

**Medical University of Lodz
Faculty of Medicine
RULES AND REGULATIONS**

of the Premedical Preparatory Course for Candidates to Medical Studies in English in MD and DMD Programs

**§1
General provisions**

1. Premedical Preparatory Course, later referred to as “Course”, is dedicated to persons who wish to study 6-year medical program or 5-year dentistry program at the Medical University of Lodz (MUL) or other Universities implementing the program of medical studies on the principles valid in Poland.
2. The Rules and Regulations describe the general principals of participation, its organization as well as the rights and obligations of the participant.
3. The Course is arranged by the Administrative Center for Studies in English of the MUL.

§2

In order to participate in the Course the candidate is required to meet the following conditions:

1. secondary-level graduation certificate entitling to university education in the country of its issue;
2. extended level of knowledge (advance placement) in 2 of the following subjects: Chemistry, Biology, Physics, Mathematics – documented by the school graduation certificate;
3. command of English at the *upper-intermediate* level, confirmed by the language certificate or secondary school transcript;
4. valid visa, residency permit or other document authorizing to a legal stay in the territory of the Republic of Poland for the period of the course duration;
5. pay the fee for the course – 5900 euro before the beginning of the Course unless the participant obtained permission for a different mode of payment.

**§3
Course organization**

1. The course lasts from 5th November 2018 to 30th June 2019, and contains 960 teaching hours (one “teaching hour” lasts 45 minutes):
 - 448 hours of basic subjects (160 hours Biology, 160 hours Chemistry, 128 hours Physics);
 - 280 hours of Medical English;
 - 140 hours of Polish;
 - 30 hours of Introduction to Anatomy;
 - 50 hours of Introduction to Academic Professionalism, Social Competencies and Learning Skills;
 - 12 hours of Basic Life Support.
2. The course follows the curriculum approved by the Council of the Faculty of Medicine of MUL.
3. The Main Coordinator of the course is the PLENIPOTENTIARY of the Dean of Faculty of Medicine for Studies in English.
4. The detailed organization of the course and the syllabus are determined by the Administrative Center for Studies in English.

**§4
Credits for classes and completion of the course**

1. The conditions for the completion of the course are:
 - systematic attendance to the classes and e-learning sessions according to the course curriculum,

- passing all tests and exams provided in the course curriculum,
 - obtaining positive final grades in all subjects.
2. The attendance of all lectures and classes is obligatory.
 3. Five unjustified absences in basic (Biology, Chemistry, Physics) and language (English, Polish) class for the duration of the whole course are acceptable.
 4. Three unjustified absences in Introduction to Anatomy and Introduction to Academic Professionalism are acceptable.
 5. One unjustified absence in Basic Life Support class is acceptable.
 6. Being late more than 15 minutes 3 times will count as 1 absence.
 7. Being late more than 30 minutes will count as 1 absence.
 8. The student who was absent more than allowed number of times has to present a doctor's note to the course coordinator, not later than within 5 working days after the reason for his/her absence ceased.
 9. Absences which resulted from private matters that could be arranged before or after classes (eg. regular appointment with a dentist) will not be considered as acceptable.
 10. In the event of more than allowed absences, if the course coordinator finds the justification acceptable, the decision on the method of completing the subject will be made by the Coordinator together with the subject teacher.
 11. In the event of numerous unjustified absences and lack of required progress the participant will be issued the Warning Letter. After receiving the first Warning Letter the participant will have one month to improve. In case of lack of improvement the second Warning Letter will be issued. The third Warning Letter will result in removing the participant from the list of the Premedical Preparatory Course.
 12. The participant who obtains a failing grade is obliged to make it up by a deadline designated by the subject teacher.
 13. The participant has three attempts at passing each examination.
 14. Positive grades in all the subjects of the Premedical Preparatory Course release the candidates from the obligation to take the entrance exam for studies at the MUL in the part where the knowledge of Biology, Chemistry, Physics and Mathematics is tested.

§5

1. The dates of the final exams of the subjects are designated by the subject coordinators.
2. In the event of failing, the subject coordinator designates a date for a retake.
3. The coordinator together with the Main Coordinator (Plenipotentiary of the Dean of Faculty of Medicine for Studies in English) decide on the form of examination (oral/written).
4. The classes are credited by the coordinator.

§6

Rights and obligations of the course participant

1. During the time of the course the participant has no entitlements of a university student.
2. The course participant:
 - is obliged to comply with the Rules and Regulations and Rules of Order applicable at the MUL;
 - is not eligible for any benefits from the Student Welfare Fund for the students of the MUL.
3. In case of violation of the above Regulations, the University has the right to exclude the Course Participant from the List of Participants.

§7

The course graduate obtains a course completion certificate and transcript of grades achieved in all subjects specified.

MEDICAL UNIVERSITY OF LODZ

Based on the art. 13 of REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural 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 called GDPR, we provide the information regarding the processing of participants of the Premedical Preparatory Course personal data by Medical University of Lodz, hereinafter called Data Controller or DC:

Data Controller (DC)	Administrative Center for Studies in English, Medical University of Lodz, 90-647 Łódź, 1 Hallera Square, Tel. +48 42 272 50 52, admission@umed.lodz.pl
Data Protection Officer	90-647 Łódź, 1B Hallera Square, Tel.: 42 272 52 11 iod@umed.lodz.pl
The purposes and the legal basis for the processing	<ul style="list-style-type: none"> • the course of the education process - art. 6 (1b) GDPR, • contact with the student (telephone, e - mail) - art. 6 (1b) GDPR, • implementation of rights and obligations under the concluded contract - art. 6 (1b) GDPR, • fulfillment of duties towards public bodies - art. 6 (1c) GDPR, • pursuing claims and rights - art. 6 (1b, 1c, 1f) GDPR, • marketing and promotion, receiving commercial information, image – art. 6 (1a) GDPR, • CCTV system to ensure safety for the students and employees - art. 6 (1f) GDPR,
The recipients of the personal data	<ul style="list-style-type: none"> • Embassy, • Border Guard, • other government agencies and public entities, acting in their capacities provided by the provisions of law,
Transferring the personal data outsider the European Union (EU)	Your personal data may be transfered to the territory outside the European Union.
The period for which the personal data will be stored	The period of storage of personal data is determined by: <ul style="list-style-type: none"> • period of contract performance, • generally applicable laws, • DC internal law regulations
The legal rights of the personal data subject	<ul style="list-style-type: none"> • the right to access your data and receive a copy thereof; • the right to rectify (correct) your data; • the right to object to data processing; • the right to transfer data; • the right to file a complaint with the Office for Personal Data Protection; • the right to withdraw your consent to the processing of data at any time, if consent was required,
The provision of personal data requirement	Data submission is voluntary and necessary to conduct the recruitment process in accordance with statutory requirements. Data submission is also a contractual requirement and a requirement necessary to enter into a contract. Failure in providing the data results in refusal of participation in the recruitment process or makes the contract unenforceable.
The existence of automated decision-making, including profiling	During the current DC activity there is NO automated decision – making, including profiling.

PROCESSING OF PERSONAL DATA CONSENT

form for the Premedical Preparatory Course participants

Medical University of Lodz (Al. Kościuszki 4, 90-419 Łódź), referred to as University or MUL is the Data Controller (DC) of the personal data you provided in this form.

Submitting your data is **voluntary**. Based on the art. 13 and art. 6 (1a) GDPR, Your consent can be revoked at all times.

Given name:

Surname:

E-mail address:

Phone no:

I hereby declare that I have read the content of the Medical University of Lodz Information Clause and:

I give my consent to the processing of my personal data by the Medical University of Lodz for the purposes of marketing and promotion of the University.

YES

NO

I give my consent to have my personal data, submitted in this form, processed by the MUL in order to receive commercial information through e-mail in accordance with the Act on Rendering Electronic Services of 18th July 2002 (Journal U. 2002 No 144, item 1204 with amendments).

YES

NO

I express my consent to have my image used by the MUL in the University's website, social media and/or printed marketing material.

YES

NO

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Date and signature