Dean (with the exception of the person that conducted the challenged credit test or examination);
  - 4) a representative of the student government as an observer, with no right to determine the conditions of crediting the course nor vote on the student's grade;
2. The Year Tutor can be present during the Board credit test or an examination as an observer.
3. An additional observer appointed by the student may be present during the credit test or examination before the Examination Board. It can be anyone.
4. The observer is has no right to speak, has to leave the room after the examination and does not participate in the proceedings of the Board.
5. In the case of a Board written credit test or examination, an examination sheet is prepared by an academic teacher described in item1 point 3.
6. The details of the Board credit test or examination are written down in the examination protocol, which includes:
  - 1) Composition of the Examination Board;
  - 2) The date of the Board credit test or examination;
  - 3) the questions contained in the examination sheet or questions asked the student by the Examination Board;
  - 4) surname and name of the student or students participating in the credit test or examination;
  - 5) attendance list signed by the student or students participating in the credit test or examination and by the members of the Examination Board.
7. The course of the Board examination may be recorded by means of a device for recording sound or both sound and image.
8. Only the Examination Board conducting the credit test or an examination has the right to record the credit test or examination by means of the device mentioned in item 7. The recording is stored in the Dean's Office of the relevant faculty until the end of the semester following the semester to which the credit test or examination relates.
9. After the Board credit test or examination conducted in the oral form has been completed, the Examination Board informs the student about the result and the obtained grade.
10. In the case of the Board credit test or examination conducted in the written form the result and the grade are announced as soon as possible.
11. The grade received at the Board credit test or examination is final.

### **3. Crediting a semester**

#### **§ 23**

1. The credit period of didactic courses is a semester, with the exclusion of didactic activities implemented in the ITS mode and in justified cases – in the IOS mode. The credit period obligatory in the case of ITS is stipulated in Appendix No. 2 to the Regulations.
2. After the end of an examination session, the Vice-Dean credits a semester on the basis of the Student Evaluation Charts printed out from ESOS, which are included into the student's file. Crediting a semester is a requirement for the student's enrollment in the following semester.
3. The student may be awarded a credit for a semester if in the given semester they credited all the courses and vocational placement training scheduled in the program of studies and have received the number of ECTS points required to credit the semester.

### **4. Conditional crediting of a semester**

#### **§ 24**

1. Upon the written request of the student who has not obtained the number of ECTS points required to credit a semester, submitted at the Dean's Office within 7 working days from the end of the retake examination session, the Vice-Dean may give consent for a conditional crediting of the semester, hereinafter called "the conditional", subject to item 3, if the student obtained at least 70% of ECTS points required by the plan of studies to credit that semester.
2. The Vice-Dean makes a decision to grant the conditional, taking into consideration the specificity of the field of study, continuity and proper course of the teaching process.
3. The Vice-Dean does not grant consent for the conditional despite the number of ECTS points referred to in item 1 if:
  - 1) knowledge and skills of the failed course are necessary to obtain learning outcomes in other courses, implemented in the next semester;
  - 2) in the next semester the plan of studies requires continuation of classes of the course or courses failed by the student;
  - 3) the student repeats a semester;
  - 4) the student has not credited the conditional from a previous semester;
  - 5) the student has not credited a module course.
4. The rules referred to in item 3 points 1 and 2, do not apply to the conditional under which the student is obliged to complete the required course within the period of one month.
5. The Vice-Dean does not grant consent to include the course of the next semester of studies in the already existing conditional, even if the student fulfills the criterion of the number of ECTS points referred to in item 1.
6. The Vice-Dean appoints a credit test or an exam in a course or courses covered by the conditional:
  - 1) within one month from the end of the retake examination session or
  - 2) at another date, however no later than by the end of the academic year following the granted conditional.
7. In the event of failing the component parts of the course covered by the conditional and the need to participate in classes, the Vice-Dean sets the deadline for completing the course, referred to in item 6 point 2.
8. The student obliged to participate in classes of the course covered by the conditional must pay a fee for their re-implementation, in accordance with the rules set out by the Rector.
9. The course covered by the conditional is added in ESOS to the semester in which it is to be credited.
10. The student is entitled to one attempt at the credit test or examination of the course covered by the conditional.

11. If the student fails to complete the course covered by the conditional within the prescribed period, the following may be issued:
  - 1) a verdict on re-enrollment of the student in the same semester of studies (repetition of the semester) - on the terms set out in § 6 items 5-7 and § 25, or
  - 2) an administrative decision to remove the student from the Student Register - on the principles set out in § 6 items 1-4 and § 53-55.
12. In the event of failure to credit the course covered by the conditional by the specified deadline of one month and failure to meet the conditions for obtaining consent for re-enrollment in the same semester, removal from the Student Register shall take place from the semester to which the course is assigned in the program of studies.

## **5. Re-enrolment in the same semester (repetition of a semester)**

### **§ 25**

1. The student who has not credited a semester can submit a request for re-enrollment in the same semester (repetition of a semester).
2. The Vice-Dean may grant consent for the repetition of a semester if one of the following is fulfilled:
  - 1) the student has obtained at least 50% of ECTS points required by the plan of studies to credit that semester and none of the failed courses is a module course.
  - 2) The student has failed a module course.
3. The request referred to in item 1 should be submitted by the student at the Dean's office within 7 working days from the end of the retake examination session.
4. In the case referred to in § 24 item 6 point 1, the request for the repetition of a semester may be submitted on a date other than that specified in item 1.
5. The Vice-Dean does not grant consent for the repetition of a semester if the student:
  - 1) has not credited the first year of studies - in the case of long-cycle master studies and first-cycle studies;
  - 2) has not credited the first semester of studies - in the case of second-cycle studies;
  - 3) has not credited the third year of MD Advanced program;
  - 4) has not yet credited the course covered by the conditional;
  - 5) has not credited the module course and other course, with the total ECTS points number exceeding 50% ECTS points required by the plan of studies to credit that semester.
6. The student may get permission to repeat only once during the entire course of studies no more than two different semesters, unless the cause of failure for crediting yet another semester was a long-term disease or other documented unforeseen event.
7. The student who repeats a semester is exempted from participating in courses credited prior to the re-enrolment in the same semester.
8. The student repeating a semester due to failing a course is obliged to participate in all forms of classes of the course and to credit all of them.
9. In the case of program differences, the student is obliged to make up for them by the deadline designated by the Vice-Dean, however not later than by the end of the semester they were re-enrolled in.
10. A student who has failed the course carried out as part of supplementation of the program differences, is subject to the rules of the conditional or repetition of a semester.
11. Repetition of classes due to unsatisfactory academic results by the student re-enrolled in the same semester is payable.
12. The terms and mode of payments for the supplementation of the program differences, repetition of specific courses and the method of calculating the amount of these fees are defined by the Rector.

13. In the event that the student is not granted permission to repeat a semester or fails to credit the repeated course, a decision is issued to remove the student from the Student Register according to the terms specified in § 6 items 1-4 and § 53-55.

## **6. Studying courses in advance**

### **§ 26**

1. In particularly justified cases, upon the written request of the student who obtained consent for re-enrollment in the same semester (repetition of a semester), the Vice-Dean may allow the student to study some courses in advance, i.e. to attend selected courses which are scheduled for a higher semester of studies.
2. The courses to be studied in advance may constitute no more than 30% of ECTS points required in accordance with the plan of studies to credit the semester.
3. The consent to study in advance is given on condition that the courses selected by the student do not require knowledge or skills within the scope of courses of the lower semester or year of studies which are not credited by the student.
4. The request described in item 1 should be submitted by the student to the Dean's Office:
  - 1) not later than 7 days before the beginning of the semester in which the student should be re-enrolled, or
  - 2) together with the request for re-enrollment in the same semester, or
  - 3) not later than 7 days after the beginning of the semester during which the student will be on a leave from studies, mentioned in § 47 item 1 point 2 and item 2.
5. In special cases the request referred to in item 1 can be submitted at a different date than determined in item 4.
6. Studying in the mode of advance at the tuition payable studies is payable. The terms and mode of payments for the studies in advance are determined by the Rector.
7. The student who failed to credit the courses studied in advance, is obliged to repeat those courses on the semester indicated in the program of studies and pay appropriate repetition fees determined by the Rector.
8. The student who has been granted consent to study in the advance mode is obliged to participate in all classes of the advance courses and to credit them.
9. The student who has not attended the classes of the advance course obtains the failed grade for that course.

## **7. Implementing part of the study program at another university as part of the student exchange program**

### **§ 27**

1. A student who, within the framework of a student exchange, has not completed some of the courses covered by the study program in the year of participation in the exchange, is required upon return to complete them as part of the program differences.
2. A student who, within the framework of a student exchange, has not credited a course of the study program implemented at the University shall be subject to the rules referred to in § 24-25.

## **8. Grading scale and mean grade**

### **§ 28**

1. The results of credit tests examination results are determined in the following grading scale:
  - 1) 5,0 – bardzo dobry;
  - 2) 4,5 – ponad dobry;
  - 3) 4,0 – dobry;
  - 4) 3,5 – dość dobry;
  - 5) 3,0 – dostateczny;
  - 6) 2,0 – niedostateczny.

2. The grading scale described in item 1 may be used in the English version:
  - 1) 5.0 – *Excellent*;
  - 2) 4.5 – *Very Good*;
  - 3) 4.0 – *Good*;
  - 4) 3.5 – *Satisfactory*;
  - 5) 3.0 – *Sufficient*;
  - 6) 2.0 – *Failed*.
3. In the case of physical education classes, health and safety training and library training, no grades are used as referred to in item 1, replacing them with the formulas:
  - 1) passed (in Polish: *zal.*);
  - 2) failed (in Polish: *nie zal.*).
4. The mean grade for a semester or a year of studies is calculated as an arithmetic mean of all semester grades (final grades), including failed grades, obtained in all attempts at credit tests and examinations, of the courses indicated in the program of studies for a given education cycle, subject to item 5 and 6.
5. While calculating the mean grade mentioned in item 4, the following is considered:
  - 1) in the case of a credit test or an examination before the Examination Board – the credit test or examination grade entered into ESOS instead of the credit test or examination grade challenged in the mode specified in § 21, item 1;
  - 2) in the case of a positive grade being improved – the grade awarded at the second attempt, entered into ESOS instead of the previous grade, according to the regulation given in § 17 item 8.
6. The mean grade is calculated to three decimal places and rounded to two decimal places, in accordance with the following rules:
  - 1) when the final digit after the decimal place is from 5 to 9, the value is rounded up;
  - 2) when the final digit after the decimal place is from 0 to 4, the value is rounded down.

## **9. Course of studies documentation**

### **§ 29**

1. The course of studies is documented in:
  - 1) course credit protocols, prepared as printouts of electronic data comprising:
    - a) course name
    - b) student data, including student number,
    - c) grade awarded,
    - d) date and signature of the course coordinator;
  - 2) student evaluation charts prepared after the end of the semester as printouts of electronic data, including:
    - a) student's names and surname,
    - b) student number,
    - c) names and surnames, title and academic degree or professional title of the person conducting the credit test or examination,
    - d) course name, including vocational placement training, in a semester or year,
    - e) description of the form of verification of student's achievements obtained as part of the course in a given semester or year,
    - f) grade achieved,
    - g) number of ECTS points awarded,
    - h) date and signature of the person conducting the credit test or examination,
    - i) date and signature of the Rector or the Vice-Dean acting on behalf of the Rector confirming the verification of the student's achievements.
2. Signatures of persons referred to in item 1 point 2 letters h and i may be replaced with the authentication of these persons in the University ICT system.
3. The rules of documenting the course of studies are specified by the Rector.

## **V. GRADUATION**

### **1. Conditions for graduation**

#### **§ 30**

1. The condition for graduation and obtaining the graduation diploma is:
  - 1) obtaining the learning outcomes specified in the program of studies, with at least:
    - a) 180 ECTS points - in first-cycle studies
    - b) 90 ECTS points – in second-cycle studies,
    - c) 300 ECTS points - in long-cycle master studies lasting 10 semesters,
    - d) 360 ECTS points - in long-cycle master studies lasting 11 or 12 semesters;
  - 2) passing the diploma examination – if it is included in the program of studies;
  - 3) positive grade of the diploma thesis - in the case of second-cycle and long-cycle master studies, and in the case of first-cycle studies - if it is included in the program of studies.
2. The date of graduation is:
  - 1) in the case of the field of Medicine and Dental Medicine– the day of passing the final examination as specified in the program of studies; acknowledging that the date of passing the examination is the date of announcement of results of this examination;
  - 2) in the case of the field of Pharmacy and long-cycle master studies in the field of Physiotherapy – the day of crediting the final vocational placement training required in the program of studies, acknowledging that the date of crediting the training is the date of its entry in the training book;
  - 3) in the case of the remaining fields – the date of passing the diploma examination.
3. The student starts the vocational placement training, referred to in item 2 point 2, after submitting the diploma thesis and passing the diploma examination - if required - however not later than on October 1<sup>st</sup>.

#### **§ 31**

1. Students of the final year of Pharmacy are obliged to obtain credits and pass examinations specified for the semester of studies preceding their the final vocational placement training till August 31<sup>st</sup>.
2. Students of the remaining fields in their final year of studies are obliged to obtain credits and pass examinations required for the completion of the final semester of studies till September 30<sup>th</sup>.
3. In justified cases, the Field Didactic Board may specify dates for obtaining credits and passing examinations other than those given in items 1 and 2.
4. In justified cases, permission may be granted to extend the deadlines detailed in items 1 and 2, but for no longer than 2 months.

### **2. Diploma thesis**

#### **§ 32**

1. The deadlines for submitting the diploma thesis are determined by the Field Didactic Board, taking into consideration the time required for testing the thesis with the unified anti-plagiarism software system compatible with the Polish National Repository of written diploma theses.
2. The rules for testing diploma theses using the unified anti-plagiarism System are defined by the Rector.
3. Submitting the diploma thesis, if required, can take place after passing all credit tests and examinations included in the program of studies.
4. Unless the Field Didactic Board decides otherwise, the deadline for submitting the diploma thesis is:
  - 1) for the field of Pharmacy – August 31<sup>st</sup>,
  - 2) for one-cycle master studies in the field of Physiotherapy – February 28<sup>th</sup>
  - 3) for the remaining fields of studies –September 30<sup>th</sup> .

5. At the request of the student, approved by the student's Promoter, the Vice-Dean may give consent for the extension of the deadline for submission of the diploma thesis, described in items 1-4, but for no longer than 3 months, in the case of:
  - 1) long-term disease, confirmed by an original of a medical certificate;
  - 2) inability to complete the diploma thesis within the required time limit due to causes beyond the student's control.
6. The Field Didactic Board may appoint the Faculty Committee for diploma theses, including the respective Vice-Dean for Didactic Affairs as Chairperson.
7. The Committee described in item 6 must submit to the Field Didactic Board for approval:
  - 1) the rules for preparing diploma theses;
  - 2) the topics of the diploma theses submitted by the students.

### **§ 33**

1. The student is obliged to submit both paper and electronic versions of the diploma thesis to the Dean's office.
2. The diploma thesis may be prepared in a foreign language – in line with the rules specified by the Field Didactic Board or the Faculty Committee for diploma theses, appointed by the Board.

### **§ 34**

1. In the case of second-cycle studies and one-cycle master studies the student prepares their diploma thesis under the supervision of the Promoter - an academic teacher holding at least the title of Doctor.
2. For Nursing and Midwifery fields of study, an academic teacher with the right to practice as a nurse or midwife and holding at least a Master's degree may serve as the Promoter of a Bachelor's diploma thesis, if it is a case report.
3. In the event of an extended absence of the Promoter, which might result in a delay in submission of the diploma thesis, the Vice-Dean is obliged to nominate an academic teacher who takes over the Promoter's duties.
4. A change of the Promoter within the final six-month period before the end of studies may be grounds for extending the deadline for submitting the diploma thesis, however for no longer than 3 months.
5. In a justified case, in the period preceding the determination and approval of the diploma thesis subject by the Field Didactic Board, the student may apply to the Vice-Dean for a change of the current Promoter of the diploma thesis, along with the justification of the reasons for the change. Changing the Promoter in a later period is possible only if the current Promoter and the newly selected Promoter agree on the change. The Promoter change cannot affect the date of submission of the diploma thesis.

### **§ 35**

The rules for the preparation and evaluation of diploma theses are set by the Rector.

## **3. Diploma examination**

### **§ 36**

1. The diploma examination is held not later than one month following the day of submission of the diploma thesis.
2. In justified cases, the diploma examination may be held on a day other than the one given in item 1.

### **§ 37**

1. The conditions of taking the diploma examination include:
  - 1) crediting all courses and vocational placement trainings included in the program of studies with the exclusion of the final vocational placement training or internship required in the

plan of studies, if the plan of studies allows for its completion after the diploma examination.

- 2) positive grade of the diploma thesis – in the case of second-cycle studies and long-cycle master studies, and in the case of first-cycle studies - if it is included in the program of studies.
2. The diploma examination is an oral examination.
3. The rules and mode of conducting the diploma examination, as well as the scope of knowledge covered by the diploma examination, are specified by the Field Didactic Board.
4. The diploma examination is held in the language of the education carried out in a given field.
5. The diploma examination can be held in a foreign language – according to the rules specified by the Field Didactic Board.
6. During the diploma examination, the student should demonstrate knowledge and skills within the discipline associated with the diploma thesis, particularly with regard to the theme and methodology of work.
7. The result of the Diploma examination are determined in the grading scale described in § 28 item 1.

### **§ 38**

1. The student who has failed to take the diploma examination on the date arranged beforehand has to present the original of a medical certificate or, in justified cases, another written excuse, not later than within 5 working days after the reason for their absence ceased.
2. If the student has presented a medical certificate referred to in item 1 or another justification is accepted, The Vice-Dean appoints another date for the diploma examination.
3. In the event of an unjustified absence at the first date arranged for the diploma examination, or of the failed grade obtained, the Vice-Dean appoints a second date for the diploma examination, which is the final date.
4. The second date for the diploma examination can be appointed at least one month, but not later than two months from the first date for the diploma examination.

### **§ 39**

1. The diploma examination takes place before the Examination Board, comprising:
  - 1) the Vice-Dean, or an academic teacher nominated by the Vice-Dean, holding the academic title of Professor or Dr hab. (Habilitation Doctor) – as Chairperson;
  - 2) the Promoter of the diploma thesis;
  - 3) the Reviewer of the diploma thesis or a specialist in the discipline comprising the subject of the diploma examination.
2. The members of the Examination Board described in item 1, points 2 and 3 should hold at least the academic degree of Doctor, subject to § 34, item 2.
3. The composition of the Examination Board may be extended by a specialist from outside the University, particularly a representative of an external institution (if the subject of the thesis is associated with the needs of this institution).
4. The diploma examination is recorded in the diploma examination protocol and signed by all members of the Examination Board.
5. The diploma examination protocol includes:
  - 1) date of diploma examination;
  - 2) names and surname of the student;
  - 3) student number;
  - 4) names and surnames, signatures, titles or scientific degrees, or professional titles of the members of the Examination Board;
  - 5) the content of the questions and the grades obtained;
  - 6) final mean grade of studies;
  - 7) the title and grade of the diploma thesis;

- 8) the grade of diploma examination;
- 9) final result of studies and professional title awarded.

#### **4. Final result of studies**

##### **§ 40**

1. The final result of studies in the field of Medicine and Dental Medicine is given as an arithmetic mean of the grades awarded to the student during the entire course of studies, including failed grades, in accord with the regulations given in § 28, items 4-6.
2. The final result of studies in the case of second-cycle studies and long-cycle master studies, and in the case of first-cycle studies, if the diploma thesis is included in the program of studies, is calculated according to the following formula:  $\frac{3}{5} A + \frac{1}{5} B + \frac{1}{5} C$ , where:
  - 1) A – stands for arithmetic mean of all grades awarded to the student during the course of studies, including failed grades, calculated according to the regulations given in § 28, items 4-6;
  - 2) B – stands for the grade awarded for the diploma thesis;
  - 3) C – stands for positive grade awarded for the diploma examination.
3. The final result of studies in the case of first-cycle studies, if the diploma thesis is not included in the program of studies, is calculated according to the following formula:  $\frac{4}{5} A + \frac{1}{5} C$ , where:
  - 1) A – stands for arithmetic mean of all grades awarded to the student during the course of studies, including failed grades, calculated according to the regulations given in § 28 items 4-6;
  - 2) C – stands for positive grade awarded for the diploma examination.
4. The final result of studies is given in the following grading scale:
  - 1) to 3,24 – dostateczny;
  - 2) 3,25 – 3,75 – dość dobry;
  - 3) 3,76 – 4,10 – dobry;
  - 4) 4,11 – 4,50 – ponad dobry;
  - 5) 4,51 and above – bardzo dobry.
5. The grading scale described in item 4 may be used in the English version:
  - 1) to 3.24 – *Sufficient*;
  - 2) 3.25 – 3.75 – *Satisfactory*;
  - 3) 3.76 – 4.10 – *Good*;
  - 4) 4.11 – 4.50 – *Very Good*;
  - 5) 4.51 and above – *Excellent*.
6. The graduation diploma contains the final result of studies, calculated according to the rules described in items 1-3, after the arithmetic mean is rounded according to the rule given in § 28 item 6.

#### **5. Graduation diploma**

##### **§ 41**

1. Detailed rules for preparing and issuing a graduation diploma, diploma copies, diploma supplement and their duplicates are specified by the Rector.
2. Before receiving the graduation diploma the graduate is obliged to:
  - 1) clear all financial obligations towards the University, including all payments connected with studies;
  - 2) submit a completed clearance chart to the Dean's office as well as electronic student identification card (ELS), with the exception in item 3.
3. The graduate of first-cycle studies maintains the student rights until October 31<sup>st</sup> of the year of graduation, together with the right to possess the electronic student identification card (ELS), with the exclusion of the right to financial assistance.
4. The graduation diplomas may be presented at the graduation ceremony.

## **VI. CHANGE OF FIELD OR FORM OF STUDIES**

### **§ 42**

1. The Vice-Dean can give consent for the change of the field of studies at the University, upon the student written request, provided that:
  - 1) convergence of learning outcomes is found;
  - 2) the student has credited at least the first year of studies in the current field of studies;
  - 3) the student has fulfilled the point threshold requirement for the enrolment procedure obligatory for admission to the field of studies to which they are transferring, stipulated for the academic year in which the student started their studies in the current field of studies.
  - 4) education in the field the student wants to transfer to is conducted in the language of the education in the current field of studies.
2. The student who has credited at least the first year of studies has the right to change the form of studies:
  - 1) from part-time to full-time studies – via the recruitment procedure according to the provisions stipulated in the Senate Resolution;
  - 2) from full-time to part-time studies – upon the Vice-Dean's consent.
3. The change referred to in item 1 is possible from the new academic year.
4. In justified cases the Rector, in order to ensure the quality of education and to meet the limits of places in a given field of study, taking into account the costs of education and after consulting the Field Didactic Board, may make a decision regarding the students studying in this field to change the form of studies from part-time to full-time, bypassing the principle set out in item 2 point 1.
5. Changing the form of studies referred to in item 4 is done *ex officio* and applications submitted by students shall be left without consideration.

### **§ 43**

1. In the case of changing the field or form of studies the student is obliged to make up for program differences by the date appointed. The terms and mode of payment for the implementation of program differences at the tuition payable studies are determined by the Rector.
2. In the event of failure to complete the course carried out as part of supplementation of the program differences, the provisions of § 24 and 25 shall apply.

## **VII. TRANSFER AND RECOGNITION OF ECTS POINTS**

### **§ 44**

1. Courses and vocational placement training completed by the student at another university in Poland or abroad, or in another field of studies at the University, may be transferred and recognized in the place of courses and vocational placements included in the program of studies only if convergence of learning outcomes is found.
2. The number of ECTS points granted to the student for the transferred courses or vocational placement trainings corresponds to the number of points determined for the learning outcomes of the course or vocational placement trainings in the field of studies at the University to which the student is transferring.
3. The verdict of transfer and recognition of courses or vocational placement trainings and assigning a corresponding number of ECTS points in compliance with the regulations presented in items 1-2 is made by the Vice-Dean at the student's written request, submitted before the beginning of the semester. It is based on the course coordinator's opinion and the documentation submitted by the student regarding the course of studies at another university in Poland or abroad, or in another field of studies at the University.

4. When the Vice-Dean makes a verdict about the student's transfer and recognition of courses or vocational placement trainings, the mean grade includes all grades, together with failed grades, obtained by the student in respective courses at another university in Poland or abroad, or in another field of studies at the University. If the grades obtained by the student at another university are defined in a different grading scale than the one used at the University, their equivalent grades are included in the mean grade assessment, as defined in the grading scale referred to in paragraph § 28 items 1 and 2.
5. The regulations described in items 1-4 also apply in the case of transfer and recognition of courses or vocational placement trainings completed by the student:
  - 1) at another university in Poland or abroad, within the national and international student exchange programs;
  - 2) changing the form of studies or resuming studies at the University;
  - 3) implementing a part of the plan of studies at another university in Poland or abroad, and transferring achievements to tuition payable studies at the University, conducted in English.
6. The regulations described in items 1-4 do not apply if the student:
  - 1) had not received permission to transfer to studies at the University from another university due to program differences, and then was admitted to studies at the University through the recruitment procedure and submitted a request for transfer and recognition of achievements;
  - 2) was admitted to studies at the University through the recruitment procedure, after previous removal from the Student Register of the same field of studies, including the field conducted at a different university.

#### **§ 45**

Completed vocational placement trainings related to the field of studies, organized by the student associations, may be transferred and recognized instead of vocational placement trainings stipulated in the program of studies according the rules adopted by the Field Didactic Board.

#### **§ 46**

1. Courses or vocational placement trainings that the student credited at another university in Poland or abroad, prior to undertaking studies at the University in the field of medicine conducted in English in the MD Advanced program, can be transferred and recognized in the place of classes or vocational placement trainings scheduled at the University for the field of studies in medicine conducted in English in the MD Advanced program. For the transferred and recognized courses or vocational placement trainings the student receives an appropriate number of ECTS points, resulting from applicable regulations.
2. The verdict to transfer and recognize the courses or vocational placement trainings described in item 1 is made by the Rector, or on behalf of the Rector by the Vice-Dean acting under the authority granted.
3. For the transfer and recognition of courses or vocational placement trainings referred to in item 1, the rules set out in § 44 do not apply.
4. The students who completed the transfer and recognition of part of courses or vocational placement trainings in the mode referred to in item 1 and 2 may also apply for the transfer and recognition of other courses, on the terms set out in § 44.

### **VIII. LEAVE FROM STUDIES**

#### **§ 47**

1. The Vice-Dean, upon the student's written documented request, may give consent to a leave from studies, hereinafter called "the leave" in the following circumstances:
  - 1) long-lasting illness;
  - 2) other important circumstances or unforeseen events.
2. Based on the documented request, the Vice-Dean grants the leave to:
  - 1) a pregnant student - until the day of child's birth,

- 2) a student being a parent - for up to one year – with the exception that if the end of the leave falls during the semester, the leave may be extended until the end of that semester.
3. The right to apply for the leave has the student who has credited at least:
  - 1) the first year of studies in the case of long-cycle master studies and first-cycle studies;
  - 2) the first semester of studies in the case of second-cycle studies;
  - 3) the third year of MD Advanced program;
4. The requirements specified in item 3 do not apply to students applying for the leave in the cases referred to in item 1 point 1 and item 2.
5. The student may submit a request for the leave in the event of:
  - 1) the cause referred to in item 1 and item 2 point 1;
  - 2) the cause referred to in item 2 point 2 - within one year from the date of birth of the child.
6. In the request for granting the leave the student specifies the planned date of beginning and ending the leave.
7. To the request for the leave due to the reason referred to in item 2 point 2, the student is obliged to attach the child's birth certificate.
8. In the case of any doubts for granting the leave for the reasons given in item 1 point 1, the Vice-Dean can appoint a committee consisting of Medical University academic teachers who are also qualified medical doctors to ask for their opinion.
9. After completion of the leave granted for the reasons described in item 1 point 1:
  - 1) the student may be allowed to attend courses upon producing a medical certificate stating the ability of continuation of studies by the student.
  - 2) In the case of doubts regarding the student's health status the Vice-Dean can appoint the committee referred to in item 8 in order to get opinion regarding the ability of continuation of studies by the student.
10. After returning from the leave, the student studies according to the program of studies determined for the education cycle under which they will continue studies. The Vice-Dean determines in writing the program differences, if any, and the dates of their completion. The conditions and procedure for paying fees for supplementation of the program differences are defined by the Rector.
11. In the event of failure to complete the course carried out as part of supplementation of the program differences, the provisions of § 24 and 25 shall apply.

#### **§ 48**

1. The student is entitled to be granted the leave only once during studies, subject to item 3.
2. In particularly justified cases, the Vice-Dean may give consent for another leave.
3. The rules of item 1 do not apply to the leave granted in the mode defined in item 12, 13 and § 47 item 2.
4. The leave may be granted for a semester or an academic year; the leave ends on the final day of the semester.
5. The leave is granted not earlier than from the day of applying for the leave by the student.
6. In particularly justified cases, the Vice-Dean, upon the written documented request of the student, may give consent for granting the leave, with the omission of the principle of item 5.
7. Granting the leave may result in an extension, by the duration of the leave, of the period of completion of studies specified in the plan of studies.
8. The fact of granting the leave is entered into ESOS and the decision to grant the leave is recorded in the student's file.
9. While on the leave, the student keeps all the student rights, subject to item 10.
10. Terms of maintaining the right to financial assistance by the student on the leave are determined by separate regulations.
11. In justified cases, upon the request of the student on the leave, due to reasons described in § 47 item 1 point 2 and item 2, consent may be granted to allow the student to participate in selected

courses, according to the principles referred to in § 26 items 2-6. In the event of failure to credit the courses the respective regulations apply, referred to in § 26 items 7-9.

12. The Vice-dean puts the student on the leave in connection with granting consent for re-enrollment in the same semester (repeating a semester) in the next academic year - until the beginning of that semester.
13. The Vice-dean puts the student on the leave when the suspension in student rights ends before the beginning of the semester during which the student will continue their education.

#### **§ 49**

1. The Vice-Dean can grant consent for a short-term leave, in connection with the student's foreign or domestic trip, organized by the University, the student government, the student organization or the student scientific society. The Field Didactic Board defines the period of time for which the short-term leave can be granted.
2. The rules concerning a sabbatical leave from studies for the student studying in the ITS mode are stipulated in Appendix No. 2 to the Regulations.

### **IX. AWARDS AND HONOURS**

#### **§ 50**

1. The student exceptionally outstanding due to very good academic results and exemplary fulfillment of their duties may be granted:
  - 1) an award and distinction by the Rector;
  - 2) congratulations from the Vice-Dean;
  - 3) awards funded by public institutions, scientific societies, social organizations, and foundations;
  - 4) other awards and distinctions.
2. Rules and the mode of granting awards and distinctions described in item 1 are stipulated by the Rector.
3. The information on awards and distinctions granted to the student is entered into ESOS.
4. The graduate of the University who completed the studies with distinction is entitled to a single financial award, granted according to the regulations stipulated by the Rector.

### **X. STUDENT DISCIPLINARY RESPONSIBILITY**

#### **1. Offenses and disciplinary penalties**

#### **§ 51**

1. The student is subject to disciplinary responsibility for violation of the regulations in force at the University and for an act that offends the dignity of the student.
2. As the acts having the character of disciplinary offense are considered in particular:
  - 1) appropriation of the copyright or misleading as to the copyright of all or part of someone else's work;
  - 2) dissemination, without providing the name or nickname of the author, someone else's work in the original version or in the reviewed form;
  - 3) violation of someone else's copyright or related rights in a manner other than specified in points 1 and 2;
  - 4) falsifying scientific research or its results or other scientific fraud;
  - 5) non-independent work of the student during a credit test or examination;
  - 6) bringing to a credit test or examination an electronic device that allows, in particular, communication or recording of sound or image and sound;
  - 7) violation of another person's bodily integrity;
  - 8) appropriation or destruction of another person's or the University's property;
  - 9) counterfeiting or alteration of documents;

- 10) stalking.
3. Disciplinary penalties are:
    - 1) admonition;
    - 2) reprimand;
    - 3) reprimand with warning;
    - 4) suspension of some student rights for the period of one year;
    - 5) expulsion from the University.
  4. The Rector, after receiving notification of a student committing an act of disciplinary offense, may:
    - 1) impose an admonition after hearing out the student or their counsel - if the act is a minor disciplinary offense and proof of guilt does not require an explanatory investigation;
    - 2) instruct the disciplinary spokesperson to start an explanatory investigation.
  5. In the case of suspicion that the student has committed an act referred to in item 2 points 1-4, the Rector is obliged to immediately instruct the disciplinary spokesperson to start an explanatory investigation.
  6. In the event of the Rector becoming aware of an act violating the student's dignity, which has the features of an offense, or in the event of collecting, as a result of explanatory investigation, evidence confirming the student's offense, then the Rector:
    - 1) stops the proceedings for granting the professional title until the judgment is issued by the disciplinary committee;
    - 2) submits a notification about the suspicion of an offense committed.
  7. The detailed mode of disciplinary proceedings is determined by separate regulations.

## **2. Suspension in student rights**

### **§ 52**

3. The student suspended in student rights:
  - 1) by the Rector, in the case of a justified suspicion of committing an offense, until the disciplinary committee issues a decision,
  - 2) by the Rector or the disciplinary committee, in case of persistent unjustified failure to appear before the disciplinary spokesperson for student affairs during an investigation or at the disciplinary committee meeting, despite proper notification,
  - 3) by the disciplinary committee, as a result of a disciplinary decision imposing the penalty of suspension in certain student rights, including loss of the right to participate in classes and participation in an examination session

– can continue studies after the end of the suspension period, from the semester on which they were suspended.
2. The student who continues studies after the period of suspension:
  - 1) is obliged to participate in classes which they did not credit before the period of suspension;
  - 2) is exempted from the obligation to participate in classes of the courses completed before the suspension period.
3. In the case referred to in item 2, the provisions of § 59 shall apply accordingly.

## **XI. REMOVAL FROM THE STUDENT REGISTER**

### **§ 53**

1. The student is removed from the Student Register in the case of:
  - 1) failure to undertake studies
  - 2) resignation from studies;
  - 3) failure to submit the diploma thesis or failure to pass the diploma examination within the defined time;
  - 4) expulsion from the Medical University as a disciplinary penalty;

2. The student may be removed from the Student Register in the case of :
  - 1) confirmed lack of participation in obligatory classes;
  - 2) confirmed lack of progress in studies;
  - 3) failure to credit a semester within the defined time;
  - 4) failure to make payments associated with the course of studies – after prior calls for making outstanding payments;
3. The provisions of § 6 items 1-4 shall apply to issuing decisions on the removal from the Student Register.

#### **§ 54**

1. Failure to undertake studies is determined if the student does not take the student pledge referred to in § 3 item 2, within:
  - 1) one week from the beginning of the academic year - in the case of full-time studies;
  - 2) one month from the beginning of the academic year - in the case of part-time studies.
2. In justified cases the Vice-Dean can make a decision on extension of the deadlines referred to in item 1.
3. Resignation from studies requires submission of a written statement to the Dean's Office.
4. Lack of participation in obligatory classes is found in the case of unjustified absence of the student during classes for at least 30 subsequent calendar days.
5. Lack of progress in studies is found if at least one of the following conditions occurs:
  - 1) after twice repeating the semester the student applies for the repetition of the semester for the third time;
  - 2) the student has failed to complete the course covered by the conditional within the appointed period of one month;
6. Failure to credit a semester is found if the student has not obtained the number of ECTS points required to credit the semester and is not granted the consent for the conditional or repetition of the semester due to non-compliance with the requirements referred to respectively in § 24 or § 25.

#### **§ 55**

1. In the event of removal from the Student Register, including the removal due to the student's resignation from studies, the student is obliged:
  - 1) to fulfill all outstanding obligations towards the University, including payment of fees associated with the course of studies,
  - 2) to submit a completed clearance chart to the Dean's office as well as their electronic student identification card (ELS).

## **XII. RESUMPTION OF STUDIES**

### **1. General provisions**

#### **§ 56**

1. The person who has been removed from the Student Register, including the removal due to the resignation from studies, has the right to apply for resumption of studies after having credited at least:
  - 1) first year of studies in first-cycle studies and long-cycle master studies;
  - 2) third year of studies of the MD Advanced program;
  - 3) first semester of studies in second-cycle studies.
2. The person who does not meet the criteria set out in item 1, may be readmitted to studies at the University through the recruitment procedure, according to the rules set out in the Senate's resolution.

3. The resumption of studies may take not later than three years from the date of resignation from studies or receipt of the decision of the removal from the Student Register.
4. The right to apply for the resumption of studies is a one-time possibility.
5. The resumption of studies may take place in the same field, level and form of studies from which the person applying for the resumption was removed, if the University conducts education in the same field, level and form of studies.
6. The resumption of studies may take place in the same field, but in another form of studies only if the University has withdrawn from conducting studies in a given form.
7. After the end of the period described in item 3, or after having used the one-time right to apply for the resumption of studies referred to in item 4, the readmission to studies at the University follows the standard recruitment procedure.
8. The resumption of studies can take place only before the beginning of a semester, to the semester following the last semester credited by the student, unless due to the program differences it is necessary to resume studies on the lower semester. A conditionally credited semester is not considered as credited.
9. The student who has been removed from the student list of the field of medicine, implemented within the limit of places of the Minister of National Defense, may apply for resumption of studies in the field of medicine only within the limit of places of the Minister of Health, i.e. at civil studies.
10. The person removed from the Student Register as a result of the final decision of the disciplinary committee cannot apply for resumption of studies until the penalty of removal from the University was expunged in the mode and terms specified in separate regulations.

## **§ 57**

1. The condition of resuming studies is:
  - 1) submission of a request to the Rector via the Vice-Dean;
  - 2) passing the examination resuming the studies, hereinafter referred to as the "readmission examination", from the designated course or courses scheduled in the plan of studies for the last credited year of studies.
  - 3) issue of the Rector's verdict on resumption of studies
2. A condition for the resumption of studies in the case of a person removed from the Student Register due to lack of payment of fees associated with studies, referred to in § 53 item 2 point 4, is the payment of overdue fees. At the date of submitting the request for resumption of studies, the student should not owe the University any outstanding fees.
3. The request mentioned in item 1 point 1 should be submitted by the person applying for resumption of studies not later than 60 days before the beginning of the semester in which the resumption of studies is to take place.
4. In special, justified cases, the person applying for the resumption of studies may submit the request referred to in item 1 point 1 on a date other than the one specified in item 3.

## **2. Readmission examination**

### **§ 58**

1. After fulfilling the formal conditions referred to in § 56 item 1 and 3, the Vice-Dean sets the date of the readmission examination, referred to in § 57 item 1 point 2.
2. The readmission examination should be held not later than 2 weeks before the beginning of the semester in which the resumption of studies is to take place.
3. The person applying for resumption of studies has the right to take the readmission examination at one attempt.
4. The person applying for resumption of studies who has failed to sit the readmission examination at the assigned time is obliged to provide the Vice-Dean with an original of a medical certificate

or, in justified cases, another written excuse, not later than within 5 working days after the reason for their absence ceased.

5. If the person applying for resumption of studies has provided a medical certificate referred to in item 4, or if another written justification is accepted, the Vice-Dean appoints another date for the readmission examination, which is the final date.
6. The right to apply for resumption of studies is irrevocably lost in the case of unjustified absence at the first assigned term or absence at the second assigned term of the readmission examination.
7. If the person applying for resumption of studies fails the readmission exam, the Rector does not grant permission to resume studies.
8. The student who resumed studies after the removal from the Student Register due to lack of progress in studies or failure to credit the semester within the defined time, does not have the right to repeat a semester in the further course of studies.
9. The student who has resumed studies is obliged to provide the Vice-Dean with an original of a medical certificate confirming their ability to resume studies.

### **3. Program differences**

#### **§ 59**

1. After the resumption of studies the student is obliged to study according to the program of studies defined for the education cycle under which they will continue the studies.
2. The Vice-Dean shall designate in writing the program differences necessary to be completed, together with the date of their supplementation.
3. The terms and mode of payment for making up for the program differences are defined by the Rector.
4. The student who has not credited the course implemented within the program differences is subject to the rules referred to in § 24 and 25.

### **4. Verdicts regarding resumption of studies**

#### **§ 60**

1. Verdicts regarding the resumption of studies are issued by the Rector. The Rector's decision may be appealed with the request for reconsideration of the case within a period of 14 days from the date of delivery of the decision.
2. The Rector may not approve the resumption of studies if the hitherto course of studies does not guarantee their timely completion.
3. The person resuming studies is obliged to immediately take the student pledge and sign the contract with the University about the conditions of payment for studies or educational services.
4. After the resumption and completion of studies, the student receives a graduation diploma appropriate to the education cycle under which the studies were resumed.

## **XIII. TRANSIENT AND FINAL PROVISIONS**

#### **§ 61**

1. The Regulations come into force on October 1<sup>st</sup> 2020, and apply also to students who started their studies before the academic year 2020/2021, subject to § 62.
2. Changes in the Regulations are made in the mode provided for their resolution.

#### **§ 62**

1. Students' applications regarding the course of studies submitted before October 1<sup>st</sup> 2020 are subject to consideration on the current basis.
2. The decisions on individual matters of students related to the course of studies, issued before October 1<sup>st</sup> , 2020, remain in force.

## **Regulations of adjusting conditions of studies to the needs of disabled or chronically ill students**

### **I. General Provisions**

#### **§ 1**

1. The regulations set out the rules of adapting the conditions of the educational process at the Medical University of Lodz for the needs of students who are disabled or chronically ill.
2. The terms used in the Regulations mean:
  - 1) **University** – Medical University in Lodz;
  - 2) **disabled student** – a disabled person within the meaning of the Act of August 27<sup>th</sup> 1997 on occupational and social rehabilitation and employment of the disabled;
  - 3) **chronically ill student** - a chronically ill person whose health status, confirmed by a doctor's certificate (specialist in the relevant medical field), prevents their participation in the standard mode of the implementation of the education process;
  - 4) **SON** - employee of the Medical University of Lodz employed as a specialist for the disabled persons;
  - 5) **Student's assistant** – a person accompanying the student with a disability or chronically ill during the didactic classes.
3. Whenever the Regulations refer to the student, it means a student of the University who is a disabled or a chronically ill person.

#### **§ 2**

1. The student may submit a documented request to the Vice-Dean responsible for the student affairs, hereinafter referred to as the Vice-Dean, for approval to adjust the conditions for participation in didactic classes or credit tests and examinations, to their specific needs arising from their health status, in particular by modifying:
  - 1) form of participation in classes;
  - 2) form of recording didactic material and making notes
  - 3) mode of obtaining credits and sitting examinations;
  - 4) organization of examination session;
  - 5) mode of studies.
2. The student is entitled to appeal to the Rector regarding the Vice-Dean's decision on matters referred to in item 1.
3. Changes in the conditions for the implementation of the education process, referred to in item 1, shall not reduce the student's requirements related to the implementation of program of studies, including the achievement of the intended learning outcomes.
4. The student who has received permission to adjust the conditions of participation in didactic classes or credit tests and examinations to their specific needs arising from their health status, is obliged to inform the course coordinators and teachers of this fact and present a document confirming the receipt of the consent, with the specification of the scope of adjustment.

### § 3

1. The student submits the application form described in § 2, item 1 via SON, together with a completed registration questionnaire (Appendix No. 1 to the Regulations) and a certification or a document confirming the dependence between the health status and difficulties encountered in the implementation of the education process, issued by:
  - 1) District Disability Evaluation Board (or other appropriate body) - in the case of a decision defining the student's degree of disability;
  - 2) the attending doctor (specialist in the relevant field of medicine) - in the case of a disability certification confirming the student's chronic illness.
2. The application, aforementioned in § 2, item 1 requires approval by SON.
3. The certificate referred to in item 1 point 2, must be issued not earlier than 90 days prior to its submission to SON.
4. In justified cases, at the request of SON, the student may be required to provide an updated certification referred to in item 1 point 2.

## II. Modifications in form of participation in classes

### § 4

1. The student who has certification defining the degree of disability can be exempted from some of the classes by the course coordinator when participation in classes is not possible due to difficulties in getting to the building where the classes take place.
2. In the situation referred to in item 1, the student is obliged to determine with the course coordinator an individual form of crediting the course.
3. If the student cannot participate in Physical Education classes – the student has the right to submit a request to exchange those classes for other classes.
4. The student may apply for permission to attend the didactic classes with the student's assistant or with a properly trained and marked assisting dog.
5. In the case referred to in item 4, the student's assistant is obliged to sign the copyright declaration and not to share with third parties the material recorded during the didactic course (Appendix 2 to the Regulations).
6. The course coordinators are informed by SON about the changes referred to in items 1 and 2 not later than 5 working days before the beginning of classes.
7. The student may apply for permission to use a hearing support system during the didactic classes.
8. After obtaining the consent referred to in item 7, the teacher is obliged to use a device that allows to speak to a special microphone that sends a signal to the FM receiver connected to the student's hearing aid via wireless transmission.

## III. Alternative forms of recording teaching materials and making notes

### § 5

1. Should the intended use of teaching materials provided by the teacher be precluded by disability or chronic illness, the student has the right to submit a request to be allowed to get recordings in an alternative form, including, e.g.
  - 1) a document written in Braille script;
  - 2) a document in an enlarged font;
  - 3) an electronic file;
  - 4) audio recording.
2. After obtaining consent for teaching materials to be provided in one of the alternative forms of recording described in item 1, SON will ask the teacher to immediately provide the materials.
3. SON is responsible for preparing teaching materials in the alternative forms described in item 1.

4. If unable to make notes themselves, the student may apply for permission to use technical equipment recording sound or sound and image during classes.
5. In the event described in item 4, the student is obliged to sign a statement on the copyright protection and agree to use the recorded material exclusively for their own purpose (Appendix No. 3 to the Regulations).

#### **IV. Change in mode of obtaining credits and sitting examinations**

##### **§ 6**

1. The student has the right to submit a request for:
  - 1) change of the form of examination or credit test;
  - 2) extension of time for taking an examination or a credit test;
  - 3) preparation of examination materials in one of the alternative forms of recording, described in § 5 item 1;
  - 4) use of additional technical devices during credit tests or examinations (e.g. audio computer software, Braille devices, alternative keyboards, electronic magnifying glasses, etc.);
2. After obtaining consent for examination material to be recorded in the alternative forms described in § 5 item 1, SON asks the examiner to provide the material not later than 10 working days prior to the examination.
3. SON is responsible for the preparation of the materials in an alternative recorded form and safeguarding them during the processing procedure.
4. In the event that additional technical devices, mentioned in item 1 point 4, are used by the student during an examination or a credit test, SON, after receiving the examinations or credit tests recorded in an alternative form from the examiner, records the examination or credit test in a printed form and returns them to the examiner.

#### **V. Change in organization of an examination session**

##### **§ 7**

The student has the right to request consent for:

- 1) change of dates of credit tests and examinations – according to the rules stipulated by the Regulations of the Medical University of Lodz;
- 2) extension the deadline of crediting the course or of the examination session, however not later than 60 days from the last day of the retake examination session.

#### **VI. Change of mode of studies**

##### **§ 8**

The student may apply for permission to study in a given semester or academic year in the mode of individual organization of studies, i.e. according to the individual timetable of classes, credit tests and examinations, according to the rules specified in the Regulations of studies at the Medical University of Lodz.

#### **VII. Final provisions**

##### **§ 9**

1. The documents referred to in § 2 item 1, § 3 item 1 and 4, are collected and stored by SON for a period of two years from the date of graduation by the student, and after that period passed to the Archives of the Medical University of Lodz according to the procedure set out in separate regulations.
2. SON is responsible for safeguarding the documents and personal data contained therein in such a way as to prevent unauthorized access, destruction or unlawful disclosure.

## APPLICATION FORM

Based on Art. 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of EU of April 27<sup>th</sup> 2016 on the protection of individual persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), hereinafter referred to as "RODO", the Medical University of Lodz publishes information on the processing of personal data in connection with adapting the conditions for studying to the needs of students who are disabled or chronically ill:

1. Data of the Personal Data Administrator (ADO): Uniwersytet Medyczny w Łodzi, 90-419 Łódź, al. Kościuszki 4 .
2. Data Protection Inspector (IOD) data: email address: iod@umed.lodz.pl; phone: 42 272 52 11.
3. Objectives and legal basis for processing: providing organizational assistance enabling full participation in the implementation of the education process - art. 6 item 1 let. c and e of RODO, and in relation to medical data - art. 9 item 2 letter a of RODO.
4. Recipients of personal data: entities to whom ADO entrusted the processing of personal data, in particular: research workers, providers of accounting, legal and advisory services, IT, etc.
5. Transfer of personal data outside the European Economic Area: ADO does not provide personal data outside of the European Economic Area.
6. The period of personal data storage is determined by:
  - 1) duration of studies;
  - 2) generally applicable legal regulations.
7. Rights related to personal data:
  - 1) the right to access your data and receive a copy thereof;
  - 2) the right to rectify (correct) your data;
  - 3) the right to limit processing;
  - 4) the right to transfer data;
  - 5) the right to file a complaint to the President of the Office for the Protection of Personal Data;
  - 6) the right to withdraw consent at any time without affecting the lawfulness of the processing that was carried out prior to its withdrawal, the right to request the deletion of data - in relation to medical data.
8. The basis of the obligation to provide personal data: providing personal data is voluntary, but necessary to take advantage of the assistance provided for disabled or chronically ill people, offered by the Medical University of Lodz.
9. Information on automated decision-making and profiling: as part of ADO activities related to adapting the conditions for studying to the needs of students who are disabled or chronically ill, there is no automated decision-making and no profiling.

**PERSONAL DATA**

- 1. Forename and Surname.....
- 2. Permanent address.....
- 3. Correspondence address (if different from permanent address) .....
- 4. Telephone no .....
- 5. Email address.....
- 6. Student number.....
- 7. Preferred form of contact:
  - email
  - telephone
  - text message
  - letter
  - letter in enlarged font

**INFORMATION ON STUDIES**

- 8. Faculty.....
- 9. Field of studies .....
- 10. Year of studies .....
- 11. Level of education:
  - First-cycle studies
  - Second-cycle studies
  - Long-cycle studies
  - Doctoral studies
  - Postgraduate studies
- 12. Form of studies
  - Full-time
  - Part-time/extramural studies

**INFORMATION ON DISABILITY/CHRONIC ILLNESS**

- 13. Cause of disability (give the name of the illness):  
.....  
.....
- 14. Description of disability (Describe briefly your disability and give information on the kind of specialist equipment you use, your method of writing and reading, moving etc.)/Description of complaints related to the chronic illness.  
.....  
.....  
.....  
.....
- 15. Difficulty while studying (state what problems you face during studies):  
.....  
.....  
.....
- 16. Form of assistance expected from the University:  
.....

.....  
.....  
.....

**On the basis of Art. 9 item 2 letter a of RODO I agree to the processing of my sensitive personal data by the Medical University of Lodz to the extent necessary to consider my application for the use of organizational solutions enabling me to participate fully in the education process.**

.....  
*(date and signature of the person receiving the application)*

.....  
*(date and signature of the applicant)*

Opinion of SON:

.....  
.....  
.....  
.....  
.....  
.....

## DECLARATION OF COPYRIGHT PROTECTION

### PERSONAL DATA

First name and surname: .....

Student number: .....

According to the Copyright and Related Rights Act of February 4<sup>th</sup> 1994 I hereby agree not to publicly disclose the didactic materials concerning..... recorded in the form of ....., assigned exclusively for private purpose of the student..... in the implementation of education process at the Medical University of Lodz and to protect them from being available to third parties.

.....  
(date and student's assistant's legible signature)



## DECLARATION OF COPYRIGHT PROTECTION

### PERSONAL DATA

First name and surname: .....  
Student number: .....

I hereby declare that the didactic materials concerning ..... recorded as ..... are assigned for my private purpose and will be used exclusively in the implementation of education process at the Medical University of Lodz.

According to the Copyright and Related Rights Act of February 4<sup>th</sup> 1994 I hereby agree not to publicly disclose the aforementioned materials and to protect them from being available to third parties.

.....  
(date and student's legible signature)

## **Individual Course of Studies (ITS) Regulations**

### **I. General provisions**

#### **§ 1**

1. The Individual Course of Studies, hereinafter referred to as ITS, is a mode of studies according to an individually arranged program of studies and plan of studies.
2. ITS makes it possible for a student with outstanding academic results and scientific achievements to broaden their knowledge in a selected specialty and prepare for a teaching or research career.

### **II. Formal requirements**

#### **§ 2**

1. Entitled to apply for the ITS mode are the full-time students of:
  - 1) long-cycle studies – after completing the second year of studies,
  - 2) first-cycle studies – after completing the first year of studies,
  - 3) second-cycle studies – from the first year of studies
2. The students who study at more than one field of studies can obtain permission to study in the ITS mode, in no more than two fields of studies.
3. To be able to apply for the ITS mode, the student should obtain a mean grade of at least 4.25 for the previous year of studies in the field of studies where the student plans to take up the ITS studies.

### **III. Recruitment procedure**

#### **§ 3**

1. The qualification procedure of the students for the ITS mode of studies at the Medical University of Lodz, hereinafter referred to as the University, takes place through recruitment procedure conducted by the Committee for Organization and Coordination of Individual Studies (Zespół ds. Organizacji i Koordynowania Studiów Indywidualnych), hereinafter referred to as the “ITS Committee”. The ITS Committee is appointed by the Rector.
2. The announcement concerning the form and deadlines for recruitment procedure will be posted on the Medical University website by the ITS Committee not later than 4 months prior to the beginning of the academic year for which the recruitment is conducted.
3. It is assumed that no more than 3.5% of the students on each year of studies in each field can study in the ITS mode. If 3.5% of the students in a given academic year are already studying in the ITS mode, the recruitment is not conducted.
4. The limit of places for students who study in ITS mode in a given year of studies is determined according to the above principle.

#### **§ 4**

1. In connection with the recruitment procedure referred to in § 3 item 1, the student applying for the ITS mode is obliged to submit via the electronic form the following documents:
  - 1) an application for approval of the ITS mode in a field or fields of studies, in which they provide the name and academic degree or title of the academic supervisor (according to the template application available in ESOS);
  - 2) written consent of an academic supervisor who agrees to provide academic support to the applying student;

- 3) the ITS program, approved by the academic supervisor, not exceeding three A4 pages, including the description of planned scientific research and envisaged activity effects (publications, research papers presented at conferences, congresses, etc.)
  - 4) *Curriculum Vitae*, not exceeding two A4 pages, including the student's previous achievements and the description of their experience in academic work, as well as skills that would be useful in fulfilling the ITS program.
  - 5) certificate of the mean grade obtained for the previous year of studies.
2. Applications submitted by students who do not meet the formal requirements set out in § 2 are not subject to evaluation.

## § 5

1. The documents submitted by the student applying for the ITS mode are evaluated in terms of:
  - 1) mean grade for the previous academic year (0-10 points);
  - 2) usefulness of academic achievements and skills acquired in the previous stages of studies for the ITS mode (0-15 points);
  - 3) quality of the scientific research planned within the ITS program, determined in § 4 item 1 point 3 (0-25 points).
2. The students who are winners of Scientific Olympic Competitions of the central level receive additional 10 points in the ITS recruitment procedure.
3. The assessment aforementioned in item 1 point 1, together with the awarding of the number of points, is conducted by the ITS Committee.
4. The assessment aforementioned in item 1 points 2 and 3, is conducted by two independent reviewers selected by the ITS Committee from the University independent scientific and didactic staff.
5. After the evaluation, the reviewers will present the ITS Committee with a list of students applying for the ITS mode, with their number of points awarded.
6. The ITS Committee, based on the sum of points obtained by students, creates a ranking list.
7. The number of points awarded determines the order in which student names are placed in the ranking list.
8. The names of students who were awarded the same number of recruitment points are placed in the ranking list in alphabetical order.
9. Based on the ranking list and the limit of places referred to in § 3 item 4, The ITS Committee qualifies students for studies in ITS mode.
10. The ITS Committee approves the final list of students who have been qualified for the ITS mode by the end September 30<sup>th</sup>.
11. The students participating in the recruitment procedure for the ITS program are notified of the recruitment results and the decision of the ITS Committee with its justification via ESOS. The decision of the ITS Committee is final.
12. The information of granting the student the ITS mode is recorded by the Dean's office employees who add the ITS status in ESOS, according to the administrative procedure of documenting the course of studies.

## § 6

1. The ITS Committee gives approval for studying in the ITS mode for the period of two years.
2. The student who has successfully completed a 2-year ITS program may re-apply for ITS through recruitment procedure.

#### **IV. Academic supervisor**

##### **§ 7**

1. An academic teacher holding at least a degree of Doctor can become an academic supervisor of the ITS student, and hereinafter is referred to as the “Supervisor”.
2. The Supervisor is recommended by the student in their application described in § 4, item 1, point 1.
3. The Supervisor is obliged to:
  - 1) provide the student with the possibility to implement scientific research included in the ITS program and the research plan;
  - 2) supervise the use of the student's sabbatical leave, described in § 11.
4. The Supervisor can supervise 3 students, however no more than two students are included in the settlement of the teaching hours.
5. The Supervisor can be changed upon the written request of the student or the Supervisor, submitted together with a periodic report on the ITS progress. The applications are processed by the ITS Committee. The new Supervisor, recommended by the student or the current Supervisor, is obliged to agree in writing to taking over the scientific supervision of the student.

#### **V. Implementation of ITS**

##### **§ 8**

1. The ITS program covers:
  - 1) classes of the courses stipulated in the plan of studies for the field or fields of studies the student is enrolled in;
  - 2) additional classes that are realized within the extended course program referred to in point 1, carried out in different fields of studies;
  - 3) didactic classes conducted as additional courses selected by the student, carried out in different fields of studies.
2. The classes referred to in item 1, points 2 and 3 make it possible for the student to:
  - 1) broaden their knowledge and skills in the selected specialty;
  - 2) become familiarized with the basic elements of research and teaching methodology.

##### **§ 9**

1. The ITS student has the right to:
  - 1) attend classes included in the plan of studies at individually arranged dates, with a selected student group – provided it has been consulted with the course coordinator not later than 5 working days before the beginning of classes;
  - 2) obtain credits and sit examinations (with the exception of the final test examination) at dates individually arranged with the course coordinator – also outside the examination session, but not later than until the end of the academic year;
  - 3) participate in the classes described in § 8, item 1, point 2, after consultation with the course coordinators, not later than 5 working days before the beginning of classes.
  - 4) participate in the classes described in § 8, item 1, point 3, on condition that the form of participation and the mode of crediting classes has been consulted with the course coordinators not later than 5 working days before the beginning of classes.
  - 5) borrow twice as many books from the Medical University of Lodz Library than the established limit, including the books from the medical doctors' collection;
  - 6) take elective courses as part of practical clinical teaching;
  - 7) have priority in the selection of:
    - a) elective courses,

- b) the diploma thesis promoter;
  - c) the diploma thesis subject:
- 8) apply for funding of research in the field of student scientific activity - on the principles set out in separate regulations.
2. The student participating in educational activities referred to in § 8 item 1 point 2 is released from the obligation to credit these classes.
  3. Participation in additional classes referred to in § 8 item 1, point 2 does not result in an increase in the number of ECTS points obtained by the student according to the program of studies.
  4. The student can participate in educational activities referred to in § 8 item 1 point 3, without obligation to credit courses or on conditions that allow their credit, as defined by the course coordinator; no change in the declared forms of participation in activities is allowed during their implementation.
  5. After crediting the additional courses referred to in § 8 item 1 point 3, the student obtains grades for those courses and additional ECTS points, which are entered into electronic index in the ESOS system; the grades for additional courses are included in the mean grade for the year of studies. If the student is studying in the ITS mode in two fields of studies, the ECTS points and grades for additional courses are included in the student's achievements in only one field of studies.
  6. The course coordinator can refuse the student's participation in classes described in § 8, item 1, if two ITS students have already been enrolled in that student group.
  7. From the beginning of the second year of ITS and onwards, the student has the possibility to conduct classes in the didactic unit in which they implement their ITS studies.

### **§ 10**

1. The student has the right to resign from the ITS mode at any moment. After the resignation, the student continues the program of studies according to the plan of studies.
2. The ITS Committee sends the information about resignation from the ITS mode to the Dean's Office of a given faculty.

## **VI. Student Sabbatical Leave (SUN)**

### **§ 11**

1. The ITS student is entitled to 8 days of student sabbatical leave during an academic year, hereinafter referred to as "SUN".
2. If the student is studying in the ITS mode in two fields of studies, they are entitled to SUN in both fields of studies in a total amount not exceeding 8 days.
3. The absence from classes due to SUN cannot be longer than:
  - 1) 1 day – for blocks of classes lasting 4 to 9 days;
  - 2) 2 days – for blocks of classes lasting more than 9 days;
  - 3) 12 hours - for each 60-hour module of classes conducted as part of practical clinical teaching for the sixth year of studies in the field of medicine.
4. Upon the request of the student, the President of the ITS Committee gives consent for SUN.
5. In justified cases, the President of the ITS committee may agree to grant SUN in a greater extent than specified in item 1-3.
6. The ITS student informs via email the course coordinator, supervisor and the president of the ITS Committee about the planned SUN during a block of classes not later than 5 days before the beginning of SUN.
7. Through SUN, the student's absence at classes is justified, which makes it possible for the student to undertake research and participate in scientific improvement courses and scientific conferences. The absence does not require the missed classes to be made up for.

8. The student cannot use SUN on the days on which colloquia or credit tests have been planned.
9. The absence from classes due to SUN does not excuse the student from crediting the course according to the regulations set by the course coordinator and the regulations of the Medical University of Lodz.

## **VII. Crediting of the ITS program**

### **§ 12**

1. The credit period for the ITS program is a year of studies.
2. Crediting the ITS program in a given year is based on the periodic report submitted by the student, endorsed by the Supervisor and accepted by the ITS Committee.
3. The periodic report includes a description of scientific research conducted by the student during the academic year and the effects of their scientific activity (awards, publications, reports presented at conferences, congresses etc.) as well as the research program for the following year of the ITS studies.
4. The ITS Committee sends the list of students who completed the ITS studies in a given year by ESOS to the Recruitment and Education Department, which forwards the information to the Dean's Office and to the Department of Educational Accounts. The students receive information about crediting ITS on a given year of studies via ESOS.
5. The final crediting of the ITS studies is made on the ground of the final report on the implementation of the ITS studies, submitted by the student, endorsed by the Supervisor and accepted by the ITS Committee.
6. The final report should contain a summary of the implementation of the ITS program, including the description of executed scientific research and achieved results of scientific work (publications, reports presented at conferences, congresses, awards granted etc.).
7. The final and periodic reports, endorsed by the Supervisor, are submitted by the student, within the specified period of time in the electronic version, to the Recruitment and Education Department, which forwards the information to the ITS Committee.
8. The student is informed about the deadlines for submitting reports on the implementation of the ITS program via email or the University website.
9. The student who has been awarded a final credit for the ITS program receives a Diploma and an opinion of the ITS Committee.
10. The ITS Committee sends the list of students who were awarded a final credit for the ITS program to the Recruitment and Education Department, which forwards the information to the Dean's Office and to the Department of Educational Accounts.

### **§ 13**

Failure to submit the report on the realization of the ITS program results in:

- 1) in the case of a periodic report – a failure to complete the ITS program in the given year of studies and resignation from further studying in the ITS mode;
- 2) in the case of a final report – a failure to be awarded a final credit for the ITS program.

### **§ 14**

1. In the case of failure of completion or resignation from ITS the student loses the status of the "ITS student" and the right to re-apply for permission to study in the ITS mode, in the field of studies in which they did not complete ITS or resigned from it.
2. The ITS Committee sends the information by ESOS about the fact of losing the status of "ITS student" to the Dean's Office and to the Recruitment and Education Department.