

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



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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) The Act of Higher Education and Science of July 20th 2018 (Journal of Laws, item 1668 with amendments);
 - 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.
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

Expressions used in the Regulations:

- 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 electronic documentation of the course of studies;
- 6) **IOS** – Individual Organization of Studies, i.e. a mode of studies with an individual schedule of courses, credit tests and examinations;
- 7) **ITS** – Individual Course of Studies, i.e. a mode of studies with an individual program of studies
- 8) **Didactic unit** – an organizational unit of the University conducting didactic activities, in most cases chair, department or clinic;
- 9) **Course coordinator** – an academic teacher responsible for the teaching of the course;
- 10) **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;
- 11) **Schedule of classes** – a timetable of didactic activities in a semester;
- 12) **Diploma Thesis** – Bachelor's or Master's thesis;

- 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 classes;
- 14) **Promoter** – an academic teacher supervising the preparation of the diploma thesis;
- 15) **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;
- 16) **Reviewer** – an academic teacher being the reviewer of the diploma thesis;
- 17) **Senate** – the Senate of the University;
- 18) **Statute** – the Statute of the University;
- 19) **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;
- 20) **Course of Studies** – the whole cycle of studies;
- 21) **Student's health book** - a document issued to the student by the University to document their health status and record medical certificates;
- 22) **Act** – The Act of Higher Education and Science of July 20th 2018;
- 23) **Faculty** – an organizational unit of the University.

§ 3

1. Enrolment to studies is held on the basis of:
 - 1) recruitment procedure,
 - 2) confirmation of the learning outcomes,
 - 3) transfer from another university or a foreign university
- 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 ID (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 case of graduates of the first-cycle studies – till October 31st 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

The student has the right in particular to:

- 1) the transfer and recognition of ECTS points;
- 2) 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;

- 3) change the field of studies;
- 4) transfer to full-time or part-time studies;
- 5) take the Board examination;
- 6) repeat specific classes due to unsatisfactory learning outcomes;
- 7) receive training of the student rights and obligations;
- 8) study according to the program of studies;
- 9) develop professional and scientific interests associated with the field of studies; obtain assistance in this area from the academic teachers and the University bodies;
- 10) 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;
- 11) study in the IOS or ITS modes described in § 11-13;
- 12) undertake part of their studies at other universities, including foreign ones, within national and international student exchange programs;
- 13) be provided with access to the didactic materials and multimedia presentations in the language in which the course is conducted, necessary to meet the requirements for obtaining credits and passing examinations determined in the program of studies, subject to § 5, item 1, point 15;
- 14) inspect their written tests, which are the basis for crediting a particular course or passing an examination, according to the rules defined in § 20, item 6;
- 15) read the reviews of their diploma thesis;
- 16) be awarded prizes and distinctions;
- 17) make evaluations of the University employees, including evaluations of academic teachers conducting didactic classes, by means of electronic surveys available in ESOS;
- 18) 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;
- 19) 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 internal regulations of the University.

§ 5

1. The student is particularly obliged to:
 - 1) proceed 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 login and password for access to the University electronic student service system (ESOS), including an individual University email address, and not reveal them to third parties;
 - 5) participate in all forms of courses so as to be able to gain the number of ECTS points required to credit the semester;
 - 6) acquire knowledge, skills and social competences defined by the program of studies;

- 7) obtain credits and pass examinations within the determined time frame, complete vocational placement trainings and meet other requirements scheduled in the program of studies;
 - 8) use their individual e-mail account by logging in at least once every 72 hours to check current correspondence;
 - 9) 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;
 - 10) timely pay tuition fees for studies and educational services;
 - 11) show respect to the employees of the University and behave in a civil manner to other students;
 - 12) respect student dignity and the good name of the University;
 - 13) abide by the rules of the student code of ethics;
 - 14) respect the property of the University;
 - 15) 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);
 - 16) fulfill individual arrangements and commitments towards the University;
 - 17) in the case of foreign students, to currently update their residence card or other documents required by law confirming the possibility of studying in Poland, and to timely deliver the above-mentioned documents to the appropriate organizational unit of the University;
 - 18) carry the University student ID badge in a visible place;
 - 19) comply with the principles of order, personal culture, hygiene and personal data protection.
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 conclusions in matters related to the organization and 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 student can apply for the reconsideration of the case.
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 14th 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. The decision on individual matters of students related to the course of studies specified in the Regulations is made by a Vice-Dean based on the authorization given by the Rector. The decisions may be appealed to the Rector via the Vice-Dean who issued them.
6. The decisions 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) resumption of studies;
 - 8) transfer and recognition of ECTS points.
7. The decisions 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, accepted 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 schedule of classes is announced to the students via ESOS not later than 2 weeks before the beginning of the academic year.
4. The University adapts the schedules 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 starts on October 1st and lasts until September 30th 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 off classes during the academic year.

4. Didactic activities, 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 a foreign language
- 2) in the form of distance learning methods
- 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.
10. The student who is on sick leave cannot participate in didactic classes, vocational placement trainings, credit tests and examinations.
11. Absence in class 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 syllabus.
12. The student's absence during the course is justified and missed classes do not need to be made up for if the student:
 - 1) participates in meetings of collective 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 seven 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 student, on the basis of an application submitted to a Vice-Dean, may move to another student group after obtaining consent. 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 fixed 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) represents students in collegial bodies;
 - f) is a member of a national sports team or its reserve, or is a member of the University sports team – no matter 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. 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.
6. 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.
7. The student, after obtaining permission to study in the IOS mode, is obliged to set individual dates and conditions for participating in classes with the course coordinators.
8. The student studying in the IOS mode may participate in didactic classes conducted on other forms of studies.
9. In the case of a 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, including a foreign one, 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 schedule 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 Board members, 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 student ethics code;
 - 2) helping the students with their current problems concerning their education process as well as their socio-economic situation;
 - 3) co-operating with the bodies of the student government in dealing with all problems concerning education process and the students' socio-economic situation;
 - 4) submitting opinions and requests of the students to respective bodies of the University in matters concerning the education process and the students' socio-economic situation.
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 e-mail account and electronic index (EI). 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 ID and password, was sent from an individual student e-mail account or placed in ESOS, is treated as received from the student to whom the ID and password belong.
4. The student is 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 other acts of law;
 - 3) publish opinions which offend personal dignity of other people, including those with illegal content;
 - 4) make any unauthorized attempts to gain access to the University's or other units' protected resources;
 - 5) destroy or allow the University computer equipment to be destroyed.
5. It is recommended that the teaching materials, including multimedia presentations, be made available to students through 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 study, taking into account the principle specified in § 5, item 1, point 15.

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 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 the English language – 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 the language in which the education is conducted.
7. In the case of witnessing during the credit test or examination:
 - 1) not 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 university 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 assessment of the credit test or examination; this fact is noted in the course credit protocol.
8. 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).

§ 17

1. The student may have three attempts at passing each credit test or examination; the second and third attempts are retakes.
2. The student taking an examination or a credit test is required - if requested - to provide a document confirming their identity.
3. Grades from all attempts at credit tests and examinations, including the failed ones, are entered into ESOS, subject to item 5 and § 21, item 2.
4. Dates of the second and third attempt of a credit test or examination can be arranged with at least a seven-day interval after the first or the second attempt of a credit test or examination.
5. 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.
6. Should the course coordinator fail to give the consent described in item 5, the student can appeal to the Vice-Dean within 7 days after getting the refusal.

7. 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.
8. If the student is not allowed to take the credit test or examination, the student loses the designated attempt, which is reflected by the failed grade entered into ESOS.
9. 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 date arranged beforehand has to present the original of a medical certificate (including the student 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 the 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 to obtain the credit or pass the 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 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.

§ 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. 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.
3. The student is obliged to submit an application 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.
4. 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, 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 inspect their written tests and examinations mentioned in item 5 in the presence of the course coordinator at least until the end of the semester following the semester in which the course was finished.

2. Credit test and examination before Examination Board

§ 21

1. In exceptional cases, if there is a well-justified suspicion that the 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 an examination before the Examination Board. The Dean's Office informs the student about the decision immediately via e-mail.
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 in the place of the questioned credit test or examination grade, as stipulated in item 1.
3. Before the Board credit test or examination 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 the oral or written form.

§ 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 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 conducting 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 vote, 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 who is an expert in the course covered by the Board credit test or examination.
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 credit test or examination before the Examination Board may be video- or audio-recorded.
8. Only the Examination Board has the right to record image or sound during the credit test or examination. The recording is stored in the Dean's Office of the relevant faculty until the end

of the semester following the semester in which the credit test or examination result was contested.

9. After the Board credit test or examination, 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 is announced immediately.
11. The grade received at the Board credit test or examination is final.

3. Crediting a semester

§ 23

1. The credit period of studies 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 Achievement Charts printed 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. The credited courses scheduled in the program of studies are assigned ECTS points which are a measure of the average student workload required to obtain learning outcomes.

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 days from the end of the retake examination session, the Vice-Dean may give consent for a conditional crediting of the semester 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 conditional crediting of a semester, taking into consideration the specificity of the field of study, continuity and proper course of the teaching process.
3. The consent for conditional crediting of a semester is not granted if:
 - 1) the condition of participation in certain classes in the next semester of studies is a prior crediting of the failed course;
 - 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 the semester;
 - 4) at the time of submitting the application, the student has not credited the course or courses from the previously conditionally credited semester.
4. The rules referred to in item 3 points 1 and 2, do not concern conditional crediting of the semester, 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 crediting of the semester, even if the student fulfills the criterion of the number of ECTS points referred to in item 1.
6. The student is obliged to credit the course or courses of the conditionally credited semester according to the following rules:
 - 1) in the case of failing the course the student is obliged to obtain credit or pass the examination within one month from the first day of the semester following the

- conditionally credited semester, unless the Vice-Dean appoints another term, however not later than till the end of the academic year following the conditionally credited semester;
- 2) in the case of failing the component parts of the course the student is obliged to participate in classes of the course and make payment for their repetition according to the rules stipulated by the Rector and to obtain the credit or pass the examination not later than till the end of the academic year following the conditionally credited semester;
7. In the case referred to in item 6, the student can have one attempt to retake a credit test or examination of the failed course or courses.
 8. In the case of the student's failing to credit the course or courses within the determined period, an appropriate conclusion or decision may be issued:
 - 1) to re-enroll the student in the same semester of studies (repetition of the semester) - with the provisions stipulated in § 6 item 5-7 and § 25, or
 - 2) to remove the student from the Student Register - on the terms specified in § 6 item 1-4 and § 52-54.

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

§ 25

1. Upon the written request of the student who has not obtained the number of ECTS points required to credit or conditionally credit a semester, submitted at the Dean's Office within 7 days from the end of the retake examination session, the Vice-Dean may grant consent for re-enrollment in the same semester (i.e. repetition of the semester), if the student has obtained at least 50% of ECTS points required by the plan of studies to credit a given semester.
2. In the case referred to in § 24 item 8 point 1, the application for repeating the semester may be submitted on a date other than that specified in item 1.
3. No consent for the repetition of the semester is granted 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) had previously been granted consent for conditional crediting of the semester with the requirement of attending classes, as a result of failing the component parts of the course, and did not meet this condition;
 - 4) has not credited the third year of MD Advanced program.
4. The student may get permission to repeat only once during the whole 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.
5. The student who repeats a semester is exempted from participating in courses credited prior to the re-enrolment in the same semester.
6. The student repeating the semester due to failing the course is obliged to participate in all forms of classes of the course and to credit all of them.
7. 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.
8. Repetition of certain classes due to unsatisfactory academic results by the student re-enrolled in the same semester is payable.
9. 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.
10. In the event that the student is not granted permission to repeat the semester or fails to credit the repeated course or repeated courses, a decision is made to remove the student from the Student Register according with the terms specified in § 6 item 1-4 and § 52-54.

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 the 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 to the Dean's Office at least 7 days before the beginning of the semester in which the student should be re-enrolled, or not later than 7 days after the beginning of the semester during which the student will be on a leave from classes, mentioned in § 46 item 8. In special cases the request can be submitted at a different appointed date.
5. 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.
6. 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.

7. Grading scale and mean grade

§ 27

1. Course grades and examination results, as well as mean grades for the semester or year of studies, 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: nzał.).
4. The mean grade for a semester or 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 questioned in the manner 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 5.
6. The mean grade is calculated to three 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.

8. Course of studies documentation

§ 28

1. The course of studies is documented in:
 - 1) Protocols of crediting the course, 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 Achievement 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) 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 let. h and i, may be replaced with the authentication of these persons in the University's ICT system.
3. The rules of documenting the course of studies are specified by the Rector.

V. GRADUATION

1. Conditions for graduation

§ 29

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 professional training referred to in item 2 point 2, the student starts after submitting the diploma thesis and the passing diploma examination - if required - however not later than on October 1st.

§ 30

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 31st.
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 30th.
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

§ 31

1. The deadlines for submitting the diploma thesis are given 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 31st,
 - 2) for one-cycle master studies in the field of Physiotherapy – February 28th
 - 3) for the remaining fields of studies –September 30th .
5. At the request of the student, and after consulting 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.

§ 32

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.

§ 33

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.

§ 34

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

3. Diploma examination

§ 35

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.

§ 36

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 in a given field.
5. The diploma examination can be held in the foreign language – according to the rules specified by the Field Didactic Board.
6. For studies in the English language, the diploma examination is held in the language in which the education is conducted.
7. 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.
8. The result of the Diploma examination are determined in the grading scale described in § 27 item 1.

§ 37

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.

§ 38

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 title of Doctor, subject to § 33, 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 protocol of the diploma examination includes: date of diploma examination, names and surname of the student, student number, names and surnames, signatures, titles or scientific degrees, or professional titles of the members of the Examination Board, the content of the questions and the grades obtained, final mean grade of studies, the title and grade of the diploma thesis, the grade of diploma examination, final result of studies, and professional title awarded.

4. Final result of studies

§ 39

1. The final result of the studies in the field of Medicine or 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 § 27, items 4-6.
2. The final result of the 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 § 27, 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 the 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 § 27 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 diploma includes the final result of studies, calculated according to the rules described in items 1 and 2, after the arithmetic mean is rounded according to the rule given in § 27, item 6.

7. Graduation diploma

§ 40

1. Detailed rules for preparing and issuing a graduation diploma, 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 31st 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

§ 41

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) the learning outcomes of both fields of studies are similar;
 - 2) the student has credited at least the first year of studies at the primary field of studies;
 - 3) the student has fulfilled the threshold point 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.
 - 4) education in the field the student wants to transfer to is conducted in the language of the education in the current field of study.
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 enrolment 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 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.

§ 42

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.

VII. TRANSFER AND RECOGNITION OF ECTS POINTS

§ 43

1. Courses and vocational placement training completed by the student at another university, including a foreign one, 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 decision 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 request, submitted before the beginning of the semester. The decision is based on the course coordinator's opinion and the documentation submitted by the student regarding the course of studies at another university or in another field of studies at the University.
4. When the Vice-Dean makes a decision about the student's transfer and recognition of courses or vocational placement trainings, the grades obtained by the student in given courses or vocational placement trainings outside the University or in other fields of studies at the University are included in the arithmetical mean grade. 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 § 27 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, including a foreign one, 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, including a foreign one, and transferring achievements to tuition payable studies at the University conducted in the English language.
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 by way of recruitment procedure, after previous removal from the Student Register of the same field of studies.

§ 44

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.

§ 45

1. Courses or vocational placement trainings that the student credited at another university, including a foreign one, prior to undertaking studies at the University in the field of medicine conducted in the English language 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 the English language in the MD Advanced program.
2. The decision 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 and 2, the rules set out in § 43 do not apply.
4. The students who completed the transfer and recognition of some 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 activities, on the terms set out in § 43.

VIII. TAKING LEAVE FROM STUDIES

§ 46

1. The Vice-Dean, upon the student's written request, may give consent to a leave from studies in the following circumstances:
 - 1) long-lasting illness;
 - 2) other important circumstances or unforeseen events.
2. Based on the documented application, the Vice-Dean grants a leave from studies 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 student is obliged to apply for a leave from studies:
 - 1) immediately after having identified the circumstances referred to in item 1 and item 2 point 1.
 - 2) in the case referred to in item 2 point 2 – in the period of one year from the day of child's birth.
4. In the application the student specifies the planned date of beginning and ending the leave.
5. In 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, and ask them for their opinion.
6. After completion of the leave granted for the reasons described in item 1 point 1 the student may be allowed to attend courses upon producing a medical certificate stating the possibility of continuation of studies by the student.
7. After completion of the leave granted for the reasons described in item 1 point 1, the Vice-Dean may appoint a committee mentioned in item 5 and ask for their opinion regarding the possibility of continuation of studies by the student.
8. The Vice-Dean grants a leave from studies to the student who has been given consent for re-enrollment in the same semester (repetition of the semester) in the subsequent academic year - until the beginning of that semester.
9. The Vice-Dean grants a leave from studies to the student if the period of suspension in the student rights expires before the beginning of the semester in which the student will continue the education program.
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 implementation of the program differences are defined by the Rector.

§ 47

1. To be entitled to apply for a leave the student must complete at least the first year of studies or the third year of studies of the MD Advanced program. This requirement does not comprise students applying for a leave in cases stipulated in § 46, item 1, point 1 and item 2.
2. The student is entitled to be granted leave only once during studies, subject to item 4.
3. In particularly justified cases, the Vice-Dean may give consent for another leave from studies.
4. The rules of item 2 do not apply to the leave from studies granted in the mode defined in § 46 item 2,8 and 9.
5. A leave from studies may be granted for a semester or an academic year. The leave ends on the final day of the semester.
6. A leave from studies is granted not earlier than from the day of applying for the leave by the student.
7. In particularly justified cases, the Vice-Dean, upon the written request of the student, may give consent for granting a leave from studies, with the omission of the principle of item 6.
8. Granting a leave from studies may cause extension of studies by the period of time for which the leave was granted.
9. The fact of granting a leave from studies is entered into ESOS and the decision to grant the leave is recorded in the student's file.
10. While being on a leave from studies, the student keeps all their student rights, subject to item 11.
11. Terms of maintaining the right to financial assistance by the student on a leave from studies are determined by separate regulations.
12. In justified cases, upon the request of the student on a leave from studies due to reasons described in § 46 item 1 point 2 and item 2, consent may be granted to allow the student to participate in selected courses, including the principle referred to in § 26 item 2.
13. If there are program differences after the student's return from the leave from studies, the student is obliged to make up for them by a specific deadline. The terms and mode of payment for making up for the program differences are stipulated in the Rector.

§ 48

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, a student organization or a student scientific society. The Field Didactic Board defines the period of time for which the short-term leave from studies is 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

§ 49

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 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. General provisions

§ 50

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) not independent work of the student during a credit test or examination;
 - 2) bringing to a credit test or examination an electronic device that allows, in particular, communication or recording of image or sound;
 - 3) appropriation of the copyright or misleading as to the copyright of all or part of someone else's work;
 - 4) violation of copyrights of academic teachers through the dissemination and sharing of didactic materials available to students in connection with the implementation of classes;
 - 5) violation of another person's bodily integrity;
 - 6) appropriation or destruction of another person's or the University's property;
 - 7) counterfeiting or alteration of documents;
 - 8) stalking.
3. Disciplinary measures 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 procedure;
 - 2) instruct the disciplinary spokesperson to start an explanatory investigation.
5. In the case of a student suspected of an act consisting in particular in:
 - 1) appropriation of the copyright or misleading as to the copyright of all or part of someone else's work,
 - 2) dissemination, without giving the name or pseudonym of the author, someone else's work in the original version or in the review form,
 - 3) violation of third party's copyrights or related rights in a way other than specified in points 1 and 2,
 - 4) falsification of scientific research or its results or other scientific fraud- the Rector is obliged to promptly instruct the disciplinary spokesperson to conduct an explanatory investigation.
6. If at the moment of receiving by the Rector the information about a deed prejudicial to the student's dignity or the material collected as a result of an explanatory investigation confirms the crime committed by the student, 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 a crime committed.
7. The detailed mode of disciplinary proceedings is determined by separate regulations.

2. Suspension in student rights

§ 51

1. The student suspended in student rights:

- 1) by the Rector, in the case of a justified suspicion of committing a crime, until the disciplinary committee issues a decision,
- 2) by the Rector or 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. The provisions of § 58 shall apply accordingly.

XI. REMOVAL FROM THE STUDENT REGISTER

§ 52

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 measure;

2. The student may be removed from the Student Register in the case of :

- 1) 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 item 1-4 shall apply to issuing decisions on the removal from the Student Register.

§ 53

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 stated 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 or courses of the conditionally credited semester within the appointed period of one month;

6. Failure to credit the semester is determined if the student has not obtained the number of ECTS points required to credit the semester and is not allowed to conditionally credit the semester or repeat the semester due to non-compliance with the requirements referred to respectively in § 24 or § 25.

§ 54

1. In the event of removal from the Student Register, including 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. RESUMING STUDIES

1. General provisions

§ 55

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 or third year of studies of the MD Advanced program;
 - 2) 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 resume 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 resume 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 person removed from the Student Register as a result of the 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.

§ 56

1. The condition of resuming studies is submission by the person applying for resumption of studies:
 - 1) the application to the Rector via the Vice-Dean;
 - 2) current medical certificate on health status;

- 3) passing the examination resuming the studies, hereinafter referred to as the "readmission examination", from the designated course or courses scheduled in the program of studies for the last credited year 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 § 52 item 2 point 4, is the payment of overdue fees. At the date of submitting the application 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 application referred to in item 1 point 1 on a date other than the one specified in item 3.

2. Readmission examination

§ 57

1. After the formal and substantive analysis of the application for resumption of studies, the Vice-Dean sets the date of the readmission examination, referred to in § 56 item 1 point 3.
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 described in item 1 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. 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 required time limit, does not have the right to repeat a semester in the further course of studies.

3. Program differences

§ 58

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.

§ 59

1. Resolutions regarding the resumption of studies are taken on the principles set out in §6 item 5-7.
2. The Vice-Dean 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 ledger 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

§ 60

1. The Regulations come into force on October 1st 2019, and apply also to students who started their studies before the academic year 2019/2020, subject to § 61.
2. Changes in the Regulations are made in the mode provided for their resolution.

§ 61

1. Students' applications regarding the course of studies submitted before October 1st 2019 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 1st , 2019, remain in force.

R E C T O R
Prof. Radziśław Kordek, MD, PhD

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 27 August 1997 on occupational and social rehabilitation and employment of the disabled (i.e. Journal of Law of 2018, item 511, with amendments);
 - 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;
 - 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 the education program, including the achievement of the intended learning outcomes.

§ 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 by the teachers 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 (e.g. audio computer software, Braille devices, alternative keyboards etc.) 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 27th 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: e-mail 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 let. 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. E-mail address.....
- 6. PESEL (Polish Resident Identification Number).....
- 7. Student number.....
- 8. Preferred form of contact:
 - e-mail
 - telephone
 - text message
 - letter
 - letter in enlarged font

COURSE INFORMATION

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

INFORMATION ON DISABILITY/CHRONIC ILLNESS

- 14. Cause of disability (give the name of the illness):
.....
.....

- 15. 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.)/Complaints related to the chronic illness.
.....
.....
.....

- 16. Difficulty while studying (state what problems you face during studies)
.....
.....
.....

17. Form of expected help from SON

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

On the basis of Art. 9 item 2 let. a of RODO I hereby agree for my data to be processed by the Medical University of Lodz for the purpose of analyzing the submitted application and providing me with organizational help so that I can fully participate in the implementation of 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:
PESEL (Polish Resident Identification Number)
Student number:

According to the Copyright and Related Rights Act of February 4th 1994 (Journal of Laws of 2018, item 1191 with amendments) 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 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:
PESEL (Polish Resident Identification Number)
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 education process at the Medical University of Lodz.

According to the Copyright and Related Rights Act of February 4th 1994 (Journal of Laws of 2018, item 1191 with amendments) 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 chosen 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

§ 3

1. The qualification procedure for the ITS mode of studies at the Medical University of Lodz, hereinafter referred to as the University, is 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 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

1. The student applying for the ITS mode sends the following documents via ESOS to the President of the ITS Committee:
 - 1) an application for approval of the ITS mode, in which they provide the name and academic degree or title of the academic supervisor (according to the template application available in ESOS);
 - 2) the written consent of an academic supervisor who agrees to provide academic support to the applying student;

- 3) the ITS program, signed 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.
2. In special, justified cases, the Vice-Dean responsible for student affairs, hereinafter referred to as the Vice-Dean, may recommend, in writing, an outstanding student candidate for the recruitment procedure conducted by the ITS committee. The student recommended by the Vice-Dean is obliged to send via ESOS or present to the President of the ITS Committee the documents referred to in item 1.

§ 5

1. The documents submitted by the student applying for the ITS mode or recommended by the Vice-Dean, 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 in the ITS recruitment procedure the maximum number of points (50 points).
3. The assessment aforementioned in item 1 is conducted by two independent reviewers selected by the ITS Committee from the University independent scientific and didactic staff.
4. After the evaluation, the reviewers will present the ITS Committee with a list of students applying for the ITS mode or recommended by the Vice-Dean, with their scores calculated according to the criteria described in item 1 and 2.
5. The ITS Committee approves the final list of students who have been qualified for the ITS mode by the end of September.
6. The students involved in the recruitment for the ITS program are notified of the recruitment results and the decision of the ITS Committee with its justification via ESOS. The decision is final.
7. The ITS Committee decision is recorded in ESOS in the program of studies of the given student. The information is available to the Dean's office employees who add the ITS status 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. Upon the student's request, the ITS Committee may extend the period of the ITS studies but no longer than for one year.
3. The ITS Committee gives the approval described in item 2 after the evaluation of the student's periodic report, described in § 12, items 2 and 3.
4. The applications for the extension of ITS are processed by the ITS Committee before the beginning of the recruitment procedure for the next academic year.

IV. ITS academic supervisor

§ 7

1. An academic teacher holding at least a degree of Doctor can become an academic supervisor of the ITS student, hereinafter 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 undertake studies 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 no more than two students.
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 is obliged to agree to perform this function in writing.

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 examinations) 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, on condition that it has been consulted 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 up to 50% more books from the Medical University of Lodz Library than the limits established by the library regulations, including the books from the medical doctors' collection;
 - 6) take elective courses as part of practical clinical teaching;
 - 7) priority in the selection of elective courses;
 - 8) priority in the selection of the diploma thesis promoter;

- 9) priority in the selection of the diploma thesis subject.
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 plan 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 completing 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 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, points 2 and 3 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, hereinafter referred to as "SUN", in each academic year.
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 is allowed to miss classes, which makes it possible for the student to undertake research and participate in supplementary courses and conferences. The absence is justified and the student is not required to make up for the missed classes.
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 the ITS Committee.
3. The periodic report includes a description of 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 Dean's Office of a given faculty 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 to the President of the ITS Committee by the student within the specified period of time in the electronic version.
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 in a given year by ESOS to the Dean's Office of a given faculty 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 – 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 – 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 of a given faculty.