

Resolution No 34/2021

of the Senate of the Pomeranian Medical University in Szczecin of 28 April 2021 on adopting the Study Regulations of the Pomeranian Medical University in Szczecin

On the basis of Article 28 (1) (2) of the Act of 20 July 2018. - Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), the Senate of the Pomeranian Medical University in Szczecin [*PUM*] resolves as follows:

§1.

The Study Regulations of the Pomeranian Medical University in Szczecin, hereinafter referred to as the Regulations, are hereby adopted and attached to this resolution.

§2.

1. The Regulations shall enter into force on 1 October 2021 after agreement with the Student Government of the Pomeranian Medical University in Szczecin.
2. If, within three months of the date of adoption of this resolution, the Senate of the Pomeranian Medical University in Szczecin and the Student Government of the Pomeranian Medical University in Szczecin fail to reach agreement on the contents of the Regulations, the Regulations shall enter into force by virtue of a new resolution of the Senate of the Pomeranian Medical University in Szczecin adopted by a majority of at least two-thirds of its statutory membership.

§3.

As of the date of entry into force of the Regulations, the Regulations adopted by Resolution No. 34/2019 of 24 April 2019 shall cease to be valid.



***Prof. dr. hab. Bogusław Machaliński – Prof. Ph.D.
Chair of the Senate***

STUDY REGULATIONS

POMERANIAN MEDICAL UNIVERSITY IN SZCZECIN

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CHAPTER I

General provisions

§1

1. The Pomeranian Medical University in Szczecin, hereinafter referred to as "**the University**", offers first-cycle studies, second-cycle studies and long-term studies.
2. Studies are conducted in full-time or part-time form.
3. Studies shall be conducted in Polish, subject to Point 4.
4. The University may provide studies in foreign languages.
5. Part-time studies and studies conducted in foreign languages are paid studies.
6. The bodies of the University shall, as far as possible, take measures to adapt the organisation and proper implementation of the teaching process to the specific needs of students with disabilities, including the adaptation of the conditions of study to the type of disability, taking into account the degree and nature of the disability and the specific nature of a given field of study.
7. The University implements the Education Quality Policy through the University Education Quality Assurance System. In order to fulfil its tasks, guidelines are issued to ensure high quality education.

§2

1. These Study Regulations of the Pomeranian Medical University in Szczecin, hereinafter referred to as the "Regulations", are applicable to all forms, types and courses of study conducted at the University, except for doctoral studies and doctoral schools.
2. Whenever the Act is referred to in these Regulations, it shall mean the Act of 20 July 2018. Law on Higher Education and Science (Journal of Laws of 2021, item 478 as amended).

§3

1. Admission to study at the University is based on the rules set out in the Senate's resolution on the rules and procedures for admitting candidates for full-time and part-time study in a given academic year.
2. After taking the oath, the content of which is specified in the Statutes of the University, a person admitted to the University acquires student rights.
3. The rights and duties of a student expire on the date of graduation or expulsion. A person who has completed a first-cycle studies shall retain student rights until 31 October of the year in which he or she graduated, except for the right to financial aid granted from the State budget.
4. Taking up an additional course of study is permitted only through an admission procedure.

§4

1. The amount of fees for educational services and other fees related to the course of studies, as well as the rules for charging and dividing such fees into instalments, is determined by the Rector.
2. The Rector may establish rules for the reimbursement of the fees referred to in Point 1.

§5

1. Students from all fields of study at the University form a student government.
2. The student government bodies represent the student body as a whole.
3. Organisational principles, operational procedures, types and method of election of student government bodies and their powers shall be laid down in the regulations of the student government.

§6

1. The supervisor and adviser of the students of the University is the Rector of the University, and the supervisor and adviser of the students of a particular faculty is a dean of the relevant faculty of the University for the student.
2. A dean is the organiser of the teaching and educational process and, in the performance of his/her duties, may cooperate with the student government bodies.
3. The instance of appeal against the decisions of a dean in matters covered by the Regulations is the Rector of the University. The decisions of the Rector are final.

§7

1. A dean, after consultation with the student government, appoints a year tutor from among the academic staff.
2. The year tutor:
 - 1) provides advice and assistance to students,
 - 2) shall be entitled to intervene in student matters with the research and teaching units and the University authorities.

§8

1. Students of a given year are divided into dean's groups.
2. The representative of the interests of the dean's group is the group prefect.
3. The representative of the interests of the students of a particular year of study is the year prefect.

§9

A student has the right to:

- 1) transfer and recognition of ECTS credits,
- 2) excuse for absences from classes, leaves of absence from classes and leaves of absence from classes with the possibility of proceeding to the verification of the acquired learning outcomes specified in the study programme,
- 3) change of field of study,
- 4) transfer to full-time or part-time studies,
- 5) take the examination in the presence of an observer designated by him/her,
- 6) retake certain classes due to unsatisfactory performance,
- 7) develop his/her own scientific interests and to use for this purpose the premises, equipment and resources of the University as well as the assistance of academic staff and University authorities,
- 8) take an active part in the life of the University through the student government bodies,
- 9) participate in the election of the authorities of the University on the rules laid down in the Statutes and other legal acts of the University,
- 10) associate in scientific circles and participate in scientific, development and implementation works carried out at the University,
- 11) obtain prizes and awards, including a Diamond Grant, pursuant to the rules laid down in separate provisions,
- 12) receive financial aid according to the rules established by the University, in accordance with the

relevant legislation,

- 13) study at other higher education institutions pursuant to the rules laid down in separate provisions,
- 14) take advantage of the University's assistance in seeking employment or in obtaining work experience,
- 15) look into his/her examination paper in the presence of an academic staff member and ask for clarification for seven working days after the results are announced,
- 16) look into his or her student file folder, under the supervision of a member of the Dean's Office staff.

§10

A student may study according to an individual curriculum plan as specified in Appendix 1 to the Regulations.

§11

1. It is the student's responsibility to act in accordance with the oath, the Regulations and other regulations of the University.
2. A student is obliged in particular to:
 - 1) acquire knowledge, skills and social competences in order to prepare for professional employment,
 - 2) take full advantage of the learning opportunities provided by the University, i.e:
 - a) to actively participate in teaching and organisational activities,
 - b) to complete modules/subjects on time, to pass examinations, to complete internships and to fulfil other requirements in the curriculum,
 - 3) respect the principles of medical ethics and deontology,
 - 4) comply with the legal acts in force at the University,
 - 5) pay fees and other obligations to the University in timely manner,
 - 6) fill in the student evaluation questionnaire for academic teachers and their classes,
 - 7) behave impeccably, comradely relations and care for the good name of the University,
 - 8) respect for the property of the University,
 - 9) wear a badge in a visible place during classes,
 - 10) notify the Dean's Office of changes of name, address and other details to facilitate direct contact,
 - 11) settle any outstanding matters with the library in timely manner,
 - 12) undergo periodic medical examinations,
 - 13) use and systematically check information on the virtual dean's office.

§12

1. The student is obliged to collect his/her student ID card.
2. The student ID card is a document certifying student status.
3. Students are entitled to hold a student ID card until the date of graduation, suspension or repulsion , and in the case of first cycle studies graduates - until 31 October of the year of graduation.
4. In the event of the destruction or loss of the student ID card, such a student shall immediately notify the University.
5. The validity of the student ID card is confirmed every semester by updating the data in the electronic system and attaching a hologram.

§13

1. During examinations and assessments, it is forbidden to communicate with other people, to use

materials and teaching aids not permitted by the examiners or to possess electronic devices enabling remote communication other than for the purpose of conducting the examination or assessment.

2. Should a student communicate with other people, use materials and teaching aids referred to in Point 1, or possess devices referred to in Point 1 during an examination or assessment, this will result in the interruption of the examination or assessment for that student and the awarding of a fail grade for that examination or assessment.
3. Any finding of the circumstances referred to in Point 2 will result in the case being referred to the Student Disciplinary Representative.

§14

1. In the event of a justified suspicion that a student has authored part or all of another person's work, the head of the research and teaching unit conducting the course shall immediately inform the dean.
2. Each finding of the circumstances referred to in Point 1 will result in a referral to the Student Disciplinary Representative.

§15

The following applies on the premises of the University:

- 1) prohibition on bringing in, using and distributing intoxicants,
- 2) prohibition on recording and registration of activities without the consent of the instructor.

§16

1. For violation of the Regulations in force at the University, for conduct contrary to the oath and for acts offending against the dignity of the student, the student shall be liable to disciplinary action or to a fine in accordance with the rules laid down in separate regulations.
2. A copy of the final disciplinary ruling shall be placed in the student's personal file.

§17

1. A student may transfer from another higher education institution, including a foreign institution, to study at the University with the consent of the Dean of the relevant faculty, subject to Point 3.
2. In the case of students studying on paid studies, transfer to the University may take place only on paid studies. The provision does not apply to students of the faculties of the Faculty of Health Sciences.
3. The relevant Curriculum Council shall lay down detailed conditions and procedures for the transfer of students from another higher education institution. This shall relate in particular to: the form of study, the field of study, the language of instruction and the types of documents and time limits.
4. The transfer of courses completed by a student is carried out according to the rules specified in §21.

§18

1. A student of the University may transfer to another university.
2. A student transferring to another university is required to:
 - 1) notify the dean of the relevant faculty in writing within 7 days of obtaining the consent of the

dean of the other institution,

- 2) submit a clearance slip,
- 3) settle their financial obligations to the University.

§19

1. In the event that after the beginning of the academic year the limit of places for the first year of full-time study has not been reached, the dean of the relevant faculty may, by 30 October, decide to transfer a first-year part-time student to the first year of full-time study within a given field of study.
2. Students who:
 - 1) have completed the third year of their studies,
 - 2) have obtained a Grade Point Average above or equal to 4.50 in the previous academic year,
 - 3) have not had a resit examination in previous academic years- may, with the approval of a Dean, be transferred from part-time to full-time study.
3. A student may, with the consent of a Dean, be transferred at the University from full-time study to part-time study within the same field of study and language of instruction.
4. A transfer as referred to in Points 2 and 3 shall be conditional on completion of the previous year of study.
5. Sixth-year students of medicine or fifth-year students of medicine and dentistry, who study part-time, may be transferred to full-time studies in their final year, starting from the summer semester.
6. §21 applies accordingly to the transfer of courses completed by a student.

§20

1. A student may be transferred to another field of study within the University with the consent of the Dean or Deans responsible for both fields of study.
2. The conditions for transferring to a medical or dental faculty are set out in Appendix 2 to the Regulations.
3. The conditions for transferring to other courses will be determined by the relevant teaching board.
4. §21 applies accordingly to the transfer of courses passed by the student.

§21

1. Students transferring courses completed at a higher education institution other than their home institution, including a foreign institution, shall be allocated the number of ECTS credits assigned to the learning outcomes achieved through the corresponding courses and internships in the host institution, in accordance with the regulations laid down by the University.
2. A decision on transferring courses shall be taken by the dean at the request of the student, submitted no later than within 14 days of the start of classes in a given subject, after reviewing the documentation presented by the student on the course of study at another research and teaching institution of the home institution or outside the home institution.
3. When making a decision to transfer courses, a dean takes into account the learning outcomes achieved in another research and teaching unit of the home institution and designates the programme differences that the student is required to make up.
4. Transfer of courses completed in another organisational unit of the home higher education institution or outside the home institution, including foreign higher education institutions, shall be conditional on the determination of the convergence of the learning outcomes achieved, in accordance with the procedure laid down in Points 1, 2 and 3.

CHAPTER II

Awards and Honours

§22

1. Students who excel in their studies or activities for the development of the University and the best graduates may be awarded awards and honours:
 - 1) Minister,
 - 2) Rector,
 - 3) other entities.
2. Awards and honours shall be granted in accordance with their Regulations.
3. Awards and honours shall be entered in the diploma supplement.

CHAPTER III

Organisation of academic year

Organisation of classes/courses

§23

1. The academic year at the University for all years of study begins no later than 1 October and lasts no longer than until 30 September of the following calendar year, and for courses ending in the winter semester until the last day of February.
2. The academic year includes:
 - 1) winter semester,
 - 2) summer term,
 - 3) the period between the end of the summer term and the beginning of the winter term, which is intended in particular for internship and the summer holidays.
3. The winter semester includes:
 - 1) teaching activities,
 - 2) Christmas break,
 - 3) semester break.
4. The summer semester includes:
 - 1) teaching activities,
 - 2) Christmas break.
5. In the case of classes/courses taught in a block system in the faculty of medicine:
 - 1) examinations in individual subjects take place at the end of the block,
 - 2) date of examinations taken by the whole class of students must be set by the heads of the units and communicated to the appropriate dean's office by 31 January at the latest.
6. Examinations in individual subjects shall be held in continuous session on dates agreed between the course teachers and the year prefect.
7. Students are required to obtain course credit, pass examinations and submit their internship documentation to the Dean's Office by 15 September of the academic year, and in the case of courses ending in the winter semester - no later than two weeks before the end of the semester.
8. Unit heads are required to set and communicate examination dates to the appropriate dean's office:
 - 1) by 30 November for courses ending in the winter term,
 - 2) by 30 March for courses ending in the summer term.
9. Examination dates are published on the website of the relevant Dean's Office.

10. The organisation of the following academic year shall be determined by the Rector and communicated not later than the end of April each year.
11. The Rector may establish hours and days off from classes during the academic year. The student government shall have the right to express its opinion and submit proposals in this respect.
12. In justifiable cases, the Rector, at the request of a Dean, may decide to begin classes in a specific field of study before the beginning of the academic year. Classes may begin no earlier than two weeks before the beginning of the academic year, and end no later than 30 September.

§24

1. All research and teaching units are required to establish internal teaching regulations based on the provisions set forth in the Academic Regulations, which is the overriding regulation, and on the guidelines of the University's Educational Quality Assurance System. The didactic regulations of a unit, hereinafter referred to as "internal regulations", shall include in particular:
 - 1) the way classes/courses are conducted,
 - 2) how and in what ways to catch up, including, making up classes following an absence,
 - 3) conditions and methods for allowing students to sit for credit tests and examinations
 - 4) determine the rules for admitting a student to specific courses in an academic year,
 - 5) conditions and methods for awarding course credit and conducting examinations,
 - 6) conditions for exemption from certain credit tests or examinations,
 - 7) conditions under which a student may be admitted to an examination in the so-called "early examination", as referred to in §31 Point. 8,
 - 8) assessment criteria,
 - 9) person responsible for the teaching process in the unit.
2. Internal regulations shall be approved by the Dean before the beginning of the academic year, after consultation with the student government. Curriculum units shall submit draft internal regulations to the dean no later than 30 June.
3. The teaching unit is obliged to observe the approved internal regulations.
4. The head of the teaching unit (or a person authorised by him/her) is responsible for providing students with full information on the scope of the material required for the credit test or examination in the form of an indication of the required literature and the issues to be mastered.
5. The internal regulations shall be made known to students at least 7 days before the commencement of classes by publication on the website of the relevant research and teaching unit.
6. The model of the internal regulations shall be determined by the Rector by means of a decision.

§25

1. Student attendance at all classes is mandatory.
2. A student may complete the part of curriculum he/she has missed as part of self-study, in the form of a paper, making up practical classes at a date agreed with the course/subject teacher or in another form specified in the internal regulations of the unit.
3. In particularly justified cases, a dean may excuse a student's short-term absence from classes at the student's request submitted within seven days of the end of the absence.
4. A student participating in the meetings of collective bodies and electoral bodies functioning within the University structures has an excused absence from classes held during these meetings without the necessity to make up for it.

5. The provisions of Point. 4 are applied accordingly in the case of students who actively represent the University during the scientific sessions of the Students' Scientific Association, work within the framework of the activities of the Students Government, at sporting competitions, as well as students who participate in classes within the scope of the University's projects financed from external funds, provided that the Dean's consent is obtained.
6. Classes are conducted in groups, the size of which, taking into account the type of classes in particular fields of study, is determined by the Rector.

CHAPTER IV

Course of study

§26

1. Studies are conducted according to study programmes established by the Senate, after an opinion of the Student Government.
2. Curricula are made available to students by the Deans through publication on the websites of the Deans' Offices and in the School's Public Information Bulletin within 14 days of their establishment.

§27

1. Depending on the field of study, the credit period is the academic year, hereinafter referred to as "year", or semester.
2. In order to complete a year/semester it is necessary to achieve the intended learning outcomes confirmed by passing all subjects, passing all examinations and completing internships and obtaining the number of ECTS credits from a given year/semester.
3. In order to obtain year-end credit, students shall be required to submit documentation of their placement to the Dean, confirming that they have completed the internship as stipulated in the curriculum for the given year. This should be done no later than 15 September of a given academic year, and in the case of courses ending in the winter semester - no later than two weeks before the end of the semester.
4. Completion of a year is confirmed by an entry made by the dean for the next year in the documentation recording the course of study.

§28

1. The successful completion of a course/subject means that the student attends classes in the course/module and obtains at least a positive grade when verifying the learning outcomes achieved by the student.
2. Subject to § 38 and § 39, students shall be required to complete the course/subject by 15 September of the academic year, and in the case of courses ending in the winter semester - no later than two weeks before the end of the semester.
3. Credit for a subject shall be given by the academic teacher responsible for its teaching or by another person authorised by a Dean.
4. The deadlines for course/subject crediting are set by the head of the research and teaching unit.
5. The number of retake dates may not be less than two.
6. In credit-awarding cases, students have the right to appeal within seven days of the announcement of the results of a credit test results. An appeal should be submitted to the head of the teaching and research unit which conducts the course/subject, who may order a test of the student's knowledge or skills conducted before an examination board. A decision on the matter should be taken within one week of the submission of the request.

7. Credit test results may be communicated to students in the University's information system.
8. In special cases, a Dean may order the head of the unit to repeat a credit test within the time limit.
9. Credit test dates should be set in such a way that a student only has to complete one semester or final credit test in a single day.

§29

1. A student is obliged to complete the internship in accordance with the curriculum.
2. Students may undertake an internship at home or abroad. A student may undertake an internship under conditions other than those specified in the curriculum only with the consent of a Dean.
3. Internships are carried out in accordance with the rules of the fields of study.
4. The student's participation in the work of the research camp or work in another form may be the basis for the credit for an internship in whole or in part if it leads to the achievement of the intended learning outcomes.
5. The basis for the successful completion of thane internship is the achievement of the intended learning outcomes, which makes it possible to obtain the number of ECTS credits specified in the curriculum.

§30

1. The examination in the subject/module is the test of the level of achieved learning outcomes set in the curriculum.
2. In order for a student to be admitted to an examination, he/she must complete the course/module based on the rules laid down in the internal regulations of the unit referred to in §24.

§31

1. Examination for each subject/module is held separately and is assessed separately.
2. Examination of subjects/modules grouped into teaching blocks is conducted in conjunction with the joint assessment of a teaching block.
3. Examination may consist of a theoretical and a practical part. The theoretical examination may be oral or written, i.e. a single-choice test, a seemingly multiple-choice test, an essay or calculus tasks.
4. The break between examinations in individual subjects should be at least one day. The provision does not apply to part-time studies conducted at the Faculty of Health Sciences.
5. A student who has achieved good academic results in a given subject/module during the teaching cycle may be exempted from the examination in this subject, under the rules laid down in the internal regulations of the research and teaching unit referred to in §24.
6. Examination results are communicated to students in the University's information system.
7. In special cases, a dean may order the head of the unit conducting the course to repeat the examination with a deadline.
8. A student who has completed the subject/module may, with the consent of the examiner, take an examination in the so-called "early exam". Obtaining a fail grade in an early exam does not deprive a student of the first exam date. The criteria for allowing a student to take an early-exam are specified by the rules of procedure of the teaching and research unit conducting the course.

§32

In the case of students pursuing their outside their home institution, including at foreign institutions as part of the Erasmus+ programme, a dean enters the course of study in the student's transcript of records based on documentation provided by the student and confirmed by the host institution. The originals or certified copies of the documents are kept in the student's personal

file. In order to be credited for a year/semester of studies undertaken outside the home university, including at foreign universities under the Erasmus+ programme, a student must obtain the required number of ECTS credits.

§33

1. The head of the research and teaching unit or the person authorised to conduct the examination is responsible for conducting the examination.
2. In the case of test-based final examinations in clinical disciplines that take place in multiple units (in a block system), the subject representatives are responsible for conducting the examination.
3. In justified cases, a dean may authorise other academic teachers or another person teaching on the basis of a contract to conduct an examination in a unit in a given year.

§34

1. If a student receives a fail grade in an examination, he/she is entitled to take a resit examination twice.
2. The second resit examination may be the examination taken before an examination board at the request of the student, the examiner or a dean.
3. The break between resit exams should be a minimum of two days.
4. The consequence of failing the second re-sit examination is the necessity to repeat the year of study or to be expelled.

§35

1. An examination taken before the examination board is an oral examination and takes place before a board consisting of:
 - 1) a dean or a person authorised by a dean - the chair of the board - the exam leader,
 - 2) an examiner who conducted the previous examination or, in his/her absence, a person designated by him/her
 - 3) second examiner - a specialist in the subject of the examination or a related specialisation who is not in an official relationship with the examiner.
2. At the student's request, an observer - a representative of the University's academic community - may participate in the board examination.
3. A student requesting for an examination before the examination board must submit, within three working days of the announcement of the results of the examination before the board, a request to the dean for permission to conduct the examination before the examination board. The failure of the observer referred to in Point. 2 to appear does not prevent the conduct of the examination before the board.
4. Sets of questions are prepared by one or the other examiner at the discretion of the chair of the examination board.
5. A candidate will draw a set of 5 questions out of which he/she will answer 3 questions of his/her choice. An examination is passed if a candidate obtains a positive grade. The final grade for the examination is calculated on the basis of the arithmetic mean of the grades awarded by the examiners. In order to pass the examination, an average grade of at least 3.0 is obtained for each question.
6. At the faculty of medicine, in the case of a subject for which the internal regulations of the unit referred to in §24 provide for an examination consisting of a theoretical part and a practical part, the board examination consists of two stages: the stage referred to in Point. 5 and the stage involving practical tasks. In order to pass the board examination, a positive grade must be obtained from both stages of the examination.
7. The consequence of failing a board examination is the necessity to repeat the year of study or to

be expelled.

§36

1. If a student is not admitted to an examination because of failure in a subject, this is equivalent to lose the examination date. In this case, a dean enters a fail grade in the examination record of grades.
2. If a student fails to take an examination within a set time limit without justification, this is tantamount to lose the examination date and results in the dean entering a fail grade in the examination record of grades.
3. An excuse - a medical certificate, a confirmed hospital stay or a confirmed fortuitous event - should be submitted to an examiner and to the Dean's Office no later than 7 days after the examination date.
4. If a student's failure to appear for an examination is considered as justified, the head of the research and teaching unit sets a new examination date that does not exceed the date set in §28 Point. 2. The examination is treated as being taken on the date on which the absence occurred.

§37

1. The following grading scheme is applied at the University [*local grades*]:
 - 1) very good - 5.0 (> 92 %),
 - 2) better than good - 4.5 (> 84 %),
 - 3) good - 4.0 (> 76 %),
 - 4) satisfactory - 3.5 (> 68%),
 - 5) sufficient - 3.0 (> 60%),
 - 6) fail - 2.0 (less than 60%).
2. In addition, entries shall be used: "credit awarded" (zal.) (> 60%), "credit may be awarded" (mzal.) and "no credit awarded" (bzal.) (below 60%).
3. A fail grade shall be a failing grade with the entry " no credit awarded " or "bzal". The other grades listed in Point 1, starting with a satisfactory grade and the entry "credit awarded", are positive grades.
4. Lower percentage thresholds than those set out in Points 1 and 2 may be applied.
5. In the event that 50% *of the* students taking the examination obtain a fail grade, the threshold for obtaining a sufficient grade is determined by multiplying the arithmetic mean of the 5% highest grades obtained by the students taking the examination (but not less than three grades) by a multiplier of 0.6.
6. All subjects except library training, health and safety training and physical education end with an examination or a graded credit .
7. In order to calculate a student's Grade Point Average for an academic year, all the grades from examinations scheduled for a given year in a given field of study are added together and divided by the number of these grades. In the case of a fail grade - for a given course/module - the average grade is calculated by summing the grades for all the examination dates and dividing the sum by the number of grades (examination dates). The average grade is given to two decimal places.

§38

1. A student who has failed one subject may receive permission from a dean to continue conditionally in the following year of study. This does not apply to a subject ending with an examination.
2. Conditional continuation of the course of study shall be granted at the student's request.
3. A Dean may grant permission to take up studies in the following year and enrol a student

conditionally for the next year of studies only once during the period of study.

4. The limitation laid down in Point 1 as regards the number of incomplete or failed subjects shall not apply to students returning from ERASMUS studies.
5. A student continuing a conditional course of study is required to pay a fee in accordance with the rules applicable to the repetition of the year.
6. A student must obtain credit for the incomplete course/subject by 15 September of the academic year for which he/she has been granted conditional entry, and in the case of courses /subjects ending in the winter semester - no later than two weeks before the end of the semester.
7. In the event that a student does not fulfil the obligations resulting from conditional entry by the deadline set in Point. 6, a dean will issue a decision concerning the repetition of the year or the expulsion of the student.
8. The provisions of Points 1 to 7 shall apply mutatis mutandis to internships .

§39

1. In exceptional cases, if a student has met the deadline for taking a credit test or exam, a dean, after consultation with the written opinion of the head of the research and teaching unit who conducts classes in the subject, may, at the student's request, grant permission to extend the deadline set forth in §23 Point. 7 and permit a student to begin study in the subsequent year, temporarily enrolling such a student in the next year of study, subject to Point. 2.
2. The deadline for making up for the absences is set by a dean, but cannot be longer than the end of the semester.
3. Failing or not passing the examination in a subject within the time limit specified in Point. 2 results in the student having to repeat a year or being expelled, unless it is possible to continue the course of study on a conditional basis, as specified in § 38.

§40

1. Repeating a year of study is possible:

- 1) in the case of long-term studies, only once for a specific year of study and no more than twice for the entire period of study,
- 2) in the case of first-cycle and second-cycle studies, not more than once for each level of study.

2. A student repeating a year of study is required to pay a fee.

3. A student repeating a year of study shall have his/her grades for the subjects in which he/she has achieved the learning outcomes.

4. For admitted at the University from other higher education institutions, the number of years of study repeated in those institutions shall be included in the periods referred to in Point 1.

5. Repetition of a semester is possible only in cases specified by these Regulations.

6. A dean may authorise the repetition of a year or semester of study only at the request of a student.

§41

1. A student is expelled in the case of:

- 1) not taking up studies,
- 2) resignation from studies,
- 3) failure to submit a dissertation or passing a diploma examination by the specified deadline,
- 4) being punished with the disciplinary penalty of expulsion from the University.

2. A student may be expelled in the case of:

- 1) a confirmation of non-participation in compulsory classes,
- 2) a lack of progress in learning,

- 3) failure to complete a semester or a year within the period laid down in the Regulations,
- 4) failure to pay tuition fees.
- 3. Failure to take up studies, as referred to in Point. 1, pt. 1, constitutes a circumstance in which a student fails to undertake activities related to the organisation of the course of study in a timely manner.
- 4. If a student resigns from a course of study, he/she must submit a written statement of resignation to a dean.
- 5. Decisions referred to in Points 1 and 2 shall be given by the Rector. They shall be subject to an application for reconsideration.
- 6. In order for a student to be issued with his/her documents in the event of expulsion, he/she must settle any outstanding matters with the University in accordance with the Regulations in force at the University.

§42

- 1. A student may be granted a leave of absence:
 - 1) in the event of long-term illness,
 - 2) in connection with the birth of a child,
 - 3) due to important fortuitous circumstances,
 - 4) in connection with documented opportunities for study abroad, internships,
 - 5) in connection with gainful employment.
- 2. The total amount of leave taken may not exceed 24 months, unless the leave is based on recurring illness.
- 3. A dean decides on the length of leave.
- 4. A request for leave of absence should be submitted to a dean immediately, but no later than within 14 days of the emergence of circumstances justifying the granting of leave. In exceptionally justified cases, a dean may grant a request submitted after the above-mentioned deadline if the circumstances of the case clearly indicate that it was not possible to comply with the deadline.
- 5. Leave of absence earned at all universities where a student has studied shall be added together.
- 6. At the end of a leave of absence due to a long-term or recurring illness, a student is obliged to submit a certificate stating that there are no contraindications to continuing education after the leave. A dean may decide to refer a student to a medical board indicated by him/her.
- 7. During leave, with the exception of leave referred to in Point. 1 pt. During leave, with the exception of that referred to in Point. 1, sub-point. 1, a student may, with the approval of a dean, participate in certain classes and sit for certain credit tests and examinations. When granting leave, a dean may also impose an obligation on a student to obtain specific course/subject credit or take specific examinations during the leave. If a student fails to pass the examinations or credit test imposed by a dean, a student is obliged to repeat a year of study.
- 8. During the period of leave of absence, a student shall retain the rights deriving from student status, subject to Point 9.
- 9. The granting of financial aid to students on leave of absence is laid down in the Financial Aid Regulations.

§43

- 1. Resuming studies (reinstatement) is possible if the interruption in studies lasted no longer than 2 years. The decision to resume studies is made by the dean. A person who has obtained a decision to resume studies must resume studies at the beginning of the next academic year.

2. Persons who have resigned from their studies at the University or have been expelled for the reasons referred to in §41, Point. 2 may resume their studies during the last year of studies which they did not complete, while persons who have resigned from their studies after completing an academic year may resume their studies and continue their studies during the following year.
3. Persons who have been expelled from the University for the reasons referred to in §41 Point. 1 pt. 3, may resume their studies in the last year of studies during which they will make up curricular differences and submit a diploma dissertation/ take a diploma exam.
4. In order to resume studies, a student must submit an application and pass an examination in a subject/module set by a dean, with one examination date set between 01-15 September.
5. A person resuming studies repeats a failed year according to the rules set out in §40 Point. 2-6. This does not apply to persons who resign from studies after having completed an academic year.
6. Students expelled from the University for reasons referred to in §41 Point. 1 pt. 4 or for disciplinary reasons at other universities, may not resume their studies at the University.
7. Persons referred to in Point 1 may resume their studies at the University only once.
8. Re-admission of a person who has interrupted his/her studies in the first year or who has been expelled in that year shall be based on the general rules for admission at the University.

§44

1. The University collects information about a student and the course of study in:
 - 1) student's grade book ,
 - 2) student's personal file folder,
 - 3) credit and examination records of grades of a course/subject,
 - 4) a book of diplomas.
2. The course of study is documented in:
 - 1) the transcript of academic record in the form of electronic data printouts,
 - 2) credit and examination records of grades of a subject/course drawn up as printouts of electronic data,
 - 3) in the University's information system.

CHAPTER V Completion of Studies

§45

1. The condition for completion of studies and the award of a university degree is:
 - 1) the achievement of the learning outcomes specified in the curriculum and of the required number of ECTS credits,
 - 2) completion of the internship provided for in the curriculum,
 - 3) passing the diploma examination (except for the faculty of medicine and the faculty of medicine and dentistry),
 - 4) a positive grade of the diploma dissertation - in the case of second-cycle studies and long-term studies, and in the case of first-cycle studies, insofar as this is provided for in the curriculum.
2. The date of graduation/completion is the date of passing the diploma exam, in the case of faculty of medicine and the faculty of medicine and dentistry - the date of passing the last exam required by the curriculum, and in the case of physiotherapy and physiotherapy faculties - the date of passing the last internship provided for in the curriculum.
3. A student must settle all obligations to the University before receiving a diploma or certificate

of completion.

§46

1. A diploma dissertation in the long-term studies and second-cycle studies leading to the preparation of a dissertation is written by a student under the supervision of the supervisor - an academic teacher with a scientific title, the degree of *doktor habilitowany* (associate professor) or the degree of doctor (Ph.D).
2. The topic of a dissertation should be set and submitted by the dissertation supervisor to a dean for approval by the end of the penultimate semester of study.
3. At the student's request, a dean may give permission for a dissertation to be written in English.
4. A dissertation is assessed by the dissertation supervisor and one reviewer selected by as dean. In the event of a discrepancy in the dissertation assessment, admission to the final examination is determined by a dean, who may consult a second reviewer of his/her choice. The time limit for writing a review of a dissertation is one month.
5. In the event that a dissertation is submitted for a honorary mention by its supervisor or reviewer, a dean shall consult another reviewer of his/her choice in this respect.
6. A student is obliged to submit his/her dissertation not later than 30 June. For dissertation in long-term studies and second-cycle studies, two deadlines are set: the first by 31 May, with a possibility of defending it by the end of July at the latest, and the second - by 30 June with a defence in September. In the case of studies ending in the winter semester, a student is obliged to submit a dissertation by the end of the teaching period of the last semester of study.

§47

1. A student completes a dissertation under the supervision of a supervisor employed as an academic teacher.
2. The topic of a dissertation should be set no later than 15 December of the final year of study, and for studies ending in the winter semester - by 15 June of the final year of study. The topic of a dissertation shall be approved by a dean or Vice-Dean.
3. A dissertation is assessed by a dissertation supervisor, and in the fields of study where this is required, also by a reviewer.
4. The deadline for submission of a dissertation is set by the Dean.

§48

1. A dean, at the request of the dissertation supervisor or at the request of the student, may postpone and give a new deadline for the submission of the dissertation in the following cases
 - 1) long-term illness of a student, confirmed by an appropriate certificate,
 - 2) inability to submit a dissertation by the obligatory deadline for justified reasons beyond the student's control.
2. In the event of a prolonged absence of a supervisor of a dissertation that might result in a delay in the submission of a dissertation by a student, a dean is obliged to designate a person who will assume the responsibility for supervising the dissertation. A change of the dissertation supervisor in the last six months before the date of completion of the course of study may constitute grounds for extending the deadline for the submission of the dissertation according to the rules set out in Point. 1.

§49

1. A diploma examination shall be carried out in the long-term studies leading to the preparation of a dissertation and in second-cycle studies.

2. The condition for admission to the diploma examination is:
 - 1) the achievement of the learning outcomes set out in the curriculum, confirmed by obtaining credits, passing examinations and completing the internships provided for in the curriculum,
 - 2) and, if the curriculum provides for the preparation of a dissertation, also:
 - a) obtaining a positive grade for the dissertation,
 - b) obtaining a positive review of the dissertation.
3. The first date for the diploma examination must be held no later than three months after the date of submission of the dissertation. The date of the examination is designated by a dean.
4. The diploma examination takes place before an examination board appointed by a dean.
5. The examination board members asks a student at least three questions, formulated in written form, on the topic of the dissertation and the curriculum. The answer to each question is assessed separately. The grade for the answer is the arithmetic mean of grades awarded by the examiners. The final examination grade is the arithmetic mean of the grades for the three questions.
6. After answering the questions, a student presents the main theses of his/her dissertation and answers to the reviewers' comments.
7. Record of the examination shall be drawn up in which the board members shall determine the final grade of the graduation.
8. Detailed rules for conducting a diploma examination are laid down in the Regulations for the diploma examination adopted by the relevant Curriculum Council.
9. Records of the diploma examination shall be kept in the files of the University according to the rules laid down in separate regulations.

§50

1. There is a diploma examination in first cycle studies.
2. The condition for admission to the diploma examination is:
 - 1) the achievement of the learning outcomes set out in the curriculum, confirmed by obtaining credits, passing examinations and completing the internships provided for in the curriculum,
 - 2) obtaining a positive grade for the thesis.
3. The first date for the diploma examination must be held no later than one month after the end of the semester. The date of the examination is designated by a dean.
4. The diploma examination takes place before an examination board appointed by a dean.
5. Record of the examination shall be drawn up in which the examination board members shall determine the final grade of the graduation.
6. Detailed rules for conducting and grading the diploma examination are laid down in the regulations for the diploma examination for a given field of study, adopted by the relevant Curriculum Council.
7. Records of the diploma examination shall be kept in the files of the University according to the rules laid down in separate regulations.

§51

1. At the request of a student or supervisor, a diploma examination may be conducted as an open examination. Such a request should be submitted while submitting a dissertation.
2. The open diploma examination shall be conducted by an examination board on a date set by a dean.
3. The open examination consists of a public part and a closed part.
4. The open part may be attended by persons indicated by a student or the dissertation supervisor. Only members of the examination board may ask questions to the student taking the diploma examination. Detailed rules for the participation of persons indicated by a student in the

examination are laid down by a relevant Curriculum Council.

5. During the closed part, the examination board members will determine:
 - 1) a grade for the diploma examination,
 - 2) a final grade for graduation.
6. Only members of the examination board take part in the closed part of the examination.

§52

1. In the event that a student receives a fail grade in the diploma examination or fails to take the examination on the set date without justification, which results in a fail grade for the first examination date, a dean will designate a second date as the final date for the examination. The second examination may take place no earlier than one month and no later than three months after the date of the first examination.
2. In the event that a student justifiably fails to take the diploma examination by the set deadline, a dean will designate another date. Such an examination is treated as if it had been taken on the first date.
3. In the event of failing a diploma examination on the second date or failing to take the examination again without justification, a dean expels such a student.

§53

1. The grade for the long-term studies in the faculty of medicine and the faculty of medicine and dentistry is calculated as the average of the examination grades for the whole degree programme.

2. The grade of second-cycle studies and long-term studies ending with the preparation of a dissertation together with a prepared dissertation shall be calculated according to the following formula:

1) the average grade for examinations in the entire course of study		times 0.5=....
2) average grade from thesis/dissertation(reviewer's and supervisor's grade)	<i>(Point 2 + Point 3) divided by 2</i>	times 0.5=
3) the average grade for the answers during the diploma examination		
		result:

3. The grade of first cycle studies ending with a diploma examination shall be calculated according to the following formula:

1) the average grade for examinations in the entire course of study		times 0.50 =
2) the average grade for the tasks completed during the diploma examination	<i>(Point 2 + Point 3) divided by 2</i>	times 0.50 =
3) the average grade for the answer/test during the diploma examination		
		result:.....

§54

1) The diploma of graduation shall contain the final grade of the studies obtained by rounding off the arithmetic mean of the grades to the final grade according to the rule:

- 1) up to 3.20 - sufficient
- 2) from 3.21 to 3.70 - satisfactory
- 3) from 3.71 to 4.20 - good
- 4) from 4.21 to 4.69 – better than good
- 5) from 4.70 - very good

2. The rounding off to the final grade applies only to the diploma entry, while all other certificates specify the actual study grade.

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Rector of the Pomeranian Medical University
Chair of the Senate

**Appendix No. 1 to the Study Regulations
Pomeranian Medical University in Szczecin**

**Regulations
Individual organisation of studies for students of the Pomeranian
Medical University in Szczecin**

§ 1

1. An individualised mode of study is allowed for the students of the Pomeranian Medical University in Szczecin [*PUM*].
2. **The Individual Education Programme (IEP)** is a form of education for outstanding students who excel in their studies.
3. **The Individual Curriculum Plan (ICP)** is a form of education for students who are in a life situation justifying the establishment of a special mode of study and for students admitted to studies as a result of the confirmation of learning outcomes.

§ 2

Individual Education Programme

1. The **IEP** mode of study involves the completion of courses/subjects prescribed by the curriculum of a given field of study and courses resulting from an extension of the curriculum adapted to the student's interests, also outside his/her field of study.
2. Studies in the **IEP** mode consist in particular of: expansion of knowledge in selected specialities, student participation in research and development work, participation in teaching.
3. Full-time students are eligible to request for permission to study under the IEP mode:
 - 1) for the long-term studies - after the completion of the first year of study;
 - 2) for the first cycle studies - after completing the first year of studies;
 - 3) for the second-cycle studies - after completing the first semester of studies.
4. The following are the conditions for a student to request for permission to study under the IEP mode,
 - 1) in the case of long-term studies and first-cycle studies, a Grade Point Average of at least 4.25 for all completed years of study,
 - 2) in the case of second-cycle studies, a Grade Point Average of at least 4.25 in the previous semester.
5. Continuation of the IEP for the following semester/year is conditional on maintaining the GPA referred to in Point 4.
6. Requests to qualify for IEP are submitted by students to a dean, who makes the decision to award the programme.
7. A dean determines the detailed conditions of study under the IEP and also appoints the student's research supervisor/advisor, with a degree of at least PhD.
8. The conditions referred to in Point 7 are determined according to the needs of a student, but must take into account the following:
 - 1) a curriculum plan agreed with the research supervisor, which a student must submit to the Dean's Office no later than two weeks before the start of classes in

the semester in question. Any changes to the approved IEP can take place within 14 days after the start of the semester and in consultation with the research supervisor,

- 2) completion of the curriculum for a given field of study, enabling a student to obtain qualifications, including knowledge, skills and social competences ascribed to a given field of study, in accordance with the regulations in force at the PUM
 - 3) The student shall attend all classes covered by the IEP in accordance with the provisions of the Regulations and shall be required to complete them within the time limits specified in the schedule for a given year of study, unless, in agreement with the course tutor, he/she is given permission to do so in a different manner and on a different date.
9. A dean may refer a student pursuing an IEP to continue his/her studies under general rules in the following cases:
- 1) at the student's request,
 - 2) at the reasoned request of the research supervisor to a dean,
 - 3) if a student does not submit the curriculum plan for the following semester on time,
 - 4) if a student fails to maintain the GPA referred to in Point 4.

§3

Individual Curriculum Plan for Students in a Life Situation Justifying a Specific Study Arrangement

1. Studies in the ICP mode involve the completion of courses/subjects included in the curriculum of a given field of study in a given academic year according to an individual curriculum plan, which is drawn up by a student and submitted for approval to a dean within a period of no longer than 2 weeks from obtaining permission to qualify for the ICP.
2. In particular, students who are entitled to request for permission to study in the ICP mode:
 - 1) are completing a part of their studies in another national or foreign university,
 - 2) are completing an internship year abroad as a medical student,
 - 3) have changed their field of study, faculty or university,
 - 4) are studying in more than one field of study,
 - 5) are pregnant or have custody of a minor child,
 - 6) have a disability that prevents them from attending regular classes,
 - 7) are active in student organisations at the university or higher education level to the extent that they are unable to attend regular classes,
 - 8) are involved in sporting activities at the university or higher level to an extent that prevents them from taking part in regular classes.
3. Requests to qualify for the ICP are submitted by students to a dean who, after consulting with the heads of the scientific and teaching units conducting classes in the courses/subjects, makes the decision to grant this mode of study.
4. Students completing the ICP shall complete their final credit tests and examinations within the timeframes set out in the curriculum plan for the given year of study, in accordance with the regulations laid down in the Regulations, unless, in agreement with a Dean and the course/subject teacher, they obtain consent for a different mode and date for completing the course/subject.
5. Students are required to obtain course credit and pass examinations by 15 September of the academic year, and in the case of courses ending in the winter semester - no later than two weeks before the end of the semester.

§4

Individual Curriculum Plan for students admitted as a result of co of learning outcomes

(does not apply to fields of study which follow the educational standards)

1. The validation of learning outcomes takes place in the relevant departments during formal verification in accordance with the adopted procedures.
2. Studies under the **ICP** mode may consist of attendance at courses/classes in a given field of study, as specified during the procedure for validation of learning outcomes.
3. The detailed conditions of the **ICP** mode of study for a particular field of study are determined by the relevant teaching board.
4. A student completing the **ICP** obtains credits and takes examinations within the time limits provided in the curriculum plan of a given year of study in accordance with the applicable regulations contained in the Regulations.

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Rector of the Pomeranian Medical University
Chair of the Senate

Transfer rules for 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 Dentistry

1. The decision to transfer a student is taken by the Dean.
2. Transfer from the Faculty of Medicine and Dentistry to the Faculty of Medicine is possible only for the second year after a student meets all of the following conditions:
 - 1) A reasoned request for transfer must be made by 30 June of the academic year in question,
 - 2) A student has achieved in the admission procedure a result entitling him/her to be admitted to the field of study in the year of the transfer,
 - 3) A student has received credit for the year in which he/she is studying - by the end of August,
 - 4) passing supplementary examinations in the following subjects: Anatomy, Histology with Embryology and Molecular Biology and obtaining a graded credit in Cytophysiology. A student is entitled to one examination date for each of the above mentioned subjects. These dates are set between 1st and 15th September of a given academic year.
3. In the case referred to in Point. 2, a dean, when making the final decision about transferring a student, designates any curriculum differences to be made up by the end of the academic year to which a student has been transferred.
4. Transfer from the faculty of medicine to the faculty of medicine and dentistry is possible only for the second year after making up curriculum differences and meeting all the following conditions:
 - 1) A reasoned request for transfer must be made by 30 June of the academic year in question,
 - 2) A student has achieved in the admission procedure a result entitling him/her to be admitted to the field of study in the year of the transfer,
 - 3) A student has received credit for the year in which he or she is studying.
5. In the case referred to in Point. 4, a dean, when making the final decision about transferring a student, designates any curriculum differences to be made up by the end of the academic year to which a student has been transferred.

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Chair of the Senate

Regulations on adapting the organisation and implementation of the teaching process to needs of disabled students

§1

1. A disabled student whose state of health prevents full participation in the teaching process may request a dean to modify the study conditions by changing or adapting:
 - 1) forms of participation in classes;
 - 2) forms of recording of teaching materials;
 - 3) arrangements for obtaining credit and passing examinations;
2. A student who:
 - 1) is a person with disabilities within the meaning of the Act on Vocational and Social Rehabilitation and Employment of Disabled Persons of 27 August 1997,
 - 2) has submitted a certificate confirming the connection between his/her state of health and the difficulties encountered in the implementation of the teaching process.

§2

1. The change or adaptation of the conditions for the implementation of the teaching process referred to in § 1 shall take into account the degree and nature of the student's disability, as well as the capabilities of the University and the specific nature of a given field of study
2. The change or adaptation of the conditions for the carrying out the teaching process referred to in §1 cannot result in a reduction of the requirements for the student to complete the curriculum.

§3

The Representative for Disabled Persons is responsible for coordinating the implementation of the provisions of these Regulations.

§4

1. The request referred to in §1 is submitted by a student to a dean through the Representative for Disabled Persons.
2. The request is subject to the opinion of the Representative for Disabled Persons.
3. If the request referred to in §1 is rejected, a student has the right to appeal the dean's decision to the Rector, to be submitted within 14 days of the receipt of the decision.

§5

- 1) If the disability prevents a student from:
 - 1) attending regular classes –a student may request a dean for permission to attend classes under the Individual Curriculum Plan (ICP) according to the rules set out in Appendix 1 to the Regulations;
 - 2) participation in physical education classes - a student may request a dean for permission to complete the classes in another form;

- 3) taking notes on their own - a student may request a dean for the use of additional technical equipment to allow full participation in class, i.e. audio or audio and video recording equipment.
2. The ICP mode, notwithstanding the provisions of Appendix 1 to the Regulations, may additionally consist of:
 - 1) increasing authorised absences;
 - 2) changing the mode of classes attendance to an extramural mode of attendance;
 - 3) changing the mode of knowledge testing;
3. In the case referred to in Point 1, Point 3, a student is obliged to sign a declaration on copyright protection and to use the recorded materials only for private use.

§6

If a disability prevents a student from using educational materials, a student may request a dean to have the materials recorded in an alternative form of recording, including but not limited to the form of :

- 1) a document printed in enlarged type;
- 2) electronic document;
- 3) audio recordings.

§7

A student may request a dean for a change in the mode of obtaining credit or taking examinations due to his/her disability, including but not limited to:

- 1) for an extension of the credit or examination period;
- 2) for the preparation of examination materials in the alternative formats referred to in § 6;
- 3) for the use of additional technical devices (e.g. audio software, Braille devices, alternative keyboards, etc.) during examinations or credit tests;
- 4) for changing a written examination into an oral examination or an oral examination into a written examination.

§8

Matters not covered by these Regulations, including procedures and time limits , will be determined by the Rector by means of a decision.

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