THE POMERANIAN MEDICAL UNIVERSITY IN SZCZECIN

REGULATIONS OF STUDIES

AT THE POMERANIAN MEDICAL UNIVERSITY IN SZCZECIN

Enclosure to Resolution No. 61/2015 of 29 April 2015,

The Senate of The Pomeranian Medical University in Szczecin

Szczecin 2015

Resolution No. 61/2015

of The Senate of The Pomeranian Medical University in Szczecin dated 29 April 2015 on adopting the Regulations of Studies at Medical University in Szczecin

Pursuant to clause 161 items 1 and 2, the act of 27 July 2005, ‘Law on higher education’ (Journal of Laws, vol. 164, item 1365 as amended), the Senate of The Pomeranian Medical University in Szczecin hereby pass as follows:

§ 1

This is to pass the Regulations of Studies at The Pomeranian Medical University in Szczecin which forms an enclosure to this resolution.

§ 2

1. The Regulations of Studies referred to in § 1 come into force on 1 October 2015 after agreement with the Students’ Parliament of The Pomeranian Medical University in Szczecin.

2. If the Senate of The Pomeranian Medical University in Szczecin and Students’ Parliament of The Pomeranian Medical University in Szczecin fail to come to the agreement within three months after the adoption of this Resolution, the Regulations covered by this resolution shall come into force pursuant to the new resolution of the Senate of The Pomeranian Medical University in Szczecin passed by a majority of two thirds of votes of the statutory squad.

§ 3

Upon coming into force of the Regulations of Studies adopted by this resolution the Regulations of Studies adopted by Resolution No. 61/2013 on 25 April 2013 as amended shall become null and void.
Prof. Andrzej Ciechanowicz, PhD

Rector of The Pomeranian Medical University in Szczecin

Chairman of Senate

Signature: illegible

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Szczecin 2015

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SECTION I

General provisions

§ 1

1. The Pomeranian Medical University in Szczecin hereinafter referred to as ‘University’ offers the first cycle, second cycle and uniform master degree studies.
2. The studies are intramural full-time studies or extramural studies.
3. The studies are conducted in Polish subject to paragraph 4.
4. The full-time studies at the Faculty of Medicine and the Faculty of Medicine and Dentistry are also conducted in English.
5. The University can also conduct studies in other foreign languages.
6. The extramural and intramural full-time studies in the foreign languages are conducted on the full-payment basis.
7. The studies are conducted according to curricula and syllabi consulted with a relevant students’ council and adopted by a faculty council.
8. University bodies will, if possible, take actions aiming at the adjustment of the organization and proper course of a didactic process to specific needs of disabled students inclusive of the adjustment of studying conditions to certain disability with due consideration of a nature and degree of the disability and specificity of a relevant field of studies.

§ 2

1. These Regulations of Studies at The Pomeranian Medical University in Szczecin hereinafter referred to as ‘Regulations’ shall apply to all types and fields of studies at the University except for Ph.D. studies and post-graduate studies.
2. ‘Act’ as mentioned and referred to throughout these Regulations shall mean the act of 27 July 2005, ‘Law on higher education, as amended’.

§ 3

1. The admission to studies at the University is governed by rules given in a resolution of the senate on the admission of candidates to intramural and extramural studies in a given academic year.
2. Upon matriculation and pledge the content of which is defined by the statute of the University a person admitted to the studies will acquire student’s rights.
3. Student’s rights and obligations shall expire by the graduation or removal from the Students’ Registry. A graduate from the first cycle studies shall retain the student’s right by 31 October of the graduation year exclusive of a right to financial help granted by the state.
4. A student may apply for the admission to study additional fields through the enrollment procedure only. In case of studying several fields the student shall name the primary, secondary or yet another field. The student shall notify Dean in writing of choosing the primary, secondary or yet another field.
§ 4

1. A person admitted to studies shall sign a contract mentioned in article 160a of the act which sets forth education conditions and a fee for the education provided and other charges related to the studies.
2. The fee shall be established by the Rector.
3. Provisions regarding the collection and division of the fees into installments shall be settled by the senate.

§ 5

1. Students of all types of studies conducted at the University shall form students’ parliament.
2. Bodies of the students’ parliament shall represent the student community.
3. Organization rules, operation, types and election procedure as well as competences of the students’ parliament are set forth in the students’ parliament regulations.

§ 6

1. A Rector is a superior and counselor for all students of the University whereas a Dean of appropriate faculty is a superior and counselor for students of the said faculty.
2. A Dean shall be responsible for organizing the teaching and educational process and may cooperate with the Dean’s Board and bodies of the students’ parliament while performing his/her duties.
3. Decisions of the Dean on matters governed by these Regulations can be appealed against to the Rector of the University whose decisions are final and binding.

§ 7

1. The Dean, having consulted students’ parliament, shall appoint a counselor for students of a certain year from among University staff conducting academic activities at a given year of studies.
2. The counselor shall:
   1) provide students with advice and assistance;
   2) take active part in organizing didactics at the given year of studies,
   3) be authorized to intervene in student’s issues and apply to didactic units and University bodies.
3. Detailed responsibilities of the counselor shall be established by the Dean.

§ 8

1. Students of a given year shall be divided into dean’s groups.
2. A group leader shall represent interests of students of the Dean’s group.
3. A year leader shall represent interests of students of the given year of studies.

§ 9

1. A student shall have the right to:
1. develop his/her scientific interests and thus take advantage of University’s assets and facilities as well as University bodies and assistance from the University staff;
2. take active part in the University life through bodies of the students’ parliament;
3. take part in elections to University bodies pursuant to provisions of the Statute and other legal acts of the University;
4. associate within scientific societies and take part in research, development and implementation work carried out at the University;
5. receive awards and honors, incl. of Diamond Grant, pursuant to separate provisions;
6. receive financial help according to rules established by the University pursuant to applicable laws;
7. study at other universities according to rules as given under separate laws;
8. receive assistance from the University in seeking a job or internship;
9. look into his/her examination/credit work in the presence of a teacher;
10. look into his/her dossier under the supervision of Dean’s office staff.

§ 10

A student may study according to Individual Study Plan (ISP) inclusive of the individual syllabus or Individual Educational Program (IEP) pursuant to provisions set forth in Enclosure No. 1 to these Regulations;

§ 11

1. A student shall act according to a pledge and these Regulations.
2. A student shall in particular:
   1) acquire knowledge, skills and social competence in order to prepare for professional work;
   2) take full advantage of learning opportunities offered by the University, i.e.
      a) take active part in didactic and organization activities;
      b) get a credit for modules/subjects within a fixed time limit, pass examinations, complete practical training and meet other requirements provided for in a curriculum;
   3) follow rules of medical ethics and deontology;
   4) follow laws applicable to the University;
   5) pay fees on time;
   6) fill in teaching staff and academic activities evaluation form;
   7) behave impeccably, act friendly and guard University’s reputation;
   8) treat University’s property with care;
   9) wear an identification badge at academic activities;
  10) notify Dean’s office of changing a name, residence address and other contact data and material status in case of applying for the financial help;
  11) settle all accounts with the library on time;
  12) undergo periodical medical examination.

§ 12

1. A student shall collect an ID card.
2. The ID card is a document to validate a status of the student.
3. A student has the right to hold the ID card by the graduation, suspension of student’s rights or removal from the Students’ Registry, and in case of a graduate from the first cycle studies by 31 October of the graduation year respectively.
4. A student shall immediately notify the University of loss of or damage to the ID card.
5. The ID card shall be validated every term through update of on-line data and a hologram.

§ 13

1. During examinations and credit tests students may not use any electronic devices for the distant communication with other persons.
2. In case of confirmed possession of the a/m devices the student will be asked to leave the examination/credit test room and consequently obtain an insufficient grade in the given examination subject or fail credit.
3. Each and every occurrence mentioned in the above item 2 shall result in bringing the case to a disciplinary prosecutor for students.

§ 14

1. A Dean shall be notified by a head of the didactic – scientific unit of any reasonable suspicion of attributing authorship or co-authorship of somebody else’s work by a student.
2. In case of confirming the occurrence, as above, the Dean shall provide the Rector with a request to commence disciplinary proceedings against the student. The request will result in failure to credit a given subject and in case of the examination subject – in an insufficient grade or ban to pass the final examination accordingly.

§ 15

It is absolutely forbidden to possess, use and distribute intoxicants on the premises of the University.

§ 16

1. A student shall carry disciplinary or criminal responsibility under separate provisions for misconduct and acts that transgress student’s dignity.
2. A copy of a final and binding disciplinary decision shall be attached to student’s dossier.

§ 17

1. A student may move from another university, inclusive of the one abroad, to study at the University with consent given by the Dean of the relevant faculty in form of a decision after having fulfilled all requirements under regulations applicable at the university to leave, subject to provisions of clause 3.
2. Detail rules governing the transfer from another university are established by a faculty council.
3. Extramural or English Program students may move to study at the University retaining however the mode of studies, extramural or English program respectively.

§ 18

1. A University student may transfer to another university.
2. Upon the transfer, the student shall:
1) notify a Dean of the relevant faculty in writing of a consent given by the Dean of another university within 7 days thereafter;
2) submit a clearance slip;
3) return an ID card;
4) settle all accounts with the University.

§ 19
1. A Dean can transfer an extramural student of the first year to the first year of intramural studies within a certain faculty of studies by 31 October if after the commencement of the academic year vacancies have not been filled.
2. Students of the University who achieved the highest average grade in a preceding academic year can be transferred from extramural to intramural studies within a limit of admissions.
3. A student of the University can be transferred from intramural to extramural studies within the same faculty and language of studies.
4. The transfer, referred to in items 2 and 3 above, may take place provided that a preceding year of studies be credited and Dean’s consent be given. The transfer of credited academic activities shall follow rules set forth in §21.

§ 20
1. A student may be transferred to another faculty of studies at the certain faculty or University on condition that deans of both faculties have given their consent.
2. Conditions of the transfer to the faculty of medicine or medicine and dentistry are set forth in Enclosure No. 2 to these Regulations.
3. Conditions of transfer to other faculties shall be set forth by councils of relevant faculties.
4. The transfer of credited academic activities shall follow rules set forth in §21.

§21.
1. The transfer and recognition of academic activities credited by a student at the research-didactic unit of a parent university or other university, incl. of the one abroad, shall comply with provisions regarding the transfer of achievements.
2. Academic activities credited at the university outside the parent one, incl. of the one abroad, with ECTS credits assigned that are transferred by a student, shall be regarded as the achievements expressed in ECTS credits assigned by the parent university.
3. At student’s request a decision on the transfer of academic activities shall be made by a Dean after a review of documentation of the course of studies at another research-didactic unit of the parent university or outside the latter.
4. The Dean making the decision on the transfer of academic activities takes into consideration education result achieved at another research-didactic department of the parent university or outside the latter after the completion of academic activities and practical training corresponding to the academic activities and practical training covered by the syllabus and curriculum at the major studied.
5. Academic activities credited at another organization unit/department of a parent university or outside the latter, incl. of the ones abroad, may only be transferred and replace credits assigned to the academic activities and practical training covered by the syllabus and curriculum in case of concurrence of education outcome, subject to provisions of clause 3.
SECTION II

Awards and Honors

§ 22

1. Students distinguished by excellent grades or activity for the development of the University may receive awards and honors:
   1) granted by a minister;
   2) granted by Rector and Dean;
   3) granted by other bodies.

2. Awards and honors are granted according to relevant regulations.

3. Nominees are appointed by:
   1) one-person bodies of the University;
   2) joint bodies of the University;
   3) Students’ Parliament and student organizations acting at the University;
   4) other bodies.

4. Relevant entries on awards and honors are made to a credit book and supplement.

§ 23

1. Three best graduates from uniform master degree studies at each faculty in a given academic year who completed their studies in scheduled time, had no criminal record and achieved an average score of the entire studies not lower than 4.60 calculated pursuant to § 39 of these Regulations may be awarded a bonus up to 70% minimum salary established pursuant to relevant provisions regarding the minimum salary in a given year by the Rector.

2. Three best graduates from first cycle and second cycle studies at each faculty in a given academic year who completed their studies in scheduled time, had no criminal record and achieved an average score of the entire studies not lower than 4.60 calculated pursuant to § 39 of these Regulations may be awarded a bonus up to 35% minimum salary established pursuant to relevant provisions regarding the minimum salary in a given year by the Rector.

SECTION III

Arrangement of Academic Year

§ 24

1. An academic year at the University at each year of studies commences not later than 1 October and continues until 30 September of the following calendar year or to the last day of February of the following calendar year at majors ending in the winter semester.

2. The academic year is divided into:
   1) winter semester;
   2) summer semester;
   3) period between the end of the summer semester and beginning of the winter one is intended for practical training according to the syllabus, summer holidays and re-take examination session. The practical training may be done throughout the academic year.

3. The winter semester includes:
   1) period of academic activities;
   2) winter examination session;
3) winter holidays and semester break.

4. The summer semester includes:
   1) period of academic activities;
   2) spring holidays;
   3) summer examination session

5. Examination sessions last at least 5 weeks in total, and the summer session itself at least 3 weeks, subject to clause 6.

6. In case of academic activities conducted in a block system, examinations in certain subjects are scheduled after the termination of the block.

7. A retake examination session lasts from 1 to 25 September.

8. Details of the arrangement of an academic year shall be set out by the Rector and announced in January every year.

9. The Rector may establish off-duty hours and days. The students’ parliament have the right to express their opinion and forward motions in this respect.

10. In justified cases the Rector may, at Dean’s request, make a decision to commence academic activities in the certain field of studies prior to the beginning of the academic year. The academic activities shall, however, start not earlier than 2 weeks before the commencement of the academic year and end by 30 September the following year at the latest.

§ 25

1. All research-didactic units shall adopt their own internal didactic regulations based on these Regulations. The didactic regulations of the unit hereinafter referred to as ‘Internal Regulations’, shall at least provide the following:
   1) teaching methods;
   2) mode and form of compensation of missed activities;
   3) conditions and manners concerning examinations and credits and terms and conditions of exemption there from;
   4) conditions of admission to pre-scheduled examination;
   5) assessment criteria;
   6) person responsible for the didactic process.

2. The Internal Regulations shall be subject to approval from a Dean prior to the commencement of an academic year after consulting with the Students’ Parliament. The Internal Regulations shall be announced and made known prior to the commencement of academic activities.

3. A Department conducting academic activities shall observe the Internal Regulations adopted.

4. The Internal Regulations and schedules shall be announced at least seven days prior to the commencement of the academic activities through putting up on a bulletin board and website of a relevant unit.

§ 26
1. A student shall attend classes, seminars, foreign language courses, manual training and physical education classes.

2. In justified cases a Dean may approve student’s short-time absence from academic activities subject to clause 3.

3. A student attending meetings of the joint bodies and election bodies acting at the University is excused for being absent from classes conducted in the time of the meetings and exempted from the making up for the absence.

4. Academic activities are conducted in groups the size of which takes into consideration the nature of the activities in certain fields of studies and shall be established by the Rector.

SECTION IV
Progress of Studies

§ 27
1. Curricula incl. of plans of studies, shall be established by a faculty council. The curricula incl. of plans of studies shall be announced by the Dean by the end of March every year at the latest through putting up on a website of Dean’s office.

2. Curricula incl. of plans of studies comply with ECTS credits.

3. ECTS credits shall be granted for:
   1) Completion of each subject and practical training included in a study plan, whereas the number of ECTS credits does not depend on a grade received, but on fulfillment of required educational outcomes and confirmed by completing a course or practical training,
   2) completion and submission of a thesis or preparation for a final examination, pursuant to a plan of studies.

§ 28
1. A credit period depending on a major is an academic year hereinafter referred to as ‘the year’ or semester.

2. In order to obtain the credit for the year/semester, a student shall achieve assumed education outcome confirmed by credits for all subjects covered by the curriculum of a given year/semester, pass all examinations, complete practical training for a given year and collect a certain number of ECTS grades according to the curriculum.

3. A student, to have a year credited, shall provide the Dean with the following documents by the day following a retake examination session, namely: practical training records confirming the completion of appropriate training under the study plan for a certain year.

4. A credit for the year shall be confirmed by Dean’s entry regarding the enrolment in a following year of studies to the study progress documentation.

§ 29
1. A credit for the subject proves the attendance at all classes activities provided for by the curriculum of the given subject and at least sufficient grade in tests to check the achievements of education outcome attained.

2. A student shall obtain a credit for the subject by the end of a retake examination session.

3. The subject is credited by an academic teacher responsible for teaching the given subject or any other person appointed by the Dean.

4. Dates of credits shall be set by a head of a university department.
5. A student has the right to appeal against all credit issues within three days after having been informed of the credit results. The appeal shall be lodged to a head of the university department conducting classes who may order student’s skill or knowledge be checked by a board. The decision shall be made within a week after filing a motion concerned.

6. Credit grades shall be announced and made known to students through the University IT system.

7. In special cases a Dean may order to repeat the crediting and save a date thereof.

§ 30
1. A student shall do a training provided for by the syllabus and curriculum
2. The training may be done in Poland or abroad according to conditions set forth in the curriculum and syllabus. Other conditions shall be approved by the Dean.
3. A participation in research camp or any other form of work may be a basis for crediting the training in whole or in part if the program thereof would result in achieving assumed education outcome.
4. The training shall be credited on the basis of the achievement of assumed education outcome to gain certain number of ECTS credits as per the syllabus.

§ 31
1. An examination in a module/subject is to check attained education results assumed in the syllabus.
2. A student may be admitted to the examination after having obtained a credit for the module/subject.

§ 32
1. An examination in each module/subject shall be taken separately and be subject to the separate assessment.
2. The examination in modules/subjects grouped in didactic blocks shall be taken jointly and a joint grade shall be given in the block concerned.
3. The examination may consist of two parts: theoretical and practical ones.
4. The student can take one examination a day.
5. The student who received good results during the education cycle of a given module/subject may be exempt from the examination in the subject concerned according to conditions set forth in the internal regulations of the research-didactic department.
6. Examination grades shall be announced and made known to students through the University IT system.
7. In special cases a Dean may order to repeat the examination and save a date thereof.
8. A student who has obtained credit for a subject/module may upon examiner’s approval take an examination ahead of the scheduled session date. An unsatisfactory grade in the pre-scheduled time shall not deprive the student of the right to take the scheduled examination. Criteria of permitting a student to take the pre-scheduled examination are given in the internal regulations of the research-didactic unit teaching the subject.
9. The pre-scheduled examination for a certain year of studies taken upon Dean’s approval is regarded the first term examination out of three terms under these regulations.

§ 33
In case of students who study outside a parent university, incl. of the ones abroad within a framework of Erasmus, credits for subjects and examination grades received by a student at a foreign university shall be entered by the Dean into student’s credit book and periodical performance record on the basis of a documentation submitted by the student and confirmed by examiners and a dean of the university the student studied at. True and certified copies of documents shall be kept in student’s dossier. The year/semester of studies outside a parent university, incl. of the ones abroad within a framework of Erasmus, shall be credited upon the collection of required number of ECTS credits.

§ 34

1. Examinations shall be conducted by heads of university departments or university teachers holding a university degree of doktor habilitowany and employed by the unit. The head of the university department shall be in charge of the examinations.
2. At the request of the head of the research-didactic unit the Dean may in justified cases authorize other university teachers or a person reaching classes to conduct examinations in a given year.

§ 35

1. Students shall be notified of examination dates at least 4 weeks prior to the commencement of an examination session, and in case of block-system on the day of commencing the classes at the latest.
2. A date of examination in a given subject shall be established by the relevant subject teacher who will notify Dean’s office thereof.

§ 36

1. A student who failed the examination has the right to retake examination twice.
2. The second retake at a student’s, examiner’s or Dean’s request may be conducted before an examination board (so called Commission Exam).
3. A period between retake examinations in a certain module/subject shall be at least 3 days.
4. A student shall retake examinations by the end of retake examination session.
5. In case of failure to pass the second retake examination a student shall repeat the year of studies or be withdrawn from the Students’ Registry.

§ 37

1. A commission exam shall be conducted before an examination board consisting of the following:
   1) Dean or Vice - Dean – chairman of the board;
   2) examiner who conducted the previous examination;
   3) another examiner – expert in the subject concerned or related field who is not in business relationship with the examiner;
   4) observer appointed by a student.
2. A student applying for the examination before the examination board shall submit a motion to the Dean within 3 business days after the announcement of retake examination results. Absence of the observer referred to in clause 1 item 4 shall not cease a course of the examination.
3. At the commission exam the student shall draw 3 questions to be answered. The examination grade is the mean of grades obtained for answers to the drawn questions and given by the first and second examiners and established according to a principle specified in § 59 clause 1. In case of doubts a decision shall be made by the chairman of the board.

4. Failure to pass the final retake examination would result in the repetition of the year of studies or removal from the Students’ Registry.

§ 38

1. A student who has not been admitted to take an examination because of failure to credit a subject shall lose the scheduled date. In such a case the Dean shall enter the ‘unsatisfactory/failed’ grade in the examination record sheet.

2. In case of failure to take an examination on a scheduled date without any excuse the ‘has not appeared’ entry shall be made in the examination report which is equivalent to the loss of the scheduled date and the ‘unsatisfactory/failed’ grade shall be entered in the examination record sheet by the Dean.

3. The excuse – medical certificate, hospital stay or any other confirmed chance accidents – shall be submitted to the examiner within 7 days after the scheduled examination date at the latest.

4. In case of recognizing the non-appearance of a student as excused, a head of the university department shall fix a new examination date by the date set forth in § 36 clause 4. The examination shall be regarded taken on the day of the absence.

§ 39

1. The University applies 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) Insufficient / failed – 2.0, and in cases specified in the curricula, a ‘credit’ entry is used.

2. The insufficient grade is negative (failed). Other grades referred to in clause 1, from ‘sufficient’ on are positive (credited).

3. All examination grades are added up and then the total is divided by the number of examinations to calculate the mean grade for the student in an academic year. A grade in the foreign language examination is not counted to calculate the mean. In case of the insufficient grade of a given subject, the mean is calculated by adding up grades obtained on each date and dividing by the number of attempts (dates).

4. In case of a student who moved to the University from other universities the mean counts grades of subjects covered by the university curriculum and ECTS credits collected at the former university are taken into consideration in accordance with applicable provisions.

§ 40

1. A Dean may make a decision concerning conditional admittance to continue studies in the following year of studies in spite of failure to credit the subject or pass relevant examination.

2. A student shall obtain a credit or pass examination in the outstanding subject by the end of an academic year he was conditionally admitted to.

3. A list of subjects that can be repeated under provisions of clause 1, above, shall be fixed by the faculty council.

4. The outstanding subject shall be completed as the repeated subject only.
§ 41
1. In special cases, when a student retained an examination or credit date in accordance with Internal Regulations, a Dean may extend the retake examination session and allow the student to study in the following year under the conditional admittance procedure.
2. The deadline for compensating the missed activities shall be fixed by a Dean in consultation with a head of the university department where the backlog built up. The deadline concerned shall be fixed within 3 weeks after the commencement of the academic year.
3. Failure to obtain a credit for or pass an examination in the subject concerned subject to clause 2, above, shall result in the repetition of the year except for subjects listed, as per § 40 clause 3.

§ 42
1. A subject can only be repeated in a case referred to in § 40.
2. A student repeating a year of studies shall pay a fee. The detailed provisions for charging the fee for repeating the year of studies shall be defined by the Senate.

§ 43
1. The repetition of a year of studies is allowed for a student of:
   1) uniform master degree studies – once in case of a certain year of studies and not more than twice in case of the entire course of studies;
   2) first and second cycle studies – not more than once in case of each cycle of studies.
2. A student repeating a year of studies shall pay a fee. The detailed provisions for charging the fee for repeating the year of studies shall be defined by the Senate.
3. The student repeating a year of studies is exempted from classes and examinations in which he/she achieved assumed education outcome and obtained ECTS credits required.
4. In case of students admitted to the University from other universities, the number of repeated years at the said universities counts within the periods referred to in clause 1.
5. A semester may only be repeated in cases covered by these Regulations.
6. A Dean may give permission to repeat a year or semester of studies at student’s request only.
7. A Dean can give a student repeating a year permission to attend certain academic activities and take certain credits and examinations.

§ 44
1. A Dean shall remove a student from the Students’ Registry in the following cases:
   1) failure to undertake studies;
   2) resignation from studies;
   3) failure to submit diploma/master’s thesis or take final examination in time;
   4) expel from the University due to disciplinary punishment.
2. A Dean may also remove a student from the Students’ Registry in the following cases:
   1) poor performance established;
   2) failure to obtain a semester or year credit in time;
   3) failure to pay fees for studies;
   4) failure to sign a fee agreement concerning studies or education services.
3. The unauthorized absence of a student from academic activities for 3 weeks following the commencement of the activities in a given semester shall be regarded failure to undertake studies.
4. Student’s will to resign from studies shall be supported by an appropriate declaration submitted to the Dean.
5. Poor performance means failure to take opportunities set forth in § 43 by a student.
6. The decisions referred to in clauses 1 and 2 may be appealed against to the Rector whose decisions are final and binding.

7. Documents and records of a student shall be released only after the final settlement with the University on the basis of a clearance slip.

§ 45

1. A student may be granted a leave:
   1) in case of long-lasting sickness;
   2) due to unforeseen circumstances;
   3) in connection with documented opportunity for training or internship abroad;
   4) in connection with documented opportunity for starting a job.

2. The student may be granted:
   1) short-term leave - semester leave
   2) long-term leave - one year leave.

3. An application for the leave shall be submitted to the Dean within 14 days after the occurrence of circumstances that justify the basis for a leave. A student who has been admitted to a hospital or out-patients’ clinic shall forward a relevant medical certificate to the Dean in the shortest possible time.

4. The student may only be granted a year leave twice during the course of studies unless the reason being long-lasting or relapsing sickness. Resuming the studies after 2-year single or interrupted absence due to a leave granted shall require a decision of the medical board on further studies at the given faculty.

5. The student who has been granted a year leave may, with Dean’s approval, attend certain classes and take certain credits and examinations. The Dean granting the leave may also impose an obligation on the student to obtain certain credits or take certain examinations during the leave.

6. During the leave the student retains all student rights subject to clause 7.

7. Appropriate regulations govern the granting of financial help to students on leave.

§ 46

1. A student may not resume studies after a break longer than 2 years. A decision on the readmission shall be made by a Dean. A person approved for the readmission shall undertake studies at the beginning of a following academic year.

2. Persons who resigned from studies at the University or were removed from the Students’ Registry due to reasons mentioned in § 44 clause 2, may resume the studies in the latest year failed to pass upon passing one check examination in a module/subject determined by the Dean. Such a qualified person shall only have one attempt to pass the examination concerned and repeat a year failed to pass according to provisions of § 43 clauses 2-3.

3. Students of first and second cycle studies and uniform master degree studies ending with a diploma/master thesis who obtained credits and passed examinations in all subjects covered by the last year curriculum and did not submit the diploma/master thesis in time may be resumed to studies at the last semester under the obligation of repeating the master’s/master’s thesis seminar for a fee and reducing the curriculum differences, if any.

4. Students withdrawn from the Students’ Registry due to reasons referred to in § 44 clause 1 item 4 or disciplinary reasons at other universities may not be resumed to study at the University.
5. A year of studies a person was resumed to may not be repeated.
6. Persons referred to in clause 1 may be resumed to study at the University only once.
7. A person who aborted studies at the first year or was removed from the Students’ Registry shall undergo the enrollment procedure in order to study at the University.

§ 47

1. The information on a student and course of studies is gathered in
   1) credit book;
   2) student’s dossier;
   3) credit and examination reports;
   4) register of diplomas.
2. The course of studies is documented in:
   1) Periodical student’s performance sheets in form of print-outs;
   2) Credit and examination reports regarding certain subjects in form of print-outs;
   3) University’s IT system.

SECTION V

Completion of studies

§ 48

1. A diploma and a title of medical doctor [physician] (lekarz), dentist [doctor of dental medicine] (lekarz-dentysta), master or bachelor (licencjat) shall be issued upon the achievement of assumed education effects the latter confirmed by obtaining credits and passing required examinations as well as doing the prescribed practical training:
   1) in case of medical analytics and majors at the second cycle studies – defense of master’s thesis and passing the final examination pursuant to the regulations of the final examination of the relevant major;
   2) in case of the first cycle studies – passing the final examination pursuant to the regulations of the final examination of the relevant field of studies.
2. The date of the completion of studies is a date of passing the final examination, and in case of the faculty of medicine and the faculty of medicine and dentistry – a date of passing the last scheduled examination.
3. A graduate shall receive a higher education diploma and two certified copies thereof complete with a supplement to the said diploma.
4. A student is entitled to receive a certified copy of the diploma and supplement in a foreign language pursuant to applicable provisions.
5. Prior to receiving the diploma a student shall settle all obligations towards the University confirmed by entries in a clearance slip.
6. A student is entitled to hold student ID card until the day of completing studies, suspension from student’s rights, withdrawal from the Students’ Registry. Graduates of the first cycle studies are entitled to hold student ID card by 31 October of a year of the completion of studies concerned.
7. In case of failure to pass the last examination or submit a diploma/master’s thesis by 30 September of a year of the scheduled graduation, and is case of studies scheduled to be completed in a winter semester by 30 April of a relevant year, a student loses the right to receive the financial help.
§ 49
1. A master’s thesis at the uniform master degree studies and second cycle studies ending with a master’s thesis shall be completed under the supervision of a supervisor – academic teacher holding a scientific title or a degree of doktor habilitowany. The Dean, after consulting with a faculty council, may authorize an academic teacher from the University or expert outside the said University holding at least a PhD to supervise the master’s thesis.
2. A topic of master’s thesis shall be selected during the third semester at the second cycle studies and at least three semesters prior to the scheduled completion of the uniform master degree studies. The topic of master’s thesis shall be approved by the faculty council.
3. At student’s request, the Dean may give consent to master’s thesis be written in English.
4. Master’s thesis shall be assessed by a supervisor and one reviewer chosen by the Dean. In case of discrepancies in the assessment of the thesis the Dean who may consult another reviewer chosen by himself shall make a decision on the admission to the final examination. The review regarding the master’s thesis shall be written within one month.
5. A student shall submit master’s thesis by 30 June at the latest. In case of theses at the major of medical analytics and the second cycle studies two dates of submission have been established, the first by 31 May and defense by 15 July respectively, and the second by 30 June and defense in September accordingly. In case of studies ending in a winter semester, a student shall submit master’s thesis within a month after the completion of the semester.

§ 50
1. A diploma thesis at the first cycle studies shall be written under the supervision of a salaried academic tutor.
2. A topic of the diploma thesis shall be selected by 15 December of the last year of studies. The topic of the diploma thesis shall be approved by the Dean.
3. The diploma thesis shall be assessed by a supervisor.
4. The date of submitting the diploma thesis shall be fixed at the end of a semester, and in justified cases one month after ending the academic activities in a given semester at the latest.

§ 51
1. The Dean may, at the request of a supervisor or a student, reschedule the date of submitting diploma/master’s thesis in the following cases:
   1) long-lasting sickness of a student confirmed by a relevant medical certificate;
   2) failure to submit a diploma/master’s thesis in time due to reasons beyond student’s control - a new date of submitting diploma/master’s thesis shall be fixed by the Dean.
2. In case of a long-lasting absence of a diploma/master’s thesis supervisor that might cause delay in submitting the thesis by a student the Dean shall appoint another person to supervise the thesis. The change of the supervisor within the last 6 months prior to the completion of studies may be a basis for extending the deadline for the submission of the diploma/master’s thesis pursuant to provisions of paragraph 1.

§ 52
1. A student who failed to submit a diploma/master’s thesis according to provisions of § 49 clause 5 and § 50 clause 4 shall be withdrawn from the Students’ Registry.
2. The student referred to in clause 1, withdrawn from the Students’ Registry may apply for the admission to the last semester or year of studies upon the compliance with the readmission conditions under § 46 of these Regulations.

3. The Dean shall determine the readmission conditions while making the relevant decision on the said readmission.

§ 53
1. A diploma examination shall be conducted at the uniform master degree studies ending with master’s thesis and at the second cycle studies.

2. The conditions of admission to the diploma examination are as follows:
   1) achieving education outcome confirmed by credits for all curricular subjects and practical training and passing all curricular examinations;
   2) positive assessment/grade of master’s thesis;
   3) positive review of master’s thesis.

3. The first date of the final examination shall be within three months after submitting master’s thesis. The Dean shall appoint the examination date.

4. An examination board will ask a student at least three questions previously formulated in writing regarding the thesis topic and curriculum. The answer to each question is assessed independently, and the final examination grade is an average grade of answers to 3 questions.

5. After answering the questions a student presents major issues of the thesis and replies to reviewers’ comments and observations.

6. A diploma examination report is made by the examination board to establish the result of the studies completion.

7. Detailed rules on how to conduct the diploma examination are covered by the diploma examination regulations for a given field of studies passed by the faculty council.

8. The diploma examination records are kept in University files according to rules governed by separate provisions.

§ 54
1. A diploma examination shall be conducted at the first cycle studies.

2. The conditions of admission to the diploma examination are as follows:
   1) achieving education outcome confirmed by credits for all curricular subjects and practical training and passing all curricular examinations;
   2) positive assessment of diploma thesis.

3. The first date of the final examination shall be within one month the termination of the summer examination session. The Dean shall appoint the examination date.

4. The diploma examination consists of two parts: theoretical and practical part respectively.

5. A student can only be admitted to the practical part after obtaining a satisfactory degree of the theoretical examination part.

6. The final examination grade is an average grade of the practical and theoretical parts.

7. A diploma examination report is made by the examination board to establish the result of the studies completion.

8. Detailed rules on how to conduct the diploma examination are covered by the diploma examination regulations for a given field of studies passed by the faculty council.

9. The diploma examination records are kept in University files according to rules governed by separate provisions.
§ 55
1. A diploma examination shall be conducted before an examination board appointed by the Dean.
2. The diploma examination shall be assessed pursuant to provisions of § 39.

§ 56
1. At student’s or supervisor request, the diploma examination may be conducted as the open one. The relevant request shall be filed upon the submission of the diploma thesis.
2. The open diploma examination shall be conducted before an examination board on a day established by the Dean.
3. The open examination consists of an open part and closed one.
4. The open part can be attended by persons appointed by the student or thesis supervisor. Examination questions may only be asked by members of the examination board. Detailed regulations on the attendance of persona appointed by the student shall be made by the faculty council.
5. During the closed part the examination board will establish:
   1) diploma examination grade;
   2) final result of studies.
6. The closed part of the examination shall be attended by the members of the examination board only.

§ 57
1. In case of an insufficient grade in the diploma examination or unexcused failure to appear at the examination on a scheduled date which would result in the insufficient grade for the examination, the Dean shall fix another date as the final one. The second attempt examination may be conducted not earlier than one month and not later than three months following the first attempt examination.
2. In case of excused failure to appear at the diploma examination on the fixed date the Dean shall fix another date. Such an examination is recognized as taken on the first attempt.
3. In case of failure to pass the final examination on the second date or another failure to appear at the examination without any excuse, the Dean may, at student’s request, make a decision on repeating the last semester/year of studies or diploma/master’s seminar for a fee or withdrawal from the Students’ Registry.

§ 58
1. A result of the uniform master degree studies at the faculty of medicine and the faculty of medicine and dentistry shall be calculated as the average of examination grades throughout the studies.
2. A result of the second cycle studies and uniform master degree studies ending with a diploma examination together with master’s thesis shall be calculated according to the following formula

\[
\begin{align*}
1) & \quad \text{Average grade in examinations throughout studies} & \times 0.75 = \\
2) & \quad \text{Average grade of master’s thesis (assessment by reviewer and supervisor)} & \frac{\text{item 2} + \text{item 3}}{2} \times 0.25 = \\
3) & \quad \text{Average grade of answers at final examination} & \text{result}
\end{align*}
\]
3. A result of the first cycle studies ending with a diploma examination shall be calculated according to the following formula:

<table>
<thead>
<tr>
<th>1) Average grade in examinations throughout studies</th>
<th>( \times 0.75 = )</th>
</tr>
</thead>
<tbody>
<tr>
<td>2) Average grade of tasks completed during final examination</td>
<td>( \frac{(item\ 2 + item\ 3)}{2} \times 0.25 = )</td>
</tr>
<tr>
<td>3) Average grade of answers/test at final examination</td>
<td>result</td>
</tr>
</tbody>
</table>

4. A grade of the examination in foreign language shall not be taken into account for the calculation of the average grade.

§ 59

1. A diploma shall carry a final result of studies produced by rounding up the arithmetic mean of grades to the final grade according to the following rule:

<table>
<thead>
<tr>
<th>below 3.0 up to 3.24</th>
<th>sufficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.25 - 3.74</td>
<td>satisfactory</td>
</tr>
<tr>
<td>3.75 - 4.24</td>
<td>good</td>
</tr>
<tr>
<td>4.25 - 4.74</td>
<td>very good</td>
</tr>
<tr>
<td>4.75 and above</td>
<td>excellent</td>
</tr>
</tbody>
</table>

2. The rounding up grade shall only apply to entries in the diploma, whereas any other certificate shall carry the actual result of studies.

3. School certificates and other documents shall be returned against receipt after the settlement of all obligations towards the University.

§ 60

1. A graduate from the faculty of medicine may continue studies at the faculty of medicine and dentistry on the full-payment basis and be admitted to the second year of studies upon crediting general and basic subjects

Prof. Andrzej Ciechanowicz, PhD

Rector of The Pomeranian Medical University in Szczecin

Chairman of Senate

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Enclosure No. 1

Re: Regulations of Studies at The Pomeranian Medical University in Szczecin
REGULATIONS OF INDIVIDUAL STUDY PLAN AND
INDIVIDUAL EDUCATIONAL PROGRAM
FOR STUDENTS OF  THE POMERANIAN MEDICAL UNIVERSITY IN SZCZECIN

§ 1

1. Individual studies can be provided for students of The Pomeranian Medical University in Szczecin.
2. The Individual Study Plan is a form of education focused on students who are talented and exhibit outstanding skills and abilities.
3. The Individual Educational Program is a form of education focused on students whose status justifies the individual mode of studying to be arranged for and the ones admitted to studies on the basis of confirmed results of learning.

§ 2

Individual Study Plan

1. Studies according to the Individual Study Plan consist in passing subjects covered by a certain faculty and activities following the extended curriculum.
2. Studies according to the ISP consist in particular in: extending knowledge of selected majors, participation of a student in scientific, research and development work, participation in conducting classes.
3. Applications for the admission to the Individual Study Plan shall be submitted to the Dean for approval.
4. The Dean shall define detailed conditions of studies according to the Individual Study Plan and the education program and appoint a tutor.
5. Conditions referred to in clause 4 shall be defined according to student’s needs but shall, however, consider as follows:
   a) syllabus agreed upon to be submitted to the Dean’s office by a student not later than two weeks before the commencement of activities in a given semester;
   b) curriculum of the faculty shall be followed to result in qualifying the faculty according to provisions applicable throughout The Pomeranian Medical University in Szczecin;
   c) student shall attend all classes covered by the Individual Study Plan in accordance with provisions of the Regulations of studies and shall obtain credits on dates as specified in the general plan of studies unless different way of credit to be settled in agreement with a relevant teacher.
6. The Dean can order a student following the Individual Study Plan to continue studies according to general terms in the following cases:
   1) At student’s request;
   2) At justified request of a tutor submitted to the Dean;
   3) If a student fails to submit a syllabus for the following semester in time

§ 3
Individual Educational Program for students whose status justifies the individual mode of studying

1. Studies according to the Individual Educational Program consist in passing subjects covered by a certain faculty following the individual syllabus designed by the student and submitted to the Dean for approval.
2. Applications for the admission to the Individual Educational Program shall be submitted to the Dean for approval.
3. A student following the Individual Educational Program shall pass examinations and obtain credits according to the applicable time schedule according to provisions of the Regulations of Studies unless another mode and time of crediting a subject be established in agreement with the Dean and a relevant teacher. Examination and credit dates may be off the examination session, not later however than the time defined by the study plan.

§ 4

Individual Educational Program for students admitted to studies on the basis of confirmed results of learning.

1. Results of learning shall be confirmed at certain faculties through the formal verification according to adopted procedures.
2. Studies according to the Individual Educational Program may consist in participation in academic activities at the certain faculty to the extension established by the procedure confirming the results of learning.
3. Detailed conditions of studies according to the Individual Educational Program for the certain faculty shall be set out by the faculty council.
4. A student following the Individual Educational Program shall pass examinations and obtain credits according to the applicable time schedule according to provisions of the Regulations of Studies.

Prof. Andrzej Ciechanowicz, PhD

Rector of The Pomeranian Medical University in Szczecin

Chairman of Senate

Signature: illegible
Enclosure No. 2

Re: Regulations of Studies at The Pomeranian Medical University in Szczecin

RULES OF TRANSFER OF STUDENTS OF
THE POMERANIAN MEDICAL UNIVERSITY IN SZCZECIN
FROM THE FACULTY OF MEDICINE AND DENTISTRY TO THE FACULTY OF MEDICINE AND
FROM THE FACULTY OF MEDICINE TO THE FACULTY OF MEDICINE AND DENTISTRY

1. A decision on transfer of the student shall be made by the Dean of a faculty at the University the student wishes to move to in agreement with the Dean relevant for the student.

2. The student may move from the faculty of medicine and dentistry to the faculty of medicine and from the faculty of medicine to the faculty of medicine and dentistry in the second year of studies only after having jointly fulfilled the following requirements:
   1) justified motion for the transfer supported by relevant documents shall be submitted to Deans of either faculty by 30 June in a given academic year at the latest;
   2) in recruitment procedure the student obtained results entitled him/her to be admitted to the studies at the faculty he/she wishes to be transferred to;
   3) student obtained year credit of current year of studies;
   4) passing supplementary examinations in the following subjects:

3. In case of transfer from the faculty of medicine and dentistry to the faculty of medicine the anatomy, histology, embryology and cytophysiology, molecular biology.

4. The student may move from the faculty of medicine to the faculty of medicine and dentistry in the second year of studies only after completing a transition year to compensate curriculum differences and having jointly fulfilled the following requirements:
   1) justified motion for the transfer supported by relevant documents shall be submitted to Deans of either faculty by 30 June in a given academic year at the latest;
   2) in recruitment procedure the student obtained results entitled him/her to be admitted to the studies at the faculty he/she wishes to be transferred to;
   3) student obtained year credit of current year of studies;

Prof. Andrzej Ciechanowicz, PhD
Rector of The Pomeranian Medical University in Szczecin
Chairman of Senate
Signature: illegible