

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



**Lodz 2022**

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## SECTION I BASIC PROVISIONS

### § 1

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

### § 2

The terms used in the Regulations mean:

- 1) **University** – Medical University of Lodz
- 2) **Vice-Dean** – the Vice-Dean responsible for student affairs, acting on behalf of the Rector;
- 3) **learning outcomes**– knowledge, skills and social competences acquired during the learning process;
- 4) **ESOS** – electronic student service system containing information associated with the activity of the University and with the course of studies;
- 5) **EI** - electronic index – one of the elements of documentation of the course of studies;
- 6) **ELS** – electronic student ID card;
- 7) **form of didactic classes** - in particular lectures, classes, laboratory classes, clinical classes, seminars;
- 8) **IOS** – Individual Organization of Studies, i.e. a mode of studies with an individual schedule of courses, credit tests and examinations;
- 9) **ITS** – Individual Course of Studies, i.e. a mode of studies with an individual program of studies;
- 10) **didactic unit** – an organizational unit of the University conducting didactic activities, in most cases a department, clinic or clinical ward;
- 11) **KET** – final test examination;
- 12) **course coordinator** – an academic teacher responsible for the teaching of the course;
- 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, the description of the process leading to achievement of learning outcomes and the number of ECTS points assigned to courses;
- 14) **plan of studies** – a schedule for the implementation of the program of studies, being an element of the program of studies, defining courses and their placement on particular semesters and years of the education cycle, the number of ECTS points and hours assigned to them, the forms of conducting classes and crediting courses, as well as the duration of studies;
- 15) **timetable of classes** – a schedule of didactic activities in a semester;
- 16) **diploma thesis** – Bachelor's or Master's thesis;
- 17) **promoter** – an academic teacher supervising the preparation of the diploma thesis;
- 18) **reviewer** – an academic teacher being the author of the review of the diploma thesis;

- 19) **module course** – a course combining the implementation of the learning outcomes from several fields, which in the program of studies was included as one course with an increased number of ECTS points;
- 20) **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;
- 21) **Senate** – the Senate of the University;
- 22) **Statute** – the Statute of the University;
- 23) **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;
- 24) **course of Studies** – the whole cycle of studies in a given field of studies;
- 25) **electronic device** - a device enabling communication or recording and transmission of image and sound as well as their reproduction, in particular: mobile phone, smartphone, tablet, smartwatch, webcam, microphones, headphones;
- 26) **Act** – Act of July 20<sup>th</sup> 2018 - Law on Higher Education and Science;
- 27) **faculty** – an organizational unit of the University;
- 28) **medical certificate** – a certificate (“sick leave certificate”) issued in Polish confirming temporary inability to participate in classes, credit tests or examinations due to illness;
- 29) **field of medicine of the Ministry of National Defense** – field of medicine within the limit of places of the Minister of National Defense.

### § 3

1. Admission to studies is held on the basis of:
  - 1) recruitment procedure,
  - 2) confirmation of the learning outcomes,
  - 3) transfer from another university in Poland or abroad.
 - and takes place under the rules set out in separate Senate resolutions.
2. A person admitted to the University acquires student rights with the moment of taking the student pledge, the content of which is specified in the Statute. The student confirms the taking of the pledge in electronic form, after authentication in ESOS.
3. The student rights and obligations expire on the day of graduation or removal from the Student Register.
4. The University issues an electronic Student identification card (ELS) to the student.
5. The student ID is issued in the form of:
  - 1) a mobile document referred to in the Act of May 26<sup>th</sup>, 2023 on the mObywatel application – to a student with a PESEL number;
  - 2) an electronic ID (ELS) issued by the University.
6. The student has the right to possess an electronic identification card (ELS) from the day of taking the student pledge to the day of the graduation or removal from the Student Register - and in the case of graduates of the first-cycle studies – till October 31<sup>st</sup> of the graduation year.
7. The students of the University form the student government, which is the sole representation of all the students of the University.
8. Student organizations, within their legal and statute activity, have the right to appeal to the University authorities regarding student matters.
9. 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.

**SECTION II**  
**STUDENT RIGHTS AND RESPONSIBILITIES**

**§ 4**

1. The student has the right in particular to:
  - 1) the transfer and recognition of ECTS points;
  - 2) study in the IOS mode,
  - 3) justify absences from classes, leaves from classes and leaves from classes with the possibility of verification of obtained learning outcomes, specified in the program of studies;
  - 4) change the field of studies;
  - 5) change the form of studies;
  - 6) take the Board examination with the participation of the observer they indicate;
  - 7) repeat specific classes due to unsatisfactory learning outcomes  
– according to the principles determined in the Regulations.
2. The student also has the right to:
  - 1) receive training of the student rights and obligations;
  - 2) study according to the program of studies;
  - 3) develop professional and scientific interests associated with the field of studies; obtain assistance in this area from the academic teachers and the University bodies;
  - 4) use the infrastructure of the Medical University, including the Library of the Medical University and sports facilities – according to the principles stipulated in separate internal regulations of the University;
  - 5) study in the ITS mode;
  - 6) undertake part of their studies at other universities in Poland or abroad, within national and international student exchange programs;
  - 7) be provided with access to the key didactic materials and multimedia presentations necessary to prepare for the credit tests and examinations determined in the plan of studies, in the language in which the course is conducted, subject to § 5 item 1 point 10;
  - 8) inspect their written test, which is the basis for crediting a particular course or passing an examination;
  - 9) have access to information on the statistics and the pass rate of a given credit test or examination, taking into account the issues that constituted the greatest difficulty for students;
  - 10) have access to templates of examination sheets, if they have been developed due to the specificity of a given course to which the credit test or examination relates;
  - 11) read the reviews of their diploma thesis;
  - 12) be awarded prizes and distinctions;
  - 13) make evaluations of the University employees, including evaluations of academic teachers conducting didactic classes, by means of electronic surveys available in ESOS;
  - 14) 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;
  - 15) be accommodated in a University dormitory, including accommodation for a spouse or a child, and apply for financial support benefits – on conditions stipulated in the Act and in separate internal regulations of the University.

**§ 5**

1. The student is particularly obliged to:
  - 1) behave in accordance with the contents of the student pledge and internal regulations in force at the University;
  - 2) sign the contract submitted by the University on the payment conditions for studies or educational services;

- 3) collect an electronic student identification card (ELS), and in the case of its damage or loss - inform the Medical University immediately;
  - 4) collect and wear the University student ID badge so it is easily visible;
  - 5) collect login and password for access to the University electronic student service system (ESOS), including an individual University student email address, and to protect it against access by third parties, as well as have knowledge of these data in order to use the University IT systems;
  - 6) use their individual University student profile in ESOS as the main source of information, in particular about: the University, learning outcomes, timetable of classes, financial assistance;
  - 7) use their individual University student email account by logging in at least once every 72 hours to check current correspondence;
  - 8) participate in all forms of didactic activities, including those conducted using distance learning methods and techniques, in a manner enabling obtaining the number of ECTS points required to credit the semester;
  - 9) obtain credits and pass examinations within the determined time frame, complete vocational placement trainings and meet other requirements scheduled in the program of studies;
  - 10) honestly and independently pass all examinations and credit tests; prepare all the final credit projects and diploma theses respecting intellectual property rights, including copyrights protecting electronic and printed publications (including dissertations, scientific papers, scripts, didactic materials received from academic teachers);
  - 11) acquire knowledge, skills and social competences defined by the program of studies;
  - 12) show respect to the employees of the University and behave in a civil manner to other students;
  - 13) respect student dignity and good name of the University;
  - 14) abide by the rules of the Code of Ethics of the Student of the Medical University of Lodz;
  - 15) respect the property of the University;
  - 16) comply with the principles of order, personal culture, hygiene and personal data protection;
  - 17) comply with safety rules, in particular with regard to items deemed dangerous under generally applicable regulations on the University premises;
  - 18) timely pay tuition fees for studies and educational services;
  - 19) fulfill individual arrangements and commitments towards the University;
  - 20) personally or via appropriate services available in ESOS, promptly inform the Dean's Office of the change of the personal data, number of the identification document, place of residence and other personal contact data;
  - 21) in the case of international students - to currently update their residence card or other documents required by law, including those confirming the ability to study in Poland, and to timely deliver the above-mentioned documents to the appropriate organizational unit of the University.
2. As required by separate regulations, the student is also obliged to submit to:
    - 1) medical examinations – in order to obtain medical confirmation of the ability 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 neither undergoes medical or epidemiological examinations and vaccinations mentioned in item 2, nor presents 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. 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;
  4. The student will be held financially responsible for destruction, loss or damage to the property of the University they use.

## **SECTION III ORGANIZATION OF STUDIES**

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

#### **§ 6**

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

### **Chapter 2 Program of studies**

#### **§ 7**

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

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

#### **§ 8**

1. The academic year lasts from October 1<sup>st</sup> until September 30<sup>th</sup> and is divided into two semesters.
2. The academic year comprises:

- 1) the period of didactic classes resulting from the programs of studies, divided into winter and summer semesters;
  - 2) winter and summer examination sessions and retake examination sessions;
  - 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 through the directive not later than 6 months before the beginning of the academic year.
  4. The Rector can announce days or hours free of classes during the academic year.

## **Chapter 4**

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

#### **§ 9**

1. Lectures at the Medical University of Lodz are open on the terms set out in the Statute.
2. Other forms of didactic activities are closed.
3. Didactic activities can be carried out:
  - 1) in English,
  - 2) using distance learning methods and techniques,- if determined in the program of studies.
4. The rules for conducting classes using distance learning methods and techniques are defined by the Rector.
5. Vocational placement trainings are a compulsory element of education, if included in the program of studies.
6. The conditions for completing and crediting vocational placement trainings are determined by separate regulations for a given field of study.
7. Participation in all forms of didactic activities 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. At the student's request, the Vice-Dean may credit as their vocational placement training the activities performed, in particular, as part of employment, internship or volunteering, if they enabled the student to achieve the learning outcomes specified in the program of studies for vocational placement training.

## **Chapter 5**

### **Absence at didactic classes**

#### **§ 10**

1. The student is obliged to justify their absence at classes by presenting an original medical certificate or – in justified cases - by presenting another written justification, not later than within 5 working days from the date of occurrence of the circumstances causing the absence, unless the student's health condition prevents contact with the Dean's Office.
2. The student is obliged to immediately submit a medical certificate or another written justification to the Dean's office for registration.
3. The Dean's Office employee, based on the submitted original medical certificate, is obliged to enter the date of its validity in ESOS.
4. The student's absence is not justified if the submitted medical certificate or another written justification has not been registered.
5. In particularly justified cases, it is allowed to send a scan or photo of a medical certificate to the e-mail address of the relevant employee of the Dean's Office. The subject coordinator justifies absences at classes on the basis of a registered original medical certificate or another written justification.
6. Absence at classes is justified if the original medical certificate contains all of the following elements:



- 1) date of issue of the document;
  - 2) name and surname of the doctor;
  - 3) medical stamp confirming the doctor's qualifications and specializations;
  - 4) number of the license to practice the profession;
  - 5) handwritten signature of the doctor;
  - 6) name and surname of the student;
  - 7) PESEL number or student's passport number (if no PESEL number has been assigned);
  - 8) period of validity of the medical certificate;
  - 9) purpose of issuing the medical certificate.
7. The absence is not justified when the student does not present an original medical certificate or another written justification at the Dean's Office within the period specified in item 1.
  8. The medical certificate is not kept in the student's file.
  9. The student who is on sick leave cannot participate in didactic classes, vocational placement trainings, credit tests and examinations, also conducted with the use of distance learning methods and techniques, subject to items 10 and 11.
  10. In justified cases, the teacher may give consent to the student who is on sick leave to participate in classes conducted with the use of distance learning methods and techniques.
  11. The student of the field of medicine of the Ministry of National Defense, who is on sick leave, cannot participate in classes implemented by the University as well as by the Military Medical Education Center.
  12. Absence at didactic classes, including long-term absence justified by an original medical certificate or another written justification, may be the basis for failing classes if the student did not complete the content of classes missed due to absence, in accordance with the rules specified in the course syllabus or based on an individual agreement with the course coordinator.
  13. The student's absence at didactic classes is justified and missed classes do not need to be made up for if the student:
    - 1) participates in meetings of collegiate bodies, councils or committees appointed at the University;
    - 2) studies in the mode of the Individual Course of Studies (ITS) and has taken a student sabbatical leave;
    - 3) as a representative of the University participates in sports competitions, artistic competitions, symposia, conferences, etc.;
    - 4) participates in University ceremonies as a member of the University Banner Guard;
    - 5) participates in organizational works for the sake of the University;
    - 6) assists a disabled person, enabling them to participate in didactic classes.
    - 7) performs appointed duty in a military unit, i.e. a 24-hour internal, garrison or other service, determined by separate regulations (this rule applies only to students educated in the field of medicine of the Ministry of National Defense).

## **Chapter 6**

### **Syllabus**

#### **§ 11**

1. The course coordinator is obliged to enter the syllabus into ESOS not later than 14 days before the beginning of the semester. The syllabus template is defined by the Rector's directive.
2. 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.
3. A syllabus is adopted for the whole cycle of education and does not change during its course.
4. 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 the Appendix to the Rules and Regulations.

## **Chapter 7 Student groups**

### **§ 12**

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

## **Chapter 8 Individual Organization of Studies (IOS)**

### **§ 13**

1. Individual Organization of Studies, hereinafter known as "IOS", is a mode of studies according to an individual schedule of courses, credit tests and examinations.
2. Upon the request of the student, the Vice-Dean may give consent to study according to the IOS mode in a given academic year:
  - 1) when the student meets at least one of the following conditions:
    - a) studies two or more fields;
    - b) actively participates in scientific research - with the exclusion of students studying according to the Individual Course of Studies (ITS), mentioned in §14;
    - c) presents a medical certificate confirming the degree of disability;
    - d) does part of the course of studies at other universities in Poland or abroad;
    - e) is a representative of students on the University's collegiate bodies, councils or committees appointed at the University;
    - f) is a member of a national sports team or its reserve, or is a member of the University sports team – regardless which sports club they belong to;
    - g) was enrolled in the studies as a result of the confirmation of the learning outcomes;
    - h) applies for permission to continue studies in the IOS mode due to health condition, confirmed by an appropriate medical opinion;
    - i) applies for permission to continue studies in the IOS mode due to an unforeseen event;
  - 2) in another justified case.
3. The Vice-Dean, at the request of a pregnant student or a student who is a parent, grants permission for full-time studies in the IOS mode until they are completed.
4. Before a decision on IOS is issued, the student may be required to obtain the opinion of the course coordinators, except in the case referred to in item 3.
5. Before granting consent to IOS due to health condition, the Vice-Dean may refer a student to a medical committee on the principles referred to in § 50 item 9.
6. The decision on granting consent to study in the IOS mode cannot result in the extension of the period of study provided for in the plan of studies.
7. The student may be given the Vice-Dean's permission to take some classes provided for in the plan of studies for subsequent semesters in the IOS mode, which may result in a reduction of the duration of studies provided for in the plan of studies.

8. After having obtained permission to study in the IOS mode, the student is obliged to set individual dates and conditions for participating in classes with the course coordinators.
9. The student studying in the IOS mode may participate in didactic classes conducted on other forms of studies.
10. In the case of the student's violation of the IOS rules, the Vice-Dean may revoke consent to study in this mode.

## **Chapter 9 Individual Course of Studies (ITS)**

### **§ 14**

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 by the Rector's directive.

## **Chapter 10 Year Tutor**

### **§ 15**

1. The chairperson of the Field Didactic Board, after consulting the University Student Government Council, appoints a tutor from among academic teachers for each year of studies.
2. The Tutor's duties include particularly:
  - 1) shaping the attitude of students in accordance with the student pledge and the Code of Ethics of the Student of the Medical University of Lodz;
  - 2) assisting the students with their current problems concerning their education process as well as their socio-economic situation through:
    - a) cooperation in those areas with the student government bodies,
    - b) submitting opinions and requests of the students to respective bodies of the University in matters concerning the education process and socio-economic issues.
3. 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.

## **Chapter 11 Electronic student service system (ESOS)**

### **§ 16**

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

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

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

### **Chapter 1 Crediting a course**

#### **§ 17**

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.
2. The course coordinator is responsible for conducting the credit test or examination.
3. The crediting of the course is carried out in accordance with the rules set out in the course syllabus.
4. The course coordinator is obliged to enter the results of credit tests and examinations into ESOS, within 5 working days after their completion.
5. Grades obtained in all attempts at credit tests and examinations are entered into ESOS, subject to § 19 item 3 and § 22 item 5, including failed grades.
6. The student is obliged to get acquainted with the results of credit tests and examinations registered in ESOS.
7. 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.
8. After the end of the semester, but not later than within 5 days from the end of the retake session the course coordinator is obliged to submit the signed course credit protocols to the Dean's Office.
9. All student work, recorded in paper or electronic form, including examination sheets and other tests, should be stored by the course coordinator at least until the end of the semester following the semester in which the course was finished.
10. The student has the right to review their written tests and examinations mentioned in item 9, including questions and answer key, in the presence of the course coordinator, during 10 working days from receiving the grade. Detailed rules for reviewing written work are set out in the course regulations.
11. Detailed rules for reviewing computer examinations and credit tests, carried out at the Central Examination Center, are specified in the regulations of this center, introduced by the Rector's directive.

#### **§ 18**

1. Credit tests and examinations can be conducted:
  - 1) in oral or/and written or/and computer form;
  - 2) in a theoretical or/and practical form;
  - 3) in English – in the case of conducting classes in this language, according to the principles defined by the Field Didactic Board;
  - 4) by using distance learning methods and techniques.
2. At studies conducted in the English language, credit tests and examinations are held in English.
3. The student taking an examination or a credit test is required to provide a valid student ID as well as a personal ID card or a passport. Without the possibility of confirming their identity the student cannot take the examination and loses the attempt.

4. Detailed rules for taking credit tests and examinations, as well as their beginning and conducting in the form of computer tests at the Central Examination Center, are specified in the regulations of this center.
5. Only the University has the right to record sound or both image and sound during a credit test or examination.
6. The University has the right to carry out a verification of an electronic device in the student's possession - before, during and after the credit test or examination.
7. If the verification, referred to in item 6, confirms possession of an electronic device, the student receives a failed grade for all attempts at the credit test or examination.
8. In the case of witnessing during the credit test or examination:
  - 1) non-independent work of the student, including consultations with outsiders or other students,
  - 2) unauthorized use of teaching aids,
  - 3) persistent or gross disruption of order by the student,
  - 4) bringing an electronic device- the credit test or examination is terminated for the student, with ordering the student to leave the room, and a failed grade is issued for all attempts at the credit test or examination.
9. Refusal to submit to the verification, referred to in item 6, is treated as the equivalent of the possession of an electronic device, which results in receiving a failed grade for all attempts at the credit test or examination.
10. The occurrence of the circumstances referred to in items 7-9 is noted in the course credit protocol.
11. In the case of occurrence of the circumstances referred to in items 7-9 and receiving failed grades in all attempts at the credit test or examination, the student has the right to appeal to the Rector within 5 working days from the occurrence of the circumstances. If the student's appeal is recognized, the Rector cancels failed grades and restores lost attempts at the credit test or examination.
12. If the circumstances referred to in items 7-9 occur and the student receives failed grades for all credit test or examination attempts, no explanatory proceedings shall be initiated regarding the same act.
13. The provisions of items 4-12 shall apply accordingly to partial credit tests, colloquia and other forms of verification of achieved learning outcomes.
14. A person who has committed the act referred to in items 7-9 cannot be admitted to studies at the University.

### **§ 19**

1. The student may have three attempts at passing each credit test or examination; the second and third attempts are retake credit tests or examinations.
2. The dates of the second and third attempt at a credit test or examination should be arranged no sooner than after 5 working days from the previous attempt at a credit test or examination, assuming that the result of the credit test or examination was announced to the student at least 5 working days before the date of the next attempt at that credit test or examination.
3. The course coordinator may give the student their consent for the possibility to improve the positive grade of the course, obtained from the credit test or examination at the first attempt - at the student's request, submitted within 5 working days from the date of receiving the grade. The student may attempt to improve the positive grade 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 in place of the previous positive grade, also in the case when it is lower than the previous grade.
4. Should the course coordinator fail to give the consent described in item 3, the student can appeal to the Vice-Dean within 5 working days after getting the refusal. The Dean's verdict on the matter is final.
5. 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.
6. 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.
7. 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.

## **§ 20**

1. The dates of credit tests, examinations as well as retake credit tests and examinations cannot interfere with the time when scheduled courses are conducted.
2. If the student independently enrolls in a credit test or examination on the date colliding with the didactic classes, the student is responsible for participating in that credit test or the examination and is obliged to make up for the absence at classes.
3. In justified cases, the Vice-Dean may agree to the extension of the retake session, but no more than one month after the end of the retake session.
4. The student is obliged to submit a written request for the extension of the retake examination session at the Dean's Office not later than on the last day of that session or the following day, if that day would be a day off classes or a day when the Dean's Office is closed to students.
5. In the event of obtaining consent for the extension of the retake session, the student is obliged to pass the required examinations within the time limit referred to in item 3.
6. The student who has not obtained the required credits within the time limit referred to in item 3, also due to the absence justified by an original medical certificate or another written justification, is obliged to repeat the semester, provided the student meets the requirements for granting consent to repeat the semester.
7. 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.

## **§ 21**

1. The student who has failed to sit a credit test or examination on the designated date is obliged to present an original medical certificate or, in justified cases, another written justification, no later than within 5 working days from the date of occurrence of the circumstances causing the absence, unless the student's health condition prevents contact with the Dean's Office.
2. In order to justify an absence at a credit test or examination, the rules referred to in § 10 items 1-8 are applied.
3. The principles of justifying absences at computer examinations and credit tests, carried out at the Central Examination Center, are specified in the regulations of this center.
4. If the student has presented the original 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. The student who has presented a short-term sick leave certificate three times, justifying their absence at all attempts at a given form of checking the knowledge of a given course, may be referred to the medical committee in order to be issued a certificate of their health condition and the ability of continuing education. Decision on referral to the medical committee is made by the Vice-Dean at the request of the course coordinator, based on the rules referred to in § 50 item 9.
5. The student who has not presented the course coordinator with an original medical certificate or if that medical certificate or another written justification has not been accepted, receives a failed grade and loses one attempt at a credit test or examination.
6. If the course coordinator does not accept an original medical certificate or another written justification and gives the student a failed grade, the student may appeal to the Vice-Dean within 5 working days after receiving the failed grade. The Dean's verdict on the matter is final.
7. In the case of student's long-term illness or other unforeseen events, the Vice-Dean, upon the student's written request, may give consent for the student to take credit tests and examinations at individually determined dates, also outside the examination session or retake examination session.
8. If a student took an examination or a credit test while on sick leave, the examination or credit test, despite the submitted medical certificate, shall be treated as carried out and the grade the student obtained shall be entered in ESOS.

## **Chapter 2**

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

#### **§ 22**

1. In exceptional cases, if there is a well-justified suspicion that a credit test or examination was not properly conducted, the Vice-Dean, at the student's written request, which has to be submitted within 5 days from entering the grade into ESOS, makes a decision to hold a credit test or examination before the Examination Board. The Dean's Office informs the student about the decision immediately via email.
2. The verification, referred to in § 18 item 6, cannot be treated as a disruption of the credit test or examination and thus cannot be recognized as the basis for applying for a Board credit test or examination.
3. The Board credit test or examination should be held within 5 working days from making the decision referred to in item 1.
4. Before the Board credit test or examination takes place, the student is informed about the conditions and rules of conducting the credit test or examination, including the form of credit test or examination and the result required to obtain a positive grade.
5. The Board credit test or examination, depending on the specificity of the course – can be conducted in an oral or written form.
6. The grade from the Board credit test or examination is entered into ESOS as the grade obtained from the credit test or examination at the attempt challenged by the student.
7. In the event of absence at the Board credit test or examination, the provisions of § 21 items 1- 7 apply.
8. Based on the opinion of the committee referred to in § 21 item 5, the Vice-Dean may decide:
  - 1) to set a deadline for taking the Board credit test or an examination or
  - 2) to put the student on a leave due to health problems.

#### **§ 23**

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 Vice-Dean (excluding the person conducting the course or the challenged credit test or examination);
  - 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 (excluding the person that conducted the challenged credit test or examination);
  - 4) a representative of the student government as an observer, with no right to determine the conditions of crediting the course nor to vote on the student's grade;
2. The Year Tutor can be present during the Board credit test or an examination as an observer.
3. An additional observer appointed by the student may be present during the credit test or examination before the Examination Board. It can be anyone.
4. The observer is has no right to speak, has to leave the room after the examination and does not participate in the proceedings of the Board.
5. In the case of a Board written credit test or examination, an examination sheet is prepared by an academic teacher described in item 1 point 3.
6. The details of the Board credit test or examination are written down in the examination protocol, which includes:
  - 1) composition of the Examination Board;
  - 2) the date of the Board credit test or examination;
  - 3) the questions contained in the examination sheet or questions asked the student by the Examination Board;
  - 4) surname and name of the student or students participating in the credit test or examination;
  - 5) attendance list signed by the student or students participating in the credit test or examination and by the members of the Examination Board.

7. The course of the Board credit test of examination may be recorded by means of a device for recording sound or both sound and image.
8. Only the Examination Board conducting the credit test or examination has the right to record the credit test or examination by means of the device mentioned in item 7. The recording is stored in the Dean's Office of the relevant faculty until the end of the semester following the semester to which the credit test or examination relates.
9. After the Board credit test or examination conducted in the oral form has been completed, the Examination Board informs the student about the result and the obtained grade.
10. In the case of the Board credit test or examination conducted in the written form the result and the grade are announced as soon as possible.
11. The grade received at the Board credit test or examination is final.

#### **§ 24**

In the case of two- and three-stage examinations and KET (final test examination, conducted in the field of medicine), the provisions of § 17-23 apply accordingly.

### **Chapter 3 Crediting a semester**

#### **§ 25**

1. The credit period of didactic courses is a semester, with the exclusion of didactic activities implemented in the ITS mode and in justified cases – in the IOS mode. The credit period of didactic activities obligatory in the case of ITS is stipulated in the Rector's directive regarding ITS.
2. After the end of an examination session, the Vice-Dean credits a semester on the basis of the Student Evaluation Charts printed out from ESOS, which are included into the student's file. Crediting a semester is a requirement for the student's enrollment in the next 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 plan of studies and have received the number of ECTS points required to credit the semester and passed all the required examinations.

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

#### **§ 26**

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 5 working days from the end of the retake examination session, the Vice-Dean may give consent for a conditional crediting of the semester, hereinafter called "the conditional", subject to item 3, if the student obtained at least 70% of ECTS points required by the plan of studies to credit that semester.
2. The Vice-Dean makes a decision to grant the conditional, taking into consideration the specificity of the field of study, continuity and proper course of the teaching process.
3. The Vice-Dean does not grant consent for the conditional despite the number of ECTS points referred to in item 1 if:
  - 1) knowledge and skills of the failed course are necessary to obtain learning outcomes in other courses, implemented in the next semester;
  - 2) in the next semester the plan of studies requires continuation of classes of the course or courses failed by the student;
  - 3) the student repeats a semester;
  - 4) the student has not credited the conditional from a previous semester;
  - 5) during the credit test or examination the student has committed an act referred to in § 18 items 7-9;
  - 6) in the event of occurrence of the situation referred to in § 20 item 6.



4. The rules referred to in item 3 points 1 and 2 do not apply to the conditional under which the student is obliged to credit the required course within the period of one month.
5. The Vice-Dean does not grant consent to include the course of the next semester of studies in the already existing conditional, even if the student fulfills the criterion of the number of ECTS points referred to in item 1.
6. If the conditional is approved, the student is obliged to pass the required credit tests or examinations within the time limit referred to in item 7.
7. The Vice-Dean appoints a credit test or an examination in a course or courses covered by the conditional:
  - 1) within one month from the end of the retake examination session or
  - 2) at another date, however no later than by the end of the academic year following the granted conditional.
8. In the event of failing to credit the component parts of the course covered by the conditional and the necessity of participation in classes, the Vice-Dean sets the deadline for crediting the course referred to in item 7 point 2.
9. The student obliged to participate in classes of the course covered by the conditional must pay a fee for their re-implementation, in accordance with the rules set out by the Rector.
10. The course covered by the conditional is added in ESOS to the semester in which it is to be credited.
11. The student is entitled to one attempt at the credit test or examination of the course covered by the conditional. That attempt is final.
12. If the student fails to credit the course covered by the conditional within the prescribed period, the following may be issued:
  - 1) a verdict on re-enrollment of the student in the same semester of studies (repetition of the semester) - on the terms set out in § 6 items 5-7 and § 27, or
  - 2) an administrative decision to remove the student from the Student Register - on the terms set out in § 6 items 1-4 and § 56-58.
13. The decision referred to in item 12 point 1 may be issued on the basis of the student's request submitted within 5 working days from the date of failure to credit the conditional.
14. In the event of failure to credit the course covered by the conditional by the specified deadline of one month and failure to meet the conditions for obtaining consent for re-enrollment in the same semester, removal from the Student Register shall take place from the semester to which that course is assigned in the plan of studies.
15. The student who has not obtained the required credits within the time limit referred to in item 7, due to an absence justified by a medical certificate, is obliged to repeat the semester, provided they meet the requirements for consent to repeat the semester.

## **Chapter 5**

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

#### **§ 27**

1. The student who has not credited a semester can submit a request for re-enrollment in the same semester, hereinafter called the "repetition of a semester".
2. The student does not submit a request for the repetition of a semester in the cases determined in § 20 item 6 and §26 item 15.
3. The Vice-Dean makes a verdict on the repetition of a semester based on the student's hitherto course of studies.
4. The Vice-Dean may grant consent for the repetition of a semester if one of the following is fulfilled:
  - 1) the student has obtained at least 50% of ECTS points required by the plan of studies to credit that semester and none of the failed courses is a module course;
  - 2) the student has failed a module course;
  - 3) The student has failed KET (final test examination) required to credit the semester.

5. The request referred to in item 1 should be submitted by the student at the Dean's Office within 5 working days from the end of the retake examination session or failing the conditional referred to in §26 item 12 point 1.
6. The Vice-Dean does not grant consent for the repetition of a semester if the student, in particular:
  - 1) has not credited the first year of studies - in the case of long-cycle master studies and first-cycle studies;
  - 2) has not credited the first semester of studies - in the case of second-cycle studies;
  - 3) has not yet credited the course covered by the conditional;
  - 4) has not credited a module course and other course, with the total ECTS points number exceeding 50% ECTS points required by the plan of studies to credit that semester;
  - 5) during the credit test or examination has committed the act referred to in § 18 items 7-9;
  - 6) is a student of the field of medicine of the Ministry of National Defense.
7. The student may get permission to repeat only once during the entire course of studies no more than two different semesters, unless the cause of failure for crediting yet another semester was a long-term disease or other documented unforeseen event.
8. The student who repeats a semester is exempted from participating in courses credited prior to the re-enrolment in the same semester.
9. The student repeating a semester due to failing a course is obliged to participate in all forms of classes of the course and to credit all of them, unless the course coordinator decides otherwise.
10. 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.
11. The student who has failed the course implemented within the completion of the program differences, is subject to the rules of the conditional or repetition of a semester.
12. Repetition of classes due to unsatisfactory academic results by the student re-enrolled in the same semester is payable.
13. The terms and mode of payments for the completion of the program differences, repetition of specific courses and the method of calculating the amount of these fees are defined by the Rector.
14. In the event that the student is not granted permission to repeat a semester or fails to credit the repeated course, a decision is issued to remove the student from the Student Register according to the terms specified in § 6 items 1-4 and § 56-58.

## **Chapter 6**

### **Studying courses in advance**

#### **§ 28**

1. In justified cases, upon the written request of the student who has obtained consent for the repetition of a semester, the Vice-Dean may allow the student to study some courses in advance, i.e. to attend selected courses which are scheduled for a higher semester of studies.
2. The courses to be studied in advance may constitute no more than 30% of ECTS points required in accordance with the plan of studies to credit the semester.
3. The consent to study in advance is given on condition that the courses selected by the student do not require knowledge or skills within the scope of courses of the lower semester or year of studies which are not credited by the student.
4. The request described in item 1 should be submitted by the student to the Dean's Office:
  - 1) not later than 5 working days before the beginning of the semester in which the student is to be re-enrolled, or
  - 2) together with the request for re-enrollment in the same semester, or
  - 3) not later than 5 working days after the beginning of the semester during which the student will be on a leave from studies, mentioned in § 50 item 1 point 2 and item 2.
5. In special cases the request referred to in item 1 can be submitted at a different date than determined in item 4.

6. Studying in the advance mode at the tuition payable studies is payable. The terms and mode of payments for the studies in advance are determined by the Rector.
7. The student who has been granted consent to study in the advance mode is obliged to participate in all classes of the advance courses and to credit them.
8. 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.
9. The student who has not attended the classes of the advance course receives the failed grade for that course.

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

**§ 29**

1. The student who, within the framework of a student exchange, has not completed some of the courses covered by the plan of studies implemented at the University, required for the year of participation in the exchange, is required upon return to complete them as part of the program differences.
2. The student who, within the framework of a student exchange, has not credited a course included in the plan of studies implemented at the University shall be subject to the rules referred to in § 26 and 27.

**Chapter 8**  
**Grading scale and mean grade**

**§ 30**

1. The results of credit tests examination results are determined in the following grading scale:
  - 1) 5,0 – bardzo dobry;
  - 2) 4,5 – ponad dobry;
  - 3) 4,0 – dobry;
  - 4) 3,5 – dość dobry;
  - 5) 3,0 – dostateczny;
  - 6) 2,0 – niedostateczny.
2. The grading scale described in item 1 may be used in the English version:
  - 1) 5.0 – *Excellent*;
  - 2) 4.5 – *Very Good*;
  - 3) 4.0 – *Good*;
  - 4) 3.5 – *Satisfactory*;
  - 5) 3.0 – *Sufficient*;
  - 6) 2.0 – *Failed*.
3. In the case of Physical Education classes, Health and Safety Training and Library Training, no grades are used as referred to in item 1, replacing them with the formulas:
  - 1) passed (in Polish: *zal.*);
  - 2) failed (in Polish: *nie zal.*).
4. The mean grade for a semester or a year of studies is calculated as an arithmetic mean of all semester grades (final grades), including failed grades, obtained in all attempts at credit tests and examinations and vocational placement trainings indicated in the plan of studies for a given-semester or year of studies, 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 awarded by the Examination Board entered into ESOS instead of the credit test or examination grade challenged in the mode specified in § 22, 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 § 19 item 3.
6. The mean grade is calculated to three decimal places and rounded to two decimal places, in accordance with the following rules:
  - 1) when the final digit after the decimal place is from 5 to 9, the value is rounded up;
  - 2) when the final digit after the decimal place is from 0 to 4, the value is rounded down.

## **Chapter 9**

### **Course of studies documentation**

#### **§ 31**

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

## **SECTION V**

### **GRADUATION**

#### **Chapter 1**

#### **Conditions for graduation**

#### **§ 32**

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  
- unless the education standards stipulate otherwise;
  - 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 date 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 date of crediting the final vocational placement training required in the program of studies, acknowledging that the date of crediting the training is the date of its entry in the training book;
  - 3) in the case of the remaining fields – the date of passing the diploma examination.
3. The student starts the vocational placement training in the field of Pharmacy, referred to in item 2 point 2, after submitting the diploma thesis and passing the diploma examination, however not later than on October 1<sup>st</sup>.

### **§ 33**

1. Students of the final year of Pharmacy are obliged to obtain credits and pass examinations required to credit the semester of studies preceding the final vocational placement training in the plan of studies till August 31<sup>st</sup>.
2. Students of the final year of Physiotherapy are obliged to obtain credits, pass examinations and complete vocational placement training required for the completion of the final semester of studies till September 30<sup>th</sup>.
3. Students of the final year of other fields of studies are obliged to obtain credits and pass examination required for the completion of the final semester of studies till September 30<sup>th</sup>.
4. 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.
5. In justified cases, permission may be granted to extend the deadlines detailed in items 1, 2 and 4, but for no longer than 2 months.

## **Chapter 2 Diploma thesis**

### **§ 34**

1. The deadlines for submitting the diploma thesis are determined by the Field Didactic Board, taking into consideration the time required for testing the thesis with the unified anti-plagiarism software system compatible with the Polish National Repository of written diploma theses.
2. The rules for testing diploma theses using the unified anti-plagiarism System are defined by the Rector.
3. Submitting the diploma thesis, if required, can take place after passing all credit tests and examinations included in the program of studies.
4. Unless the Field Didactic Board decides otherwise, the deadline for submitting the diploma thesis is:
  - 1) for the field of Pharmacy – August 31<sup>st</sup>,
  - 2) for one-cycle master studies in the field of Physiotherapy – February 28<sup>th</sup>
  - 3) for the remaining fields of studies –September 30<sup>th</sup> .
5. At the request of the student, approved by the student’s Promoter, the Vice-Dean may give consent for the extension of the deadline for submission of the diploma thesis, described in items 1-4, but for no longer than 3 months, in the case of:
  - 1) long-term disease, confirmed by an original of a medical certificate;
  - 2) inability to complete the diploma thesis within the required time limit due to causes beyond the student's control.
6. The Field Didactic Board may appoint the Faculty Committee for Diploma Theses, including the respective Vice-Dean for Didactic Affairs as Chairperson.
7. The Committee described in item 6 must submit to the Field Didactic Board for approval:
  - 1) the rules for preparing diploma theses;
  - 2) the topics of the diploma theses submitted by the students.

### **§ 35**

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.

### **§ 36**

1. The student prepares their diploma thesis under the supervision of the Promoter - an academic teacher holding at least a PhD degree.
2. In justified cases, in first-cycle studies, an academic teacher holding at least a Master's degree may serve as the Promoter of a Bachelor's diploma thesis. Detailed conditions, regarding the field specificity, are determined by the Field Didactic Board.
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's change cannot affect the date of submission of the diploma thesis.

### **§ 37**

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

## **Chapter 3 Diploma examination**

### **§ 38**

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.

### **§ 39**

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 or written examination; it can also be conducted in a mixed form.
3. The rules and mode of conducting the diploma examination, as well as the scope of knowledge covered by the diploma examination, are specified by the Field Didactic Board.
4. The diploma examination is held in the language of the education carried out in a given field.
5. The diploma examination can be held in a foreign language – according to the rules specified by the Field Didactic Board.
6. During the diploma examination, the student should demonstrate knowledge and skills within the discipline associated with the diploma thesis, particularly with regard to the theme and methodology of work.
7. The result of the Diploma examination is determined in the grading scale described in §30 item 1.

#### **§ 40**

1. The student who has failed to take the diploma examination on the date arranged beforehand has to present 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.
2. If the student has presented an original medical certificate or another written 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 not earlier than after one month, and not later than two months from the first date for the diploma examination.

#### **§ 41**

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 at least a PhD degree – 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 a PhD degree, subject to § 36 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 that institution).
4. The diploma examination is recorded in the diploma examination protocol and signed by all members of the Examination Board.
5. The diploma examination protocol includes:
  - 1) date of diploma examination;
  - 2) names and surname of the student;
  - 3) student number;
  - 4) names and surnames, signatures, titles or scientific degrees, or professional titles of the members of the Examination Board;
  - 5) the content of the questions and the grades obtained;
  - 6) final mean grade of studies;
  - 7) the title and grade of the diploma thesis;
  - 8) the grade of diploma examination;
  - 9) final result of studies and professional title awarded.

### **Chapter 4** **Final result of studies**

#### **§ 42**

1. The final result of studies in the field of Medicine and Dental Medicine is given as an arithmetic mean of the grades awarded to the student during the entire course of studies, including failed grades, in accord with the regulations given in § 30, items 4-6.
2. The final result of studies in the case of second-cycle studies and long-cycle master studies, and in the case of first-cycle studies, if the diploma thesis is included in the program of studies, is calculated according to the following formula:  $\frac{3}{5}A + \frac{1}{5}B + \frac{1}{5}C$ , where:
  - 1) A – stands for arithmetic mean of all grades awarded to the student during the course of studies, including failed grades, calculated according to the regulations given in § 30, items 4-6;
  - 2) B – stands for the grade awarded for the diploma thesis;
  - 3) C – stands for positive grade awarded for the diploma examination.

3. The final result of studies in the case of first-cycle studies, if the diploma thesis is not included in the program of studies, is calculated according to the following formula:  $4/5 A + 1/5 C$ , 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 § 30 items 4-6;
  - 2) C – stands for positive grade awarded for the diploma examination.
4. The final result of studies is given in the following grading scale:
  - 1) to 3,24 – dostateczny;
  - 2) 3,25 – 3,75 – dość dobry;
  - 3) 3,76 – 4,10 – dobry;
  - 4) 4,11 – 4,50 – ponad dobry;
  - 5) 4,51 and above – bardzo dobry.
5. The grading scale described in item 4 may be used in the English version:
  - 1) to 3.24 – *Sufficient*;
  - 2) 3.25 – 3.75 – *Satisfactory*;
  - 3) 3.76 – 4.10 – *Good*;
  - 4) 4.11 – 4.50 – *Very Good*;
  - 5) 4.51 and above – *Excellent*.
6. The graduation diploma contains the final result of studies, calculated according to the rules described in items 1-3, after the arithmetic mean is rounded according to the rule given in § 30 item 6.

## **Chapter 5 Graduation diploma**

### **§ 43**

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

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

### **§ 44**

1. The Vice-Dean can give consent for the change of the field of studies at the University, subject to item 2, upon the student written request, submitted a month before the start of the academic year in which the change is to take place, provided that:
  - 1) convergence of learning outcomes is found;
  - 2) the student has credited at least the first year of studies in the current field of studies;
  - 3) the student has fulfilled the point threshold requirement for the enrolment procedure obligatory for admission to the field of studies to which they are transferring, stipulated for the academic year in which the student started their studies in the current field of studies.
  - 4) education in the field the student wants to transfer to is conducted in the language of the education in the current field of studies.



2. A change from the medical field of the Ministry of Defense into the field of Medicine or Dental Medicine is not allowed within the limit of the places of the Minister of Health (civil studies).

#### **§ 45**

1. The student who has credited at least the first year of studies has the right to change the form of studies:
  - 1) from part-time to full-time studies – via the recruitment procedure according to the provisions stipulated in the Senate Resolution;
  - 2) from full-time to part-time studies – upon the Vice-Dean's consent.
2. The changes referred to in item 1 are possible from a new academic year.
3. It is not possible to change the form of studies if on the day of the beginning of the next academic year the student:
  - 1) has been conditionally enrolled in the next semester;
  - 2) repeats a semester;
  - 3) studies within the extension of the retake session;
  - 4) is on a leave;
  - 5) is suspended in student rights.
4. In justified cases the Rector, in order to ensure the quality of education and to meet the limits of places in a given field of studies, 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 1 point 1.
5. Changing the form of studies referred to in item 4 is done *ex officio* and applications submitted by students shall be left without consideration.
6. The form of studies may only be changed after the student has credited the academic year preceding the year from which the change would take place.

#### **§ 46**

1. In the case of changing the field or form of studies the student is obliged to make up for program differences by the appointed date. The terms and mode of payment for the completion of program differences at the tuition payable studies are determined by the Rector.
2. In the event of failure to credit the course implemented within the completion of the program differences, the provisions of § 26 and 27 shall apply.

### **SECTION VII**

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

#### **§ 47**

1. Courses and vocational placement training completed by the student at another university in Poland or abroad, or in another field of studies at the University, may be transferred and recognized in the place of courses and vocational placements included in the program of studies only if convergence of learning outcomes is found.
2. Transferred and recognized courses or vocational placement trainings are assigned the same number of ECTS points as specified for the learning outcomes obtained as a result of completing the relevant courses or vocational placement trainings in the field of studies at the University to which the student is transferring.
3. The verdict of transfer and recognition of courses or vocational placement trainings and assigning a corresponding number of ECTS points in compliance with the regulations presented in items 1-2 is made by the Vice-Dean at the student's written request, submitted before the beginning of the semester. It is based on the course coordinator's opinion and the documentation submitted by the student regarding the course of studies at another university in Poland or abroad, or in another field of studies at the University.
4. When the Vice-Dean makes a verdict about the student's transfer and recognition of courses or vocational placement trainings, the mean grade includes all grades, together with failed grades,

obtained by the student in respective courses at another university in Poland or abroad, or in another field of studies at the University. If the grades obtained by the student at another university are defined in a different grading scale than the one used at the University, their equivalent grades are included in the mean grade assessment, as defined in the grading scale referred to in § 30 item 1.

5. The regulations described in items 1-4 apply to the entire course of studies, also in the case of transfer and recognition of courses or vocational placement trainings completed by the student:
  - 1) at another university in Poland or abroad, within the national and international student exchange programs;
  - 2) changing the form of studies or resuming studies at the University;
  - 3) implementing a part of the plan of studies at another university in Poland or abroad, and transferring achievements to tuition payable studies at the University, conducted in English.
6. The regulations described in items 1-4 do not apply if the student:
  - 1) had not obtained permission to transfer to studies at the University from another university due to program differences, and then was admitted to studies at the University through the recruitment procedure and submitted a request for transfer and recognition of achievements;
  - 2) was admitted to studies at the University through the recruitment procedure, after previous removal from the Student Register of the same field of studies, including the field conducted at a different university.

#### **§ 48**

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 to the rules adopted by the Field Didactic Board.

#### **§ 49**

1. Courses or vocational placement trainings that the student credited at another university in Poland or abroad, prior to undertaking studies at the University in the field of medicine conducted in English in the MD Advanced program, can be transferred and recognized in the place of classes or vocational placement trainings scheduled at the University for the field of studies in medicine conducted in English in the MD Advanced program. For the transferred and recognized courses or vocational placement trainings the student receives an appropriate number of ECTS points, resulting from applicable regulations.
2. The verdict to transfer and recognize the courses or vocational placement trainings described in item 1 is made by the Rector, or - on behalf of the Rector - by the Vice-Dean acting under the authority granted.
3. For the transfer and recognition of courses or vocational placement trainings referred to in item 1, the rules set out in § 47 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 courses, on the terms set out in § 47.

### **SECTION VIII LEAVE FROM STUDIES**

#### **§ 50**

1. The Vice-Dean, upon the student's written documented request, may give consent to a leave from studies, hereinafter called "the leave" in the following circumstances:
  - 1) the student's long-lasting illness;
  - 2) other important circumstances or unforeseen events.
2. Based on the documented request, the Vice-Dean grants the leave to:
  - 1) a pregnant student - until the day of child's birth,
  - 2) a student being a parent - for up to one year– with the exception that if the end of the leave falls during the semester, the leave may be extended until the end of that semester.

3. The right to apply for the leave has the student who has credited at least:
  - 1) the first year of studies in the case of long-cycle master studies and first-cycle studies;
  - 2) the first semester of studies in the case of second-cycle studies;
4. The requirements specified in item 3 do not apply to students applying for the leave in the cases referred to in item 1 point 1 and item 2.
5. The student undergoing education in the field of medicine of the Ministry of National Defense may be granted the leave referred to in item 1, after approval by the Military Academy of Ground Forces in Wrocław.
6. The student may submit a request for a leave in the event of:
  - 1) the cause referred to in item 1 and item 2 point 1;
  - 2) the cause referred to in item 2 point 2 - within one year from the date of birth of the child.
7. In the request for granting the leave the student specifies the planned date of beginning and ending the leave.
8. To the request for the leave due to the reason referred to in item 2 point 2, the student is obliged to attach the child's birth certificate.
9. In the case of any doubts for granting the leave for the reasons given in item 1 point 1, the Vice-Dean can appoint a committee consisting of physicians of the specialization appropriate to a given case, who are also Medical University academic teachers, to ask for their opinion.
10. The committee referred to in item 9 shall be appointed within 5 working days from the date of receipt of the request for a leave for the reason referred to in item 1 point 1.
11. The Committee, at a meeting in full composition, issues an opinion on the student's health condition and the justification for granting the leave, within 5 working days from the date of appointment of its composition.
12. Unjustified absence of the student at the committee meeting results in the refusal to grant the leave referred to in item 1 point 1.
13. In the event of the student's justified absence, the committee shall immediately set another meeting date, which shall be the final date.
14. After completion of the leave granted for the reasons described in item 1 point 1:
  - 1) the student may be allowed to attend courses upon producing a medical certificate stating the ability of continuation of studies;
  - 2) in the case of doubts regarding the student's health status the Vice-Dean can appoint the committee referred to in item 9 in order to get an opinion regarding the ability of continuation of studies by the student.
15. 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 completion of the program differences are defined by the Rector.
16. The student who was granted the leave during an examination session, after the leave ends, shall take credit tests and examinations on the attempts that had not been used before the leave was granted.
17. In the event of failure to credit the course implemented within the completion of the program differences, the provisions of § 26 and 27 shall apply.

### **§ 51**

1. The student is entitled to be granted the leave only once during studies, subject to item 2 and 3.
2. In particularly justified cases, the Vice-Dean may give consent for another leave.
3. The rules of item 1 do not apply to the leave granted in the mode defined in item 12, 13 and § 50 item 1 point 1 and item 2.
4. The leave may be granted for a semester or an academic year; the leave ends on the final day of the semester.
5. The leave is granted not earlier than from the day of applying for the leave by the student.
6. In particularly justified cases, the Vice-Dean, upon the written documented request of the student, may give consent for granting the leave, with the omission of the principle of item 5.

7. Granting the leave may result in an extension, by the duration of the leave, of the period of completion of studies specified in the plan of studies.
8. The fact of granting the leave is entered into ESOS and the decision to grant the leave is recorded in the student's file.
9. While on the leave, the student keeps all the student rights, subject to item 10.
10. Terms of maintaining the right to financial assistance by the student on the leave are determined by separate regulations.
11. In justified cases, upon the request of the student on the leave, due to reasons described in § 50 item 1 point 2 and item 2, the Vice-Dean may grant consent for the student's participation in selected courses, taking into account the rules of studies in the advance mode, according to the principles referred to in § 28 items 2-6. In the event of failure to credit the courses the respective regulations apply, referred to in § 28 items 8 and 9.
12. The Vice-Dean puts the student on the leave in connection with granting consent for re-enrollment in the same semester (repeating a semester) in the next academic year - until the beginning of that semester.
13. The Vice-Dean puts the student on the leave when the suspension in student rights ends before the beginning of the semester during which the student will continue their education.

### **§ 52**

1. The Vice-Dean can grant consent for a short-term leave, in connection with the student's domestic or international trip, organized by the University, the student government, the student organization or the student scientific society. The Field Didactic Board defines the period of time for which the short-term leave can be granted.
2. The rules concerning a sabbatical leave from studies for the student studying in the ITS mode are stipulated in the Rector's directive regarding ITS.

## **SECTION IX AWARDS AND HONOURS**

### **§ 53**

1. The student exceptionally outstanding due to very good academic results and exemplary fulfillment of their duties may be granted:
  - 1) an award and distinction by the Rector;
  - 2) congratulations from the Vice-Dean;
  - 3) awards funded by public institutions, scientific societies, social organizations, and foundations;
  - 4) other awards and distinctions.
2. The 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.

## **SECTION X STUDENT DISCIPLINARY RESPONSIBILITY**

### **Chapter 1 Offenses and disciplinary penalties**

### **§ 54**

1. The student is subject to disciplinary responsibility for violation of the regulations in force at the University and for an act that offends the dignity of the student.
2. As the acts having the character of disciplinary offense are considered in particular:

- 1) appropriation of the copyright or misleading as to the copyright of all or part of someone else's work;
  - 2) dissemination, without providing the name or nickname of the author, of someone else's work in the original version or in the reviewed form;
  - 3) violation of someone else's copyright or related rights in a manner other than specified in points 1 and 2;
  - 4) falsifying scientific research or its results or other scientific fraud;
  - 5) non-independent work of the student during a credit test or examination;
  - 6) bringing an electronic device to a credit test or examination;
  - 7) violation of another person's bodily integrity;
  - 8) appropriation or destruction of another person's or the University's property;
  - 9) counterfeiting or alteration of documents;
  - 10) stalking.
3. Disciplinary penalties are:
- 1) admonition;
  - 2) reprimand;
  - 3) reprimand with warning;
  - 4) suspension of some student rights for the period of one year;
  - 5) expulsion from the University.
4. The Rector, after receiving notification of an act of disciplinary offense committed by the student, may:
- 1) impose the penalty of admonition after prior hearing out of the student or their counsel - if the act is a minor disciplinary offense and proof of guilt does not require an explanatory investigation;
  - 2) instruct the disciplinary spokesperson to conduct an explanatory investigation.
5. In the case of suspicion that the student has committed an act referred to in item 2 points 1-4, the Rector is obliged to immediately instruct the disciplinary spokesperson to conduct an explanatory investigation.
6. In the event of the Rector becoming aware of an act violating the student's dignity, which has the features of an offense, or in the event of collecting, as a result of explanatory investigation, evidence confirming the student's offense, the Rector:
- 1) stops the proceedings for granting the professional title until a pronouncement is issued by the disciplinary committee;
  - 2) submits a notification about the suspicion of an offense committed.
7. The detailed mode of disciplinary proceedings is determined by separate regulations.

## **Chapter 2**

### **Suspension in student rights**

#### **§ 55**

1. The student who has been suspended in student rights:
  - 1) by the Rector, in the case of a justified suspicion of committing an offense, until the disciplinary committee issues a pronouncement,
  - 2) by the Rector or the disciplinary committee, in case of persistent unjustified failure to appear before the disciplinary spokesperson for student affairs during an investigation or at the disciplinary committee meeting, despite proper notification,
  - 3) by the disciplinary committee, as a result of a disciplinary pronouncement 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 § 62 shall apply accordingly.

**SECTION XI**  
**REMOVAL FROM THE STUDENT REGISTER**

**§ 56**

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 frame;
  - 4) expulsion from the Medical University as a disciplinary penalty;
2. The student may be removed from the Student Register in the case of :
  - 1) confirmed lack of participation in obligatory classes;
  - 2) confirmed lack of progress in studies;
  - 3) failure to credit a semester within the defined time frame;
  - 4) failure to make payments associated with the course of studies – after prior calls for making outstanding payments;
3. The provisions of § 6 items 1-4 shall apply to issuing decisions on the removal from the Student Register.
4. In the case of discontinuation of the administrative proceedings or the cancellation of the decision of removal from the Student Register, the student who did not use the three credit test or examination attempts may use the due attempts after an individual arrangement with the course coordinator.

**§ 57**

1. Failure to undertake studies is determined if the student:
  - 1) does not take the student pledge referred to in § 3 item 2 within one week from the beginning of the academic year - in the case of full-time studies;
  - 2) does not take the student pledge referred to in § 3 item 2 within one month from the beginning of the academic year - in the case of part-time studies;
  - 3) after the end of the leave granted for the reason referred to in § 50 item 1 point 1, does not present a medical certificate on the possibility of continuing education referred to in § 50 item 14 point 1.
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. Resignation from studies carried out by the student at the Military Academy of Ground Forces in Wrocław in the field of medicine of the Ministry of National Defense is the equivalent of the resignation from these studies conducted at the University. Resignation from studies in the field of medicine of the Ministry of National Defense at the University is the equivalent of the resignation from these studies conducted at the Academy of Ground Forces in Wrocław.
5. Lack of participation in obligatory classes is found in the case of the student's unjustified absence at classes for at least 30 subsequent calendar days. Lack of participation in obligatory classes is determined on the basis of the attendance list.
6. Lack of progress in studies is found if at least one of the following conditions occurs:
  - 1) after twice repeating the semester the student applies for the repetition of the semester for the third time;
  - 2) the student has failed to complete the course covered by the conditional within the appointed period of one month.
  - 3) The student has failed the course or an examination required to credit the semester or KET (final test examination);
  - 4) The student has failed to credit the military courses required for the field of medicine of the Ministry of National Defense.
7. Failure to credit a semester is found if the student has not obtained the number of ECTS points required to credit the semester and has not been granted the consent for the conditional or repetition of the semester due to non-compliance with the requirements referred to respectively in § 26 or § 27.

## **§ 58**

1. In the event of removal from the Student Register, including the removal due to the student's resignation from studies, the student is obliged:
  - 1) to fulfill all outstanding obligations towards the University, including payment of fees associated with the course of studies;
  - 2) to submit to the Dean's Office a completed clearance chart, mentioned in § 43 item 2 point 2 and item 3, as well as their electronic student identification card (ELS).

## **SECTION XII RESUMPTION OF STUDIES**

### **Chapter 1 General provisions**

## **§ 59**

1. The person who has been removed from the Student Register, including the removal due to resignation from studies, has the right to apply for resumption of studies after having credited at least:
  - 1) first year of studies in first-cycle studies and long-cycle master studies;
  - 2) 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 request for the resumption of studies may be submitted not later than three years from the date of resignation from studies or delivery of the final decision of the removal from the Student Register.
4. The right to apply for the resumption of studies is a one-time possibility.
5. The resumption of studies may take place in the same field, level and form of studies from which the person applying for the resumption was removed, if the University conducts education in the same field, level and form of studies.
6. The resumption of studies may take place in the same field, but in another form of studies only if the University has withdrawn from conducting studies in a given form.
7. After the end of the period described in item 3, or after having used the one-time right to apply for the resumption of studies referred to in item 4, the readmission to studies at the University follows the standard recruitment procedure.
8. The resumption of studies can take place only before the beginning of a semester, to the semester following the last semester credited by the student, unless due to the program differences it is necessary to resume studies on the lower semester.
9. In the case of failing KET (final test examination) the student resumes studies on the last semester.
10. The person who has been removed from the Student Register of the field of medicine of the Ministry of National Defense, cannot apply for the resumption of studies.
11. The person removed from the Student Register as a result of the final decision of the disciplinary committee cannot apply for resumption of studies until the penalty of removal from the University was expunged in the mode and terms specified in separate regulations.
12. A person who has committed the act referred to in § 18 items 7-9 cannot apply for resumption of studies.

## **§ 60**

1. The condition of resuming studies is:
  - 1) submission of a request to the Rector via the Vice-Dean;
  - 2) passing the examination resuming the studies, hereinafter referred to as the "readmission examination", from the designated course or courses scheduled in the plan of studies for the last credited semester of studies.
  - 3) issue of the Rector's verdict on resumption of studies.

2. A condition for the resumption of studies in the case of a person removed from the Student Register due to lack of payment of fees associated with studies is the payment of overdue fees. At the date of submitting the request for resumption of studies, the student should not owe the University any outstanding fees.
3. The request mentioned in item 1 point 1 should be submitted at the Dean's Office by the person applying for resumption of studies not later than 60 days before the beginning of the semester in which the resumption of studies is to take place.
4. In special, justified cases, the person applying for the resumption of studies may submit the request referred to in item 1 point 1 on a date other than the one specified in item 3.

## **Chapter 2**

### **Readmission examination**

#### **§ 61**

1. After fulfilling the formal conditions referred to in § 59 item 1, 3 and 4, the Vice-Dean sets the date of the readmission examination, referred to in § 60 item 1 point 2, and the composition of the examination committee.
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. KET (final test examination) or an examination covered by the uncredited conditional cannot be appointed as the readmission examination.
5. The person applying for resumption of studies who has failed to sit the readmission examination at the assigned date is obliged to provide the Vice-Dean with an original medical certificate or, in justified cases, another written justification, no later than within 5 working days from the date of occurrence of the circumstances causing the absence.
6. If the person applying for resumption of studies has provided the original medical certificate referred to in item 5, or if another written justification is accepted, the Vice-Dean appoints another date for the readmission examination, which is the final date.
7. 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.
8. If the person applying for resumption of studies fails the readmission examination, the Rector does not grant permission to resume studies.
9. The student who has resumed studies after the removal from the Student Register due to lack of progress in studies or failure to credit the semester within the defined time frame, does not have the right to repeat a semester in the further course of studies.
10. The student who has resumed studies is obliged to provide the Vice-Dean with a current medical certificate confirming their ability to resume studies, issued after the date of the submission of the request referred to in § 60 item 1 point 1.

## **Chapter 3**

### **Program differences**

#### **§ 62**

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 completion.
3. The terms and mode of payment for the completion of the program differences are defined by the Rector.



4. The student who has not credited the course implemented within the completion of the program differences is subject to the rules referred to in § 26 and 27.

**Chapter 4**  
**Verdicts regarding resumption of studies**

**§ 63**

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

**SECTION XIII**  
**TRANSIENT AND FINAL PROVISIONS**

**§ 64**

1. The Regulations come into force on October 1<sup>st</sup> 2024, and apply also to students who started their studies before the academic year 2021/2022, subject to § 65.
2. Changes in the Regulations are made in the mode provided for their resolution.

**§ 65**

1. Students' applications regarding the course of studies submitted before October 1<sup>st</sup> 2024 are subject to consideration on the current basis.
2. The verdicts on the students' individual matters related to the course of studies, issued before October 1<sup>st</sup> 2024, remain in force.

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

### Chapter 1 General Provisions

#### § 1

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

#### § 2

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

### **§ 3**

1. The student submits the application form described in § 2 item 1 via SON, together with a completed registration questionnaire (Appendix No. 1 to the Regulations) and a certification or a document confirming the dependence between the health status and difficulties encountered in the implementation of the education process, issued by:
  - 1) District Disability Evaluation Board (or other appropriate body) - in the case of a decision defining the student's degree of disability;
  - 2) the attending physician (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.

## **Chapter 2**

### **Modifications in form of participation in didactic classes**

### **§ 4**

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

## **Chapter 3**

### **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 the student's health status, 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).

#### **Chapter 4**

##### **Change in mode of obtaining credits and taking 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 period for taking an examination or a credit test, including colloquia and other forms of partial or complete crediting of a course;
  - 3) preparation of examination materials in one of the alternative forms of recording, described in § 5 item 1;
  - 4) use of technical devices during credit tests or examinations, in particular: audio computer software, Braille devices, alternative keyboards, electronic magnifying glass.
2. After obtaining consent for the 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 form of record and safeguarding them during the processing procedure.
4. In the event that the technical devices, mentioned in item 1 point 4, are used by the student during an examination or a credit test, SON, after receiving the examinations or credit tests recorded in an alternative form from the examiner, records the examination or credit test in a printed form and returns them to the examiner.

#### **Chapter 5**

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

##### **§ 7**

1. 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 of the deadline of crediting the course or of the examination session, however not longer than 60 days from the last day of the retake examination session.
2. The student is obliged to submit the application referred to in item 1 point 2 to SON no later than on the last day of that session or the next day if that day it was a day off.

#### **Chapter 6**

##### **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 an individual timetable of classes, credit tests and examinations, according to the rules specified in the Regulations of studies at the Medical University of Lodz.

## **Chapter 7**

### **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 the student's graduation, and afterwards 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.

## Information on the processing of personal data

### Who is the Administrator of your personal data?

The Administrator of your personal data is the Medical University of Lodz, Al. Kościuszki 4, postal code: 90-419 Lodz, tel.: 422725803, NIP: 725 18 43 739, REGON: 473 073 308. Contact with the Administrator is possible via the contact details and via the e-mail box at: [umed@umed.lodz.pl](mailto:umed@umed.lodz.pl)

### Contact regarding the processing of personal data

Contact with the Data Protection Inspector is possible via the e-mail address: [iod@umed.lodz.pl](mailto:iod@umed.lodz.pl)

In the case of any doubts regarding the processing of your personal data, we kindly ask you to first contact the Data Protection Officer

### Purpose and basis of personal data processing

Your personal data are processed in accordance with the following legal bases and purposes:

- implementation of the teaching process at the Medical University of Lodz (including in particular: implementation of the concluded contract, issuing a student ID card, documenting the course of studies, providing financial assistance, granting a place in a student dormitory, adapting the conditions of the teaching process to the needs of students who are disabled or chronically ill) - on the basis of the contract concluded for the implementation of studies, legal obligations incumbent on the Administrator and for the purpose of implementing public tasks in accordance with the statutory activities of the University in accordance with art. 6 sec. 1 letters b, c, e of the GDPR (the General Data Protection Regulation),
- archiving of documentation in accordance with the procedures in force at the Administrator - on the basis of legal obligations incumbent on the Administrator and for the purpose of implementing the public interest in accordance with art. 6 sec. 1 letters b, c, e of the GDPR,
- performing the Administrator's statistical, accounting and reporting obligations - based on legal obligations incumbent on the Administrator in accordance with art. 6 sec. 1 letter c of the GDPR,
- determining and pursuing possible claims in the period resulting from the provisions of common law - based on art. 6 sec. 1 letter e, f of the GDPR,
- providing current information related to the course of studies and the teaching process (e.g. via text messages, e-mail) - based on the legitimate interest of the Administrator in accordance with art. 6 sec. 1 letter a, f of the GDPR,
- marketing, including the promotion of the University and information regarding the University's offer - based on the voluntary consent expressed by the student or on the basis of the legitimate interest of the Administrator in accordance with art. 6 sec. 1 letter a, f of the GDPR,
- ensuring proper identification, in connection with the need to prepare and use the identifier, on the basis of voluntary consent expressed in accordance with art. 6 sec. 1 letter a of the GDPR;
- ensuring an appropriate level of security through the use of video monitoring based on art. sec. 1 letter e of the GDPR;

Providing personal data is necessary for the purpose of signing and implementing the contract. The obligation to provide your personal data results from the provisions of the Act of July 20<sup>th</sup> 2018 - Law on Higher Education and Science. Failure to provide this data will prevent the implementation of the education process. Providing personal data in the remaining scope is not mandatory, although necessary to achieve the purposes for which they were collected.

Your personal data is not subject to automated processing, including profiling.

## Who can your personal data be transferred to?

Your personal data may be transferred to external entities for the purposes of implementing this contract, as well as to other entities providing services related to the current activities of the Administrator and only under appropriate personal data processing entrustment agreements and ensuring that the above entities apply adequate technical and organizational measures ensuring data protection. In addition, personal data may be made available to authorized bodies and services under applicable legal provisions.

Your personal data, as a rule, are not transferred to third countries or international organizations. In the event that it is necessary to transfer personal data outside the EEA, the Administrator will ensure an appropriate level of security and effective and adequate legal protection measures - standard contractual clauses adopted by the European Commission or other legal tools appropriate in a given situation.

## How long will your personal data be stored?

Your personal data will be stored on the basis of applicable law for a period of 50 years from the completion of studies, with the proviso that data processed on the basis of expressed consent may be stored until its withdrawal, and the withdrawal of consent will not affect the legality of operations on the data performed until its withdrawal. They may also be stored in connection with the defence of claims. Data processed on the basis of the legitimate interest of the Administrator will be processed for the period necessary to achieve the purposes for which they were collected or until an effective objection to data processing is filed. Detailed information on the retention period and other information can be obtained by contacting the Administrator or the Data Protection Inspector.

## What rights do you have?

You have the right to access the content of your data, rectify it, delete it, limit data processing, as well as the right to file an objection to the processing of personal data.

You have the right to file a complaint with the supervisory authority (President of the Personal Data Protection Office - <https://uodo.gov.pl/pl/83/155> - How to file a complaint?), in the event that you consider that we are processing your personal data in a manner inconsistent with the provisions on personal data protection.

## REGISTRATION QUESTIONNAIRE

### PERSONAL DATA

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

### INFORMATION ON STUDIES

8. Faculty..... ..
9. Field of studies .....
10. Year of studies .....

11. Level of education:
- First-cycle studies
  - Second-cycle studies
  - Long-cycle master studies

12. Form of studies
- Full-time
  - Part-time/extramural studies

**INFORMATION ON DISABILITY/CHRONIC ILLNESS**

13. Cause of disability/chronic illness (give the name of the disability/illness):  
.....  
.....

14. Description of disability (Describe briefly your disability and give information on the kind of specialist equipment you use, your method of writing and reading, moving etc.)/Description of complaints related to the chronic illness.  
.....  
.....  
.....  
.....

15. Difficulty while studying (state what problems you face during studies):  
.....  
.....  
.....

16. Form of assistance expected from the University:  
.....  
.....  
.....  
.....

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

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

Opinion of SON:  
.....  
.....  
.....  
.....



**DECLARATION OF COPYRIGHT PROTECTION**

**PERSONAL DATA**

First name and surname: .....

Student number: .....

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

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

**DECLARATION OF COPYRIGHT PROTECTION**

**PERSONAL DATA**

First name and surname: .....

Student number: .....

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

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

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

