

Annex to Resolution No 59/2009  
of Senate of Pomeranian Medical University in Szczecin  
of 22 April 2009

**POMERANIAN MEDICAL UNIVERSITY IN SZCZECIN**

**RULES AND REGULATIONS OF STUDY**

**AT POMERANIAN MEDICAL UNIVERSITY IN SZCZECIN**

**SZCZECIN 2008**

Uniform text adopted by Resolution No. 59/2009 of Senate of Pomeranian Medical  
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### List of Annexes

- Annex 1 –** Rules and Regulations of Individual Study Plan and Individual Education Program
- Annex 2 –** Rules for Transfer from Faculty of Dental Medicine to Faculty of Medicine and from Faculty of Medicine to Faculty of Medicine & Dentistry

CHAPTER I  
General provisions

§ 1

1. Pomeranian Medical University in Szczecin, hereinafter referred to as **University**, conducts first and second degree intramural full-time and part-time studies, as well as uniform Master's degree studies. The Rules and Regulations of Study at Pomeranian Medical University in Szczecin, hereinafter referred to as The Rules and Regulations, shall apply to all types and areas of study conducted by the University, except for doctoral studies and post-graduate studies.
2. The University shall conduct Polish program of studies, with reservation of item 3 below.
3. The University shall also conduct English program of studies at Faculty of Medicine and at Faculty of Medicine & Dentistry.
4. Part-time or intramural full-time English program of studies shall be subject to payment of tuition fees.

§ 2

1. The student shall be admitted to studies at the University upon matriculation and taking of the student pledge, the language of which shall be specified in the University's Statutes. Upon matriculation, the student shall collect the student identification card and the Student Credit Book, in which the progression and results of studies shall be recorded.
2. The rules and the procedure of admission to studies specified in § 1 above shall be set by separate regulations.
3. The University Rector shall be the appeal body against decisions adopted by the Dean within the scope of the Rules and Regulations. Rector's decisions shall be final.

§ 3

1. Students of all studies conducted by the University shall form the student parliament.
2. Student community shall be represented by student parliament bodies.

3. The rules for organization, mode of operation, types of election, as well as competences of the student parliament are specified in The Rules and Regulations of the Student Parliament.

#### § 4

1. The supervisor and the advisor of students at the University level shall be the University Rector, while the supervisor and the advisor of students at the faculty level shall be the Dean of a given faculty.
2. The Dean shall be responsible for organization of the academic and educational process and may cooperate with the Dean's board of advisors and Student Parliament bodies in performance of the abovementioned obligation.

#### § 5

1. The Dean, upon consultation with the student parliament, shall appoint the year advisor among academic teachers conducting classes at a given year of study.
2. The year advisor shall:
  - 1) provide advice and assistance to students,
  - 2) participate actively in organization of the academic process at a given year of study
  - 3) be authorized to represent students before University departments and University authorities.
3. Detailed responsibilities of the year advisor shall be specified by the Dean.

#### § 6

1. The student organizational department shall be the Dean's group.
2. Students shall be divided into the groups specified in item 5 below by the Dean in consideration of their individual circumstances.
3. Lectures must be conducted for all students of a given year, unless the Dean rules otherwise.
4. Non-instructed classes (self-education) are a form of classes conducted as part of selected courses within some areas of study conducted by the University.
5. Classes shall be conducted in groups of the following number of students:
  - a) seminars shall be conducted in Dean's groups of no more than 30 students,

- b) practical classes constituting a part of courses conducted during the first year of studies in all areas of study shall be conducted in groups of 12–15 students,
  - c) practical classes constituting a part of courses in Analytics and in Chemistry, as well as all and any other practical classes not mentioned herein, shall be conducted in groups of 12–15 students,
  - d) practical classes constituting a part of courses in Clinical Medicine conducted by Clinical Departments at Faculty of Medicine and Faculty of Medicine & Dentistry shall be conducted in groups of 5 - 6 students,
  - e) practical classes constituting a part of courses in Clinical Medicine conducted by Clinical Departments in English at Faculty of Medicine and Faculty of Medicine & Dentistry shall be conducted in groups of 2 - 3 students,
  - f) specialized practical classes conducted in the area of Medical Analytics and Biotechnology at Faculty of Medicinal Biotechnology and Laboratory Medicine shall be conducted in groups of 5 - 6 students,
  - g) practical classes conducted at Faculty of Health Sciences within the areas of study where they are obligatory shall be conducted in groups of 4 - 8 students, depending on the venue,
  - h) specialized practical classes at Faculty of Health Sciences within the following areas of study: Paramedic, Cosmetology, Nutrition and Physiotherapy shall be conducted in groups of 8-10 students,
  - i) practical classes in dental medicine with the use of phantom heads shall be conducted in groups of 8 – 10 students, and if conducted in English – in groups of 4 – 5 students,
  - j) practical classes in dental medicine with participation of patients shall be conducted in groups of 5–6 students, and if conducted in English – in groups of 2 – 3 students,
  - k) foreign language courses shall be conducted in groups of at least 20 students, depending on the level of advancement,
  - l) physical education classes shall be conducted in groups of up to 20 students (subject to division into male and female groups).
6. The Rector, upon prior consultation with the Dean and Senate, may, by way of exception, decrease or increase the number of students in classes specified in

item 5 above. Upon request of the Dean and prior consultation with Senate and before commencement of the academic year, the Rector shall compile a list of courses comprising specialized practical classes.

7. In case of classes conducted pursuant to The Rules and Regulations of Individual Study Plan and Individual Education Programme, constituting Annex 1 hereto, the number of students in a group shall be determined by the Rector.
8. The advocate of the interest of a student group shall be Student Group Representative.
9. The representative of the interest of the year shall be Year Representative.

## CHAPTER II

### Rights and obligations of the student

#### § 7

The student shall have the right to:

- 1) develop own scientific interests and utilize for this purpose rooms, appliances, and resources of the University, as well as assistance of academic teachers and University bodies,
- 2) actively participate in University life through student parliament bodies,
- 3) participate in elections of University authorities in accordance with rules and regulations provided for in University's Statutes and other legal acts,
- 4) form associations within scientific circles and participate in scientific, developmental, and implemental projects executed at the University,
- 5) receive awards and honours,
- 6) study in accordance with Individual Study Plan (ISP) or Individual Education Programme (IEP) in accordance with rules and regulations set by The Rules and Regulations of Individual Study Plan and Individual Education Programme,
- 7) form associations within political, social, and professional associations in accordance with rules and regulations set by the Higher Education Act of 27 July 2005 (*The Polish Journal of Laws No. 164, item 1365, as amended*),

- 8) receive financial assistance in accordance with rules and regulations adopted by the University, in accordance with relevant legal regulations,
- 9) obtain protection of health and health care,
- 10) develop own cultural, touristic, and sports interests, as well as utilize for this purpose appliances and resources of the University and assistance of academic teachers,
- 11) *(Repealed)*
- 12) study at other universities in accordance with provisions hereof,
- 13) undertake gainful employment, provided that such an employment does not interfere with student's due performance of obligations towards the University.

## § 8

1. The student shall be under obligation to act in compliance with the terms of the student pledge and The Rules and Regulations.
2. The student shall be under obligation in particular to:
  - 1) acquire knowledge and skills in order to prepare for work in service of human health and welfare,
  - 2) take full advantage of educational opportunities offered by the University, i.e.
    - a) to actively participate in academic and organizational activities in accordance herewith,
    - b) to pass exams and complete summer practical training within deadlines, as well as satisfy all and any other requirements specified in the curriculum,
    - c) to submit, in order to complete a year of study and be admitted to the following year, before the deadline set herein, Student Credit Book and Academic Achievements Record,
  - 3) comply with the rules of ethical conduct and deontology,
  - 4) maintain confidentiality of patient information acquired during studies,
  - 5) comply with legal acts adhered to by the University,
  - 6) behave impeccably, maintain good relations with peers, and protect University's reputation,
  - 7) respect University's property.

3. Within University premises there is a ban on carrying, using and distributing intoxicating substances, as specified in the Drug Addiction Prevention Act of 29 July 2005 (*The Polish Journal of Laws No. 179 item 1485, as amended*).

#### § 9

1. The condition for admission to part-time or intramural full-time English program of studies shall be subject to payment of the tuition fee for a given semester.
2. The amount and the form of payment of tuition fees for part-time or intramural full-time English program of studies shall be determined by the Rector.
3. The amount of tuition fee payable for a given academic year (semester) of part-time or intramural full-time English program of studies shall be announced to students prior to commencement of the academic year by the Rector.

#### § 10

1. In the event of engaging in any activity that infringes upon regulations adhered to by the University or in conduct unbecoming of a student, including all forms of unethical and dishonourable conduct during academic tests and examination process, the student shall face disciplinary or criminal liability in accordance with separate rules and regulations.
2. A copy of a valid disciplinary decision shall be attached to student's personal files.

#### § 11

1. The student may transfer to another university, provided such a transfer is approved by the Dean of student's present faculty and the Dean of the relevant faculty of the university to which the student wishes to transfer, as well as that the student satisfied all the requirements resulting from rules and regulations adhered to by the University.
2. In justified cases, the student may transfer from another medical university, including a foreign one, with profile corresponding to that of Pomeranian Medical University in Szczecin, provided the student has obtained a consent of the Dean of the relevant faculty and satisfied all the requirements imposed by the university the student is transferring from, as well as the admission criteria imposed by the faculty, with reservation of item 3 and 4. The student must submit the consent of

the Dean of the university the student is transferring from, transcripts of academic records, and a certificate of participation in the recruitment process issued by the university the student is transferring from along with a confirmation of obtained credits. If the consent to transfer is granted, the student must compensate for any discrepancies in curriculum and plan of studies of both universities. The student shall compensate for the abovementioned discrepancies in curriculum and plan of studies of both universities in accordance with rules, deadlines and procedures specified by the Dean.

3. Students enrolled in English Program may transfer to the corresponding program of English program of studies conducted by the University in exchange for payment of tuition fees and upon consent of the Dean of the relevant faculty issued in the form of a decision, provided that the student has satisfied all the requirements imposed by the university the student is transferring from. The student must submit the consent of the Dean of the university the student is transferring from and transcripts of academic records. If the consent to transfer is granted, the student must compensate for any discrepancies in curriculum and plan of studies of both universities. The student shall compensate for the abovementioned discrepancies in curriculum and plan of studies of both universities in accordance with rules, deadlines and procedures specified by the Dean.
4. Students enrolled in part-time studies may transfer only to tuition-based part-time program of studies at the University, provided the student has obtained consent of the Dean of the faculty and satisfied all the requirements imposed by the university the student is transferring from, as well as the admission criteria imposed by the faculty. The student must submit the consent of the Dean of the university the student is transferring from, transcripts of academic records, and a certificate of participation in the recruitment process issued by the university the student is transferring from along with a confirmation of obtained credits. If the consent to transfer is granted, the student must compensate for any discrepancies in curriculum and plan of studies of both universities. The student shall compensate for the abovementioned discrepancies in curriculum and plan of studies of both universities in accordance with rules, deadlines and procedures specified by the Dean.

5. The student may transfer from intramural full-time to part-time program of study at own request, with reservation of item 7 below. Such a transfer, however, shall be conditioned upon obtaining end-of-semester or end-of-year credit, as well as the Dean's consent. Transferring from part-time to intramural full-time program of study shall not be allowed.
6. The transfer discussed in items 1 – 5 above may take place at the latest upon commencement of the academic year, provided that the student has obtained credit for the year of study preceding the transfer.
7. The provision in item 5 shall not apply to students enrolled in a uniform Master's degree program of study.
8. The student may obtain consent to transfer to another program of study within the same faculty of the University, provided the student satisfies the criteria for admission to such a program of study. Such a transfer must be approved by the Dean. The rules of transfer to medical or dental medicine course of studies at another faculty are specified in Annex 2 to The Rules and Regulations.

## § 12

The student shall notify the Dean within 30 days of any changes of marital status, name, and address of residence.

## CHAPTER III

### Awards and honours

## § 13

1. Students excelling in academic results or in work for development of the University may obtain awards and honours from:
  - a) minister,
  - b) Rector and Dean,
  - c) other institutions.
2. Awards and honours shall be granted in accordance with relevant rules and regulations.
3. Candidates for awards shall be nominated by:

- a) single-person bodies of the University,
  - b) collegiate bodies of the University,
  - c) student parliament and student organizations operating within the University,
  - d) other institutions.
4. Awards and honours shall be recorded in the Student Credit Book.

#### § 14

1. During every academic year the Rector may grant a financial reward to the three best graduates of uniform Master's degree studies of each faculty who graduated in accordance with the schedule, have no criminal record, and have obtained an average academic grade of at least 4.60, calculated in accordance with § 26 of The Rules and Regulations. The abovementioned reward shall not amount to more than 70% of the minimum wage, as determined by the minimum wage requirement for a given year.
2. During every academic year the Rector may grant a financial reward to the three best graduates of 1st and 2nd degree studies of each faculty who graduated in accordance with the schedule, have no criminal record, and have obtained an average academic grade of at least 4.90, calculated in accordance with § 26 of The Rules and Regulations. The abovementioned reward shall not amount to more than 35% of the minimum wage, as determined by the minimum wage requirement for a given year.

### CHAPTER IV

#### Academic year

#### § 15

1. The academic year shall always commence on 1 October and end on 30 September of the following calendar year. In case of courses ending in accordance with the curriculum in winter semester, the academic year shall end on the last day of February, however only during the final year of such studies.
2. Academic year shall include:
  - 1) winter semester,
  - 2) summer semester,

- 3) the time between the end of summer semester and the beginning of winter semester shall be reserved for summer practical training, summer holiday, and re-sit examination session. Practical training may be completed during the entire academic year.
3. Winter semester shall include:
  - 1) school period of the total of 15 academic weeks,
  - 2) winter examination session,
  - 3) winter holiday and semester break.
4. Summer semester shall include:
  - 1) school period of the total of 15 academic weeks,
  - 2) spring break,
  - 3) summer examination session.
5. Examination sessions shall take at least the total 5 weeks, including at least 3 weeks long summer examination session.
6. Re-sit examination session shall commence on 1 September and end on 25 September.
7. Organization of the academic year shall be determined in detail and announced prior to commencement of the academic year by the Rector.
8. The Rector may declare holiday hours and days during the academic year. Student Parliament shall have the right to issue opinions and file motions with regard to the abovementioned matter.

## § 16

1. The Dean, upon consultation with heads of relevant organizational departments and the Year Representative, shall determine a detailed plan, schedule and organization of classes.
2. The arrangements specified in item 1 above must be announced to students by means of a publication placed on the Dean's website not later than two weeks prior to commencement of a semester.
3. All University departments must adopt an Internal Didactical Rules and Regulations on the basis of provisions hereof. Such didactical rules and regulations, hereinafter referred to as ***Internal Rules and Regulations***, shall determine at least the following matters:

- teaching methods,
  - rules for compensating for absences and for obtaining credits,
  - schedule and forms of final course exams, including examination procedure and rules for waiving the obligation to take an exam,
  - list of obligatory and recommended textbooks.
4. Internal Rules and Regulations must be approved by the Dean prior to commencement of the academic year, upon consultation with Student Parliament and may not be amended during the academic year.
  5. A scientific and University department shall comply with approved Internal Rules and Regulations.
  6. Internal Rules and Regulations and the curriculum shall be announced to students at least 7 days prior to commencement of Classes by displaying on an announcement board at the relevant University department, as well as publishing on the internet site of the competent University department.

## CHAPTER V

### Progression of study

#### § 17

1. Student attendance at laboratories, seminars, foreign language courses, practical classes, and physical education classes shall be obligatory.
2. Student attendance at lectures shall be obligatory for courses that are conducted predominantly in the form of lecture (more than 50% of hours).
3. Students participating in sessions of University's collegial and electoral bodies shall be excused for their absence from classes that coincide with such sessions without the obligation to compensate for such absence.

#### § 18

1. The Dean may grant consent to the student to enrol in Individual Study Plan.
2. In justified cases the Dean may grant consent to the student to enrol in Individual Study Plan.

3. The organization and programme of study have been specified in The Rules and Regulations of Individual Study Plan and Individual Study Program, which constitutes Annex 1 hereto.

## CHAPTER VI

### End-of-year credit

#### § 19

1. The grading period, depending on the area of study, shall be the academic year, hereinafter referred to as „the year”, or semester.
2. In order to obtain academic year/semester credit, the student must obtain final course credit from classes included in the program of a given year/semester, pass all the exams and complete the required mid-year and summer practical training specified in the curriculum of a year, and settle all the financial liabilities towards the University. In the event of failure to complete practical training, the student may be granted, only once during the entire period of study, conditional consent to continue education at the following year of study.
3. The student may complete practical training in Poland or abroad upon prior approval of the faculty at which practical training will be completed by the Dean.
4. In order to complete the academic year, the student must submit to the Dean Student Credit Book, until 25 September of every year at the latest, with confirmation of award of credit for all the obligatory courses and practical training incorporated in the curriculum of a given year, of positive grades for exams incorporated in the curriculum of a given year, library clearance, as well as of completion of obligatory prophylactic medical exams.
5. *(Repealed)*
6. End-of-year credit shall be granted by the Dean on the basis of entries recorded in end-of-year credit and examination protocols, Student Credit Book and Academic Achievements Record that confirm completion by the student of the requirements specified in item 2 and 3 above, as well as in § 21 below. Upon award of end-of-year credit, the student shall be enrolled in the following year of study.

## § 20

1. Final course credit shall constitute confirmation of attendance and positive evaluation of work undertaken as part of a given course.
2. Participation in scientific camp activities or in any other projects may constitute the basis for award of full or partial credit for practical training, provided the program of such activities or projects satisfies requirements set out in the curriculum of a given practical training.
3. Summer practical training, undertaken abroad, shall be considered as completed if their duration complies with educational standards.
4. The student may complete a course before a deadline approved by the course instructor, however not later than before the coming examination session.
5. Course credit shall be awarded by the course instructor, or another person appointed by the course instructor and authorized by the Dean, in the form of personal signature in Student Credit Book and Academic Achievements Record.
6. Final course tests (*kolokwia*) shall be conducted only at dates specified in the detailed schedule of classes.
7. The head of a University department may assign additional dates on which final course tests may be taken by those students who were not able to take final course tests due to important, justifiable reasons.
8. The ways in which the student may compensate for falling behind with coursework due to justifiable absence shall be specified by the head of the University department within which a given course is conducted and may include the following forms of make up: meeting with course instructor during instructor's office hours, attendance at a class with another group, or a shift at a clinical ward under supervision of the course instructor, within required course hours.
9. In matters concerning final course credit, the student shall have the right to appeal within three days from announcement of final course test results. Such an appeal must be submitted to the head of the relevant University department, who may arrange for evaluation of student's knowledge or skills by a commission examination board. A decision on such a matter should be issued within a week following submission of the abovementioned appeal.

## § 21

1. The purpose of an exam shall be to evaluate the degree to which the student has mastered the course content specified in the curriculum.
2. Upon completion of all the coursework required for a given course, the student may, upon examiner's consent, take an exam at an early date, however not later than during examination session in which the exam has been scheduled. Entries into Student Credit Book, Academic Achievements Record, and Credit Protocol or Examination Protocol shall be made only upon student's admission to examination session by the Dean.
3. The student shall:
  - 1) at Faculty of Medicine, at Faculty of Medicine & Dentistry – obtain all the final course credits and pass all the exams specified in the curriculum of a given year,
  - 2) at 1st and 2nd degree studies and uniform Master's degree program of study ending in submission of diploma or Master's thesis – obtain all the final course credits and pass all the exams specified in the curriculum of a given year, as well as the Diploma Exam.

## § 22

1. Examination session shall be organized in detail by the Dean.
2. Exam dates must be announced to students not later than 4 weeks prior to commencement of examination session, and in case of block-system classes, on the day of commencement of instructions at the latest.
3. In exceptional circumstances the Dean may assign the exam date for a given subject area during a period of time different from the time reserved for examination session, upon consultation with the supervisor in charge of the subject area and with students of a given year.

## § 23

1. In order to be admitted to examination session, the student must obtain, prior to its commencement, final course credit from all the obligatory courses.
2. In justified cases, the Dean may admit to examination session a student who has failed to obtain final course credit from no more than two courses. Such a decision

may be issued, if the head of the University department where such a course was conducted confirms that the student may be able to obtain missing credit. Winter semester credit must be obtained by the end of summer semester, while summer semester credit must be obtained by the end of summer re-sit examination session. The student shall not be admitted to examination session if the student fails to obtain final course credit, and if the head of the University department determines that the student may not be able to obtain missing credit in the summer semester of a given academic year. In such a case the student may submit a request to the Dean for consent to retake a year of study. If such consent is granted, the student shall obtain Dean's leave for summer semester.

3. After obtaining the missing final course credit, the student shall take the exam in a given course, if required. Such an exam shall be considered as a 1-term exam, if the postponing of the exam has been motivated by a random accident or by illness documented with doctor's certificate. Otherwise, such an exam shall be considered as taken during the first re-sit examination session.
4. In the event of a prolonged illness or other random accidents, the student may, upon Dean's consent, be allowed to take final course tests or exams, even following the end of examination session.

#### § 24

1. Exams shall be conducted by heads of scientific and academic departments or by academic teachers who hold the scientific degree of *doktor habilitowany* and are employed by a given scientific and academic department.
2. In justified cases, upon request of the head of a given University department, the Dean may authorize other academic teachers who hold at least the rank of a lecturer to conduct exams for a given year.

#### § 25

1. Exams shall be conducted and evaluated separately for all the subject areas.
2. Exams in block-system subject areas shall be conducted jointly for a given module and concluded with a single common grade for all such subject areas.
3. At the time of every exam, the student must submit Student Credit Book and Academic Achievements Record.

4. The examiner shall enter exam grades in Student Credit Book, Academic Achievements Record and Exam Protocol. One copy of Exam Protocol shall be filed by the examiner in a given unit's records, while the other shall be submitted to the Dean, through the line of authority.
5. The student may take only one exam in a single day.
6. In the event of obtaining good academic results within a given subject area, the student may be exempted from exam within such area. The Rules and Regulations for exemptions from exam shall be formulated by University departments in accordance with § 16.3.
7. In case of students enrolled in foreign universities as part of Erasmus program, final course credit and exam grades obtained by the student at such foreign university shall be entered by the Dean into Student Credit Book and Academic Achievements Record on the basis of documentation submitted by the student and certified by examiners and the Dean of the university at which the student followed studies. Copies of such documents, along with certification of compliance with the original, shall be stored in student's personal records. In order to obtain end-of-semester or end-of-year credit, the student must collect respectively at least 30 or 60 credit points.
8. Exams shall include two parts: theoretical and practical. Examination procedure has been specified in detail in internal rules and regulations.

## § 26

1. The University shall adhere to the following grading scale:

1) Excellent	–	5.0
2) Very good	–	4.5
3) Good	–	4.0
4) Satisfactory	–	3.5
5) Sufficient	–	3.0
6) Failed	–	2.0

and entry *Credit* in all the cases specified in detailed curricula of subject areas.

2. The failing grade shall be *unsatisfactory* grade. All the remaining grades listed in item 1 above, from *satisfactory* grade and above, shall be passing grades.

3. The University shall also allow ECTS (European Credit Transfer System) grading scale:

ECTS LETTER GRADE	GRADE	MEANING
A	5	Excellent
B	4.5	Very good
C	4	Good
D	3.5	Satisfactory
E	3	Sufficient
FX	2	Unsatisfactory; in order to obtain academic credit, the student must make up for certain discrepancies in curriculum and plan of studies.
F	2	Unsatisfactory; no makeup is allowed. The student must retake a year of study or be removed from Student Registry.

4. The average grade shall be calculated by adding grades obtained from all the exams and then dividing the total by the number of exams. The average grade shall not include grades obtained from foreign language exams. If the student obtains the failing grade, the average grade for a given subject area shall be calculated by adding grades obtained from all the examination sessions and then dividing the total by the number of grades (examination sessions).
5. In case of students who transferred from another university, the average grade shall include grades from courses listed in the curriculum of the other university and obtained at the other university.
6. The final result of studies ending in submission of Master's thesis shall be calculated in accordance with the following formula:

1) Average grade from all exams during the entire period of study		Times 0.75 =.....
2) Average grade from Master's thesis (awarded by reviewer and supervisor)	} $\frac{(p.2 + p.3)}{2}$	Times 0.25 = .....
3) Average grade from responses/tests submitted during Diploma Exam		Result: .....

7. The result of studies concluded with a diploma thesis shall be calculated in accordance with the following formula:

1) Average grade from all exams during the entire period of study		Times 0.75 = .....
2) Average grade from tasks completed during Diploma Exam	} $\frac{(p.2 + p.3)}{2}$	Times 0.25 = .....
3) Average grade from responses/tests submitted during Diploma Exam		Result: .....

The rules for granting Diploma Exam grade are set in The Rules and Regulations of Diploma Exam within a given area of study approved by the faculty board.

#### § 27

1. The student shall be entitled to three attempts to pass every final course test or exam. Re-sit final course tests or exams must be scheduled at least 3 days apart.
2. The student shall have the right to view the submitted final course test/exam in the presence of an academic teacher.

#### § 28

1. In the event that the student fails to attend an exam at the scheduled exam date without a note of excuse, an annotation stating *failed to report* shall be recorded in the exam protocol, which shall result in missing of an exam date. Failing grade shall be entered by the Dean. A note of excuse, such as doctor's certificate, proof of hospitalization or of a random accident, must be submitted to the examiner not later than within 7 days following the exam date.
2. If failure to attend an exam has been excused, the head of the University department shall assign a new exam date. Such an exam shall be considered as taken on the date of absence.
3. In the event of a prolonged illness or other random accidents, the Dean may allow the student to take exams at a different date, also following the end of

examination session. In such case exam dates shall be agreed upon with the examiner.

#### § 29

1. In the event of receiving the failing grade, the student shall have the right to take two re-sit exams. Upon request of the student, the examiner, or the Dean, the second re-sit exam may be conducted before examination committee. In order to take an exam before commission examination board, the student must, within 3 business days from the announcement of results of the first re-sit exam, submit a request to the Dean for admission to an exam before commission examination board.
2. The student must take re-sit exams not later than by 25 September. In cases specified in § 28.2, the Dean may extend examination session by 30 October.

#### § 30

1. The commission examination board shall have the following compositions:
  - 1) The Dean or the Vice Dean – Board President,
  - 2) The examiner who conducted the previous exam,
  - 3) A second examiner, specialized in either the course in which the student is being examined or in a related area of study, who is not bound by the employment relationship with the examiner,
  - 4) A Student Parliament representative.
2. Absence of the student's representative mentioned in item 1.4) shall not prevent the exam from taking place.
3. The examinee shall draw 3 random questions, which must then be answered. The exam grade shall be calculated as the average grade (rounded) obtained for responses to the 3 randomly selected questions from the first and the second examiner. In case of an inconclusive result, the final decision determining the exam result shall be taken by the Examination Board President. The grading scale specified in § 26.1. shall be applied by commission examination board.
4. Failure to pass an exam before commission examination board or the second re-sit exam shall result in failure to obtain final course credit, and therefore in the obligation to repeat a year of study or removal from Student Registry.

### § 31

1. Master's thesis, in case of uniform Master's degree studies ending in submission of Master's thesis and at 2nd degree programme of study, shall be prepared under supervision of a thesis supervisor – an academic teacher with a scientific degree or *doktor habilitowany degree*. The Dean, upon consultation with the faculty board, may authorize an academic teacher employed by the University or an outside expert with at least doctor's degree as Master's thesis supervisor.
2. A thesis written as part of research conducted in a student scientific circle may also be submitted as Master's thesis.
3. The topic of Master's thesis should be selected not later than 3 semesters prior to anticipated completion of Master's degree studies. The topic of Master's thesis must be approved by the faculty board.
4. Master's thesis shall be evaluated by the thesis supervisor and a reviewer appointed by the Dean. In case of discrepancy in evaluation, the decision to admit the student to the final exam shall be made by the Dean, who may consult another reviewer of his choosing. The deadline for submission of Master's thesis review shall be one month.
5. Diploma thesis shall be written by the student under supervision of the thesis supervisor employed in the rank of a university teacher.
6. Diploma thesis topic must be specified not later than 2 semesters prior to the anticipated completion of Bachelor studies. Diploma thesis topic must be approved by the Dean.
7. Diploma thesis shall be evaluated by the thesis supervisor. The rules in accordance with which Diploma thesis must be prepared are specified in The Rules and Regulations of Diploma Exam of a given area of study. In case of failing evaluation or award of honours, the Dean shall consult a reviewer of his own choosing. The deadline for submission of a diploma thesis review shall be two weeks.
8. *(Repealed)*

### § 32

1. In case of programs of study where submission of Master's thesis is required and that end in summer semester, the student must submit Master's thesis not later

than by 30 June. In case of programs of study that end in winter semester, the student must submit Master's thesis not later than within the month following the end of a given semester.

2. In case of programs of study that end in summer semester where submission of diploma thesis is required, the following two final deadlines for submission of diploma thesis shall apply: by 31 May and by 31 August. In case of programmes of study ending in winter semester, the final deadline for submission of diploma thesis shall be the month following completion of the semester.
3. The Dean, upon request of the thesis supervisor or the student, may extend the deadline for submission of Diploma/Master's thesis in the event of:
  - a) student's prolonged illness, provided such illness is dully certified,
  - b) inability to submit Diploma/Master's thesis before the deadline due to justifiable reasons over which the student has no control; in such a case a new deadline for submission of Diploma/Master's thesis shall be specified by the Dean.
4. In case of prolonged absence of the Diploma/Master's thesis supervisor that may result in delay of submission of the thesis by the student, the Dean shall appoint a new thesis supervisor. Change of the thesis supervisor within the last 6 months preceding completion of studies may constitute the basis for extension of the deadline for submission of Diploma/Master's thesis in accordance with rules and regulations set out in item 3 above.

### § 33

1. In the event of failure to submit Diploma/Master's thesis within the deadline set in § 32.1, the student shall be removed from Student Registry.
2. If the student is removed from Student Registry, the student may apply for readmission to the last semester or year of study, provided the reinstatement requirements specified in § 43 of The Rules and Regulations have been satisfied.
3. When granting reinstatement, the Dean shall determine conditions thereof in the decision.

#### § 34

1. Diploma Exam shall be conducted in the uniform Master's degree studies ending in submission of Master's thesis and the 2nd degree programme of study. In order to be admitted to Diploma Exam, the student must satisfy the following requirements:
  - a) pass all the exams and obtain credit from all the courses and practical training specified in the curriculum,
  - b) obtain a positive grade from Master's thesis.
2. Diploma Exam in the program of study specified in item 1 above shall be oral exam.
3. The first date of Diploma Exam must be scheduled not later than within three months from submission of Master's thesis. The exam date shall be established by the Dean.

#### § 35

1. The rules in accordance with which Diploma Exam is conducted in 1st degree program of study are specified in The Rules and Regulations of Diploma Exam of a given faculty.
2. The condition for admission to Diploma Exam shall be obtaining credit from all the courses and practical training, as well as a positive grade from all the exams included in the program of study.
3. The first attempt to pass Diploma Exam must be scheduled within three months from submission of Diploma thesis. The date of Diploma Exam shall be determined by the Dean.

#### § 36

1. Diploma Exam shall be conducted before a committee appointed by the Dean.
2. Diploma Exam shall be evaluated in accordance with rules and regulations set forth in § 26.

#### § 37

1. In the event of receiving the failing grade from Diploma Exam or an unjustified absence from the exam at the scheduled exam date, which results in the failing

grade for the first attempt to pass Diploma Exam, the Dean shall schedule the date of the second attempt to pass Diploma Exam, which shall be final. The date of the second attempt to pass Diploma Exam must be scheduled no sooner than one month and not later than three month from the date of the first attempt to pass Diploma Exam.

2. In the event of a justified absence from Diploma Exam at the scheduled exam date, the Dean shall schedule another exam date, which shall be considered as the first attempt to pass Diploma Exam.
3. In the event of failure to pass Diploma Exam at the second attempt, the Dean may allow the student to retake the last semester/year of study or Diploma/Master's seminar, or to remove the student's name from Student Registry.

## CHAPTER VII

Conditional permission to undertake studies, repeat a year/semester, leaves of absence, and removal from Student Registry

### § 38

If the student failed to obtain end-of-year credit, the Dean may undertake the following actions:

- 1) grant conditional permission to continue study at the following year of study,
- 2) grant permission to retake a year/semester of study,
- 3) remove the student from Student Registry.

### § 39

1. The Dean may, in exceptional circumstances, grant conditional permission to undertake studies at the following year of study if the student failed to obtain final course credit from one course that does not end with the exam.
2. The deadline for obtaining the missing credit shall be specified by the Dean in consultation with the head of the organizational department in which the student failed to obtain credit. Such a deadline may not exceed 30 October of a given calendar year.

#### § 40

1. The student may repeat a given year of study only once, and no more than two times during the entire period of study.
2. In the event of retaking a year of study, the student must pay an applicable fee. The rules in accordance with which fees for retaking a year of study are collected shall be specified in detail by Senate.
3. In the event of retaking a year of study, the student shall not be obligated to attend classes and pass exams within the scope of courses for which they have already obtained a positive grade. An entry into the Student Credit Book, Academic Achievements Record, Credit Protocol or Exam Protocol shall be made by the head of the University department conducting such a course. This provision shall not apply to students who have been granted a permission to reactivate or retake a year of study in exchange for full payment of tuition fees.
4. Students who have exercised the options provided in item 1 above may retake an additional year of study in exchange for full payment of tuition fees. In such a case a year of study may be retaken only once during the entire period of studies, while the student must participate in all the classes without the possibility to transfer grades and credits. The rules in accordance with which the fee for retaking a year of study in exchange for full payment of tuition fee shall be specified in detail by Senate.
5. In case of students who have transferred from other medical universities, the number of retaken years of study shall be included in the periods specified in item 1.
6. *(Repealed)*
7. If the student is granted Dean's leave, any paid tuition fees, after their adjustment in accordance with the current inflation rate, shall be applied towards the following year of study.
8. A semester may be retaken only in cases specified herein.
9. The Dean may grant consent to retake a year or a semester of study only upon student's request.

#### § 41

1. The student may be granted a leave of absence in the following circumstances:

- 1) in the event of a prolonged illness,
  - 2) due to special circumstances over which the student has no control,
  - 3) if the student has a real opportunity to undertake studies/practical training abroad,
  - 4) if the student has a real opportunity to undertake employment.
2. The student may be granted the following types of leave of absence:
- 1) short-term,
  - 2) semester-long,
  - 3) year-long
3. Leave of absence shall be confirmed with an entry into Student Credit Book.
4. The basis for granting a year-long leave of absence may be in particular discontinuation of class attendance due to prolonged illness, which precludes the student from compensating for missed classes during a given academic year. A request for granting leave of absence due to health related reasons must be accompanied by relevant doctor's certificates.
5. A duly documented student's request for leave of absence must be submitted to the Dean not later than within 14 days from occurrence of the circumstances justifying such a request. If the student has been admitted to hospital or ambulatory treatment, the student must submit a certificate of admission to such treatment to the Dean at the earliest possible time.
6. The student may be granted a year-long leave of absence only two times during the entire period of study, unless such a leave of absence is required due to a prolonged and reoccurring illness. Recommencement of studies within a given area of study after a single or discontinuous two-year leave of absence must be approved by a medical board.
7. During a year-long leave of absence granted due to illness, the student, upon Dean's consent, may participate in some classes and take some tests and exams. When granting a leave of absence, the Dean may also obligate the student to take certain final course tests or exams during the leave of absence. While on a leave of absence, the student shall maintain student rights and entitlements, except for the entitlement to financial aid specified by separate regulations. In justified cases, the Dean, in consultation with Year Representative, may allow the student to exercise the abovementioned entitlement.

8. Short-term or semester-long absence of leave may be granted on the basis of student's request submitted to the Dean.

#### § 42

1. The Dean shall remove the student from Student Registry in the event of:
  - 1) failure to undertake studies,
  - 2) resignation from studies,
  - 3) failure to submit Diploma/Master's thesis or Diploma Exam before the deadline,
  - 4) disciplinary removal from the University,
  - 5) failure to obtain end-of-semester or end-of-year credit within a specified deadline,
  - 6) failure to pay the applicable tuition fees.
2. The Dean may remove the student from Student Registry also in the event of lack of academic progress on student's behalf.
3. The student may file an appeal against the decision mentioned in item 1 and item 2 above with the Rector. Rector's decision shall be final.
4. In the event of removal from Student Registry, student's records shall be released only after the student has settled all liabilities with the University on the basis of a clearance slip.

#### § 43

1. Readmission may not be granted after an interruption of studies for longer than 2 years.
2. Students who resigned from studies at the University or were removed from Student Registry due to lack of academic progress may be readmitted, in case of an interruption for 1 year, if they pass one control exam in the subject area selected by the Dean and incorporated in the curriculum of the year of study preceding such a removal, or two control exams in the subject areas selected by the Dean and incorporated in the curriculum of the year of study preceding such a removal in case of an interruption for 2 years. The examinee shall be entitled to only one attempt to pass the required exam. If readmitted, the student must undertake studies upon commencement of the following academic year. Readmission shall be granted by the Dean.

3. Students of 1st and 2nd degree program of study, and of uniform Master's degree studies ending in submission of the Diploma/Master's thesis who obtained credit from all the obligatory courses and a positive grade from all the obligatory exams required at the final year of study, but who failed to submit the Diploma/Master's thesis on time, may be reactivated for the final semester of study with obligation to retake the Diploma/Master's seminar and compensate for any discrepancies in the curriculum, without the obligation to retake the entire semester and to submit a new Diploma/Master's thesis.
4. If removed from Student Registry due to reasons specified in § 42 item 1.4, or for disciplinary reasons by other universities, the student may not be readmitted by the University.
5. The student may not retake the year to which he or she was readmitted.
6. Persons mentioned in item 1 may be readmitted only once.
7. Persons who discontinued studies or were removed from Student Registry during the first year of study may be readmitted by the University in accordance with the general admission procedure.

## CHAPTER VIII

### Completion of study

#### § 44

1. Award of the vocational title of Medical Doctor/Physician (*lekarz*), Dental Medicine Doctor/Dentist (*lekarz-dentysta*), Master's or Bachelor's degree shall be conditioned upon obtaining credit from courses and a positive grade from exams required by the program of study in accordance with the schedule of the academic year, as well as:
  - In case of Medical Analytics and 2nd degree programs of study – obtaining a positive grade from Master's thesis defence and obtaining at least satisfactory grade from Diploma Exam,
  - In case of 1st degree programs of study – obtaining a positive grade from Diploma Exam in accordance with the rules specified in The Rules and Regulations of Diploma Exam within a given area of study.”

2. The date of completion of study shall be the date of submission of Diploma Exam, and in case of Medicine and Dental Medicine, the date of the final exam required by the programme of study.
3. Upon graduation the student shall receive a university graduation diploma along with two copies and a supplement to the diploma.
4. The student shall be entitled to a copy of the graduation diploma and the supplement in a foreign language, in accordance with binding regulations.
5. In order to obtain the graduation diploma, the student must settle all liabilities towards the University, which shall be confirmed with clearance slip entry and return the student identification card.
6. In the event of failure to pass the last exam or to submit Diploma/Master's thesis by 30 September of the year during which the student should complete the studies, the student shall be deprived of the entitlement to financial assistance.

#### § 45

1. The final result of the study calculated by rounding up the arithmetic mean of grades to a full grade, in accordance with the following formula:

below	3.00 to 3.24	– sufficient
from	3.25 to 3.74	– satisfactory
from	3.75 to 4.24	– good
from	4.25 to 4.74	– very good
from	4.75 and above	– excellent
2. Rounding up the grade shall apply only to diploma entries, while all the other certificates shall state the actual result of studies.
3. The graduate shall have the right to keep Student Credit Book.
4. Original certificates and other documents shall be released upon confirmation of receipt, after the student has been cleared as regards all and any liabilities towards the University.

CHAPTER IX  
Final provisions

§ 46

1. The Rules and Regulations shall enter into force on 1 October 2008, with reservation that § 45.1 of The Rules and Regulations shall not be binding for students who commenced studies before 1 October 2008.
2. Students who commenced studies before 1 October 2008 within the scope regulated by § 45.1 of The Rules and Regulations, as mentioned in item 1, shall be bound by §44.1 of the Rules and Regulations of Pomeranian Medical University in Szczecin adopted by Resolution No. 24/2006 of Senate of Pomeranian Medical University in Szczecin of 03 April 2006.
3. The Rules and Regulations shall be amended in accordance with the procedure of its adoption.

***prof. dr hab. Przemysław Nowacki  
Rector of Pomeranian Medical  
University in Szczecin***

## **The Rules and Regulations of Individual Study Plan and Individual Education Programme**

### I. Preamble

#### § 1

1. Individual studies at the University shall be conducted in the form of Individual Education Program, also referred to as IEP and Individual Study Plan, also referred to as ISP.
2. Individual Education Program is a form of education intended for talented and outstanding students who excel in academic studies or activities undertaken to the benefit of student community.
3. Individual Plan of Study is a form of education offered to students due to their life circumstances are in need of a special form of study. IPS shall be offered during the 5th and the 6th year of study within medical specialization.

### II. Organization and curriculum of IEP and ISP

#### § 2

1. The student shall submit a detailed IEP schedule, as agreed upon and approved by heads of relevant University departments, to the Dean of student's faculty for approval.
2. *(Repealed)*

#### § 3

1. IEP may be completed at either uniform Master's degree studies, intramural full-time or part-time studies:
  - a) within the scope of theoretical courses (fundamental) following 2nd year of study,

- b) within the scope of theoretical courses (specialized) following 3rd year of study, including the final year.
- 2. IEP studies shall consist in particular in: advancement of knowledge within selected specializations, student's participation in scientific, research and developmental projects, participation in course instructions, organizational activities in the interest of the University and student community.
- 3. IEP shall consist in completion of courses listed in the curriculum for a given year of study in accordance with an individual schedule.

#### § 4

- 1. IEP and ISP studies shall consist in attendance at all the classes incorporated in the curriculum of a given year of study, and at classes required in relation with extension of the curriculum, without assigning the student to a Dean's group.
- 2. Students following IEP may obtain course credit and submit exams within deadlines agreed upon with the examiner, not necessarily within the examination session, but no later than within the time specified by the curriculum.
- 3. *(Repealed)*

### III. Admission

#### § 5

- 1. Students shall be admitted to IEP in accordance provisions of § 3 at all faculties of the University.
- 2. In order to be admitted to IEP, the student must obtain from at 4.50 average grades for the studies.
- 3. The student may be admitted to ISP due to special circumstances (illness, child birth, etc).
- 4. Detailed rules and regulations of IEP and ISP studies shall be determined by the Dean.
- 5. IEP and IPS must not result in extension of the period of study or in increase of the cost of conducted classes.

#### § 6

1. Applications for admission to ISP and IEP shall be submitted by students to the Vice Dean of a given faculty.
2. Submitted applications shall be approved by the Dean of a given faculty, who shall take under consideration the conditions specified in § 5 and opinion of the head of a given unit on progression of IEP.

#### § 7

1. Upon completion of examination session the Dean shall analyse academic results obtained by students enrolled in ISP and IEP.
2. In justified cases the Dean may deprive the student of the right to continue education within ISP or IEP.
3. The Dean shall submit annual reports on execution of IEP and IPS to the faculty board.

### IV. Final provisions

#### § 8

In the event of all and any disputes or matter not regulated by this Annex to The Rules and Regulations, the final decision shall be taken by the Rector, upon consultation with the Vice Dean for didactics and the Dean in charge of a given faculty.

***prof. dr hab. Przemysław Nowacki***  
***Rector of Pomeranian Medical***  
***University in Szczecin***

**THE RULES FOR TRANSFER**  
**FROM FACULTY OF MEDICINE & DENTISTRY TO FACULTY OF MEDICINE,**  
**AND FROM FACULTY OF MEDICINE TO FACULTY OF MEDICINE & DENTISTRY**

1. The decision on whether or not the student may transfer shall be issued by the Dean of the faculty into which the student wishes to transfer, in consultation with the Dean of student's present faculty.
  
2. Permission to transfer from Faculty of Medicine & Dentistry to Faculty of Medicine and from Faculty of Medicine to Faculty of Medicine & Dentistry shall be awarded if the student satisfied all of the following requirements:
  - a) submits a justified request to transfer, along with relevant supporting documentation, to the Deans of both faculties within the non-extendible deadline of 30 June of a given academic year,
  - b) the student, in admission procedures, has obtained a result that entitles him or her to undertake studies at the faculty to which he or she wishes to transfer during the year of admission,
  - c) the student has obtained end-of-year credit from the present year of study,
  - d) the student has passed all the supplementary exams listed in the following items.
  
3. In order to transfer from Faculty of Medicine & Dentistry to Faculty of Medicine the student must pass the following supplementary exams:
  - a) after completion of 1st year of study at Faculty of Medicine & Dentistry to 2nd year at Faculty of Medicine – Normal Anatomy, Histology with Embryology and Citophysiology, Biology;
  - b) after completion of 2nd year of study at Faculty of Medicine & Dentistry and at 3rd year of study at Faculty of Medicine – Normal Anatomy, Histology with Embryology and Citophysiology, Biology, Biochemistry, and Physiology;

- c) after completion of 3rd or higher year of study at Faculty of Medicine & Dentistry, the student may transfer only to 3rd year to Faculty of Medicine, provided the student passed the exams indicated in item 3.b) above.
4. The exams specified in item 3 above must be passed by 25 September. In the event of failure to pass the abovementioned exams within the deadline, the Dean shall refuse the transfer.
5. In case of transfer from Faculty of Medicine to Faculty of Medicine & Dentistry after 1st and higher year of study at Faculty of Medicine, the student may undertake studies at 2nd year at Faculty of Medicine & Dentistry, provided that the student compensates for differences in the curricula.
6. A graduate of Faculty of Medicine may continue education at Faculty of Medicine & Dentistry in exchange for payment of tuition fees and be admitted to 2nd year of study, provided such a graduate obtains credit from general and fundamental courses by the end of the studies, after compensating for differences in the curriculum of dental medicine classes at 1st year. The number of students entitled to undertake education shall depend on the faculty's ability to enrol students into Faculty of Medicine & Dentistry.
7. A graduate of Faculty of Medicine & Dentistry may continue education at 3rd year at Faculty of Medicine & Dentistry in exchange for payment of tuition fees and obtain end-of-year credit for 3rd year of study at Faculty of Medicine, provided he or she compensates for differences in the 1st and 2nd year curricula (item 3). The number of people entitled to undertake studies depends on the opportunity to admit student to Faculty of Medicine.

***prof. dr hab. Przemysław Nowacki***  
***Rector of Pomeranian Medical***  
***University in Szczecin***