

Enclosure to Resolution No. 34/2019

The Senate of The Pomeranian Medical University in Szczecin

REGULATIONS ON STUDIES

AT THE POMERANIAN MEDICAL UNIVERSITY IN SZCZECIN

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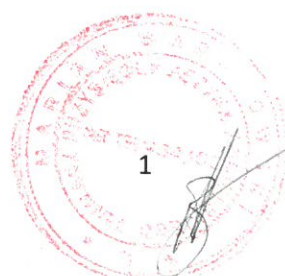
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SECTION I

General provisions

§ 1

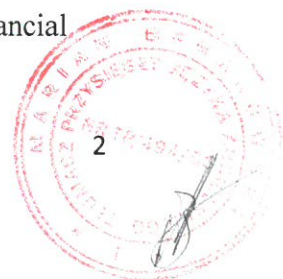
1. The Pomeranian Medical University in Szczecin hereinafter referred to as '**University**' offers the first cycle, second cycle and uniform master degree studies.
2. The studies are intramural or extramural.
3. The studies are conducted in Polish subject to clause 4.
4. The University can conduct studies in foreign languages.
5. The extramural studies and studies in the foreign languages are conducted on the full-payment basis.
6. 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.
7. The University follows the Education Quality Policy through the University Education Quality Assurance System. Appropriate guidelines are issued to meet objectives of the said System in order to provide a high quality of the education.

§ 2

1. These Regulations on 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, doctoral schools and post-graduate studies.
2. 'Act' as mentioned and referred to throughout these Regulations shall mean the act of 20 July 2018, 'Law on higher education and science', (Journal of Laws, 2018, item 1668 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 giving a 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 upon the graduation or removal from the Students' Registry. A graduate from the first cycle studies shall retain the student's rights 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.

§ 4

1. A fee for education services and studies-related ones shall be established by the Rector.
2. 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 co-operate with 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) be authorized to intervene in student's issues and apply to didactic-research units and University bodies.

§ 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. transfer and recognize ECTS grades;
 2. justify the absence from classes, take a leave from classes and leave from classes with a possibility of the verification of learning results given in the plan of studies;
 3. change a faculty of studies;
 4. transfer to intramural or extramural studies;
 5. take a commission exam attended by an observer appointed by the student;
 6. retake certain classes due to unsatisfactory grades;
 7. 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;
 8. take active part in the University life through bodies of the students' parliament;
 9. take part in elections to University bodies pursuant to provisions of the Statute and other legal acts of the University
 10. associate within scientific societies and take part in research, development and implementation work carried out at the University;
 11. receive awards and honors, incl. of Diamond Grant, pursuant to separate provisions;
 12. receive financial help according to rules established by the University pursuant to applicable laws;
 13. study at other universities according to rules as given under separate laws;
 14. receive assistance from the University in seeking a job or internship;
 15. look into his/her examination/credit work in the presence of a teacher and obtain explanations within 7 business days after grades have been given;
 16. look into his/her dossier under the supervision of Dean's office staff.

§ 10

A student may study according to an individual scheme of studies pursuant to provisions set forth in Enclosure No. 1 to these Regulations;

§ 11

1. A student shall act according to a pledge, these Regulations and other provisions applicable to the University.
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 and fulfill other obligations towards the University 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 a visible identification badge at academic activities;
- 10) notify Dean's office of changing a name, residence address and other contact data facilitating a direct contact;
- 11) settle all accounts with the library on time;
- 12) undergo periodical medical examination;
- 13) take advantage of and check the content of Dean's office website regularly.

§ 12

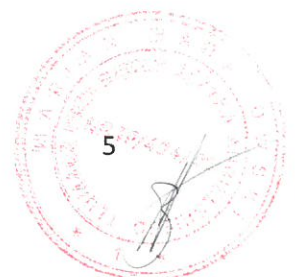
1. A student shall collect an ID card.
2. The ID card is a document to validate a status of the student.
3. A student has the right to hold the ID card by the graduation, suspension of student's rights or removal from the Students' Registry, and in case of a graduate from the first cycle studies by 31 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 or use materials and facilities that are not acceptable by examiners.
2. In case of confirmed possession of the a/m devices, materials or facilities 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.

§ 15

On the premises of the University it is absolutely forbidden to:

- 1) possess, use and distribute intoxicants,
- 2) record and register a course of classes without teacher's consent.

§ 16

1. A student shall carry disciplinary or criminal responsibility under separate provisions for violating regulations applicable to the University, 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

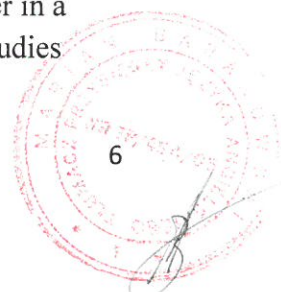
1. A student may move from another university, inclusive of the one abroad, to study at the University with consent given by the Dean of the relevant faculty subject to provisions of clause 3.
2. Full-payment basis students can only move to the University to study on the full-payment basis. This provision does not apply to students of the Faculty of Health Sciences.
3. A relevant didactic council shall establish details concerning conditions and procedure for moving from another university. This provision concerns, in particular, a form of education, mode of studies, major, language of instruction and kinds of documents and dates.
4. The transfer of credited academic activities shall follow rules set forth in §21.

§ 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) 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 average grade of 4,20 or higher in a preceding academic year can be transferred from extramural to intramural studies



within a limit of admissions with Dean's consent. Provisions of §38 clause 5 apply accordingly.

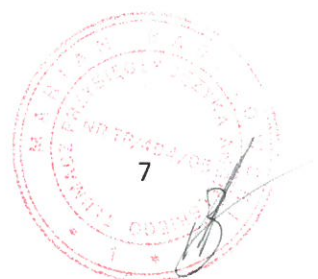
3. A student of the University can be transferred from intramural to extramural studies within the same faculty and language of studies with Dean's consent.
4. The transfer, referred to in clauses 2 and 3 above, may take place provided that a preceding year of studies be credited.
5. Extramural students of the 6th year of studies at the faculty of medicine, or the 5th year at the faculty of medicine and dentistry may be transferred to intramural studies, in the last year of the studies, from a summer semester on.
6. 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 University on condition that a dean or deans of relevant faculties gave their consent thereto.
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 a council of the relevant faculty.
4. The transfer of credited academic activities shall follow rules set forth in §21.

§21

1. Academic activities credited at the university outside the parent one, incl. of the one abroad, with ECTS grades assigned that are transferred by a student, shall be regarded as the achievements expressed in ECTS grades assigned in result of completed activities and practical training by the receiving university, in accordance with regulations set forth by the University.
2. At student's request made within 14 days after the commencement of classes in a given subject a decision on the transfer of academic activities shall be made by a Dean after a review of the documentation of the course of studies at another research-didactic unit of the parent university or outside the latter, submitted by the student.
3. The Dean making the decision on the transfer of academic activities takes into consideration the education result achieved at another research-didactic department of the parent university and establishes differences in a curriculum to be made up by the student.
4. 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 in case of concurrence of education outcome, subject to provisions of clauses 1, 2 and 3.



SECTION II

Awards and Honors

§ 22

1. Students distinguished by excellent grades or activity for the development of the University and best graduates may receive awards and honors:
 - 1) granted by a minister;
 - 2) granted by the Rector
 - 3) granted by the Vice Rector
 - 4) granted by the Dean;
 - 5) granted by other bodies.
2. Awards and honors are granted according to relevant regulations.
3. Relevant entries on awards and honors are made to a supplement.

SECTION III

Arrangement of Academic Year Arrangement of Academic Activities

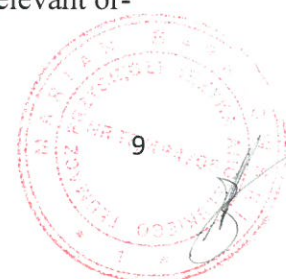
§ 23

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, in particular, intended for practical training and summer holidays.
3. The winter semester includes:
 - 1) period of academic activities;
 - 2) holiday break;
 - 3) semester break.
4. The summer semester includes:
 - 1) period of academic activities;
 - 2) holiday break.
5. In case of academic activities conducted in a block system, examinations in certain subjects are scheduled after the termination of the block.
6. Examinations in certain subjects shall be taken in an uninterrupted mode and their dates established and co-ordinated by teaching staff and year leaders.
7. Students shall get credits, pass examinations and submit a documentation of the practical training to Dean's office by 15 September in a given academic year.
8. Examination schedules approved by the dean are announced on Dean's office website:
 - 1) by 15 November in a winter semester,

- 2) by 15 March in a summer semester.
9. The arrangement of a following academic year shall be set out by the Rector and announced by the end of April each year.
10. The Rector may establish off-duty hours and days in a given academic year. The students' parliament have the right to express their opinion and forward motions in this respect.
11. 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 may, 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.

§ 24

1. All research-didactic units shall adopt their own internal didactic regulations based on these Regulations which form a superior regulation and on guidelines set forth in the University Education Quality Assurance System. The didactic regulations on the unit hereinafter referred to as 'Internal Regulations', shall at least provide the following:
- 1) teaching methods;
 - 2) mode and form of compensation of the backlog incl. of missed activities;
 - 3) conditions and manners of admission to credits and examinations;
 - 4) rules of admission to certain classes in a given academic year;
 - 5) conditions and manners concerning credits and examinations;
 - 6) terms and conditions of exemption from certain credits or examinations;
 - 7) conditions of admission to a pre-scheduled examination referred to in §31 clause 8;
 - 8) assessment criteria;
 - 9) 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. Research-didactic units shall provide the Dean with a draft of the internal regulations by 30 June at the latest. The Internal Regulations shall be announced and made known to students prior to the commencement of academic activities.
3. A Department conducting academic activities shall observe the Internal Regulations adopted.
- 3a. A head of the department conducting academic activities (or a person duly appointed by her/him) is responsible for providing students with precise information on a scope of knowledge required for the credit or passing an examination through the reference to the bibliography or topics to be mastered.
4. The Internal Regulations 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.
5. A format of the internal regulations shall be established by the rector by a relevant order.



§ 25

1. A student shall attend all classes and academic activities.
2. A student may complete the missing program within the framework of self-study, in form of an essay, making up classes in co-ordination with a teacher or any other form as per the internal regulations of the relevant unit.
3. In justified cases a Dean may approve student's short-time absence from academic activities at student's request submitted within 7 days following the absence end.
4. 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
5. Provisions of clause 4, above, shall apply to students taking an active part in sessions of Students Scientific Society, activities of students' parliament, sports competitions and activities within a framework of the University projects financed by external sources, provided that Dean's consent be given.
6. 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

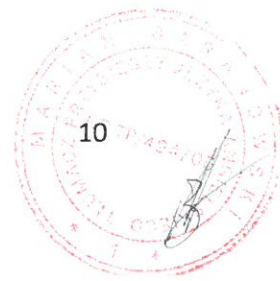
Progress of Studies

§ 26

1. Studies shall be conducted according to plans of studies established by the Senate and reviewed by the students' parliament.
2. Plans of studies shall be announced by Deans through putting up on a website of Dean's offices and in the University News Bulletin within 14 days after having been established.

§ 27

1. A credit period depending on a major is an academic year hereinafter referred to as 'the year', or a 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, pass all examinations, complete practical training and collect a certain number of ECTS grades for a given year/semester
3. A student, to have a year credited, shall provide the Dean with practical training records confirming the completion of appropriate training under the study plan for a certain year by 15 September in a given academic 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.



§ 28

1. A credit for the subject proves the attendance at all classes/ activities of the given subject/module and at least sufficient grade during the check of achievements of education outcome attained.
2. A student shall obtain a credit for the subject by 15 September in a given academic year subject to provisions of §38 and §39.
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. At least two retake dates of credits shall be set.
6. A student has the right to appeal against all credit issues within 7 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.
7. Credit grades shall be announced and made known to students through the University IT system.
8. In special cases a Dean may order a head of the department to repeat the crediting and save a date thereof.
9. Dates of credits shall be fixed so that on a certain day a student passes only one semester or final credit.

§ 29

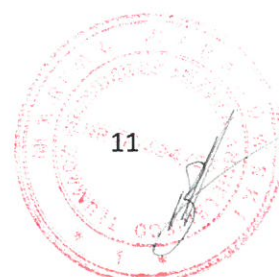
1. A student shall do a training provided for by the plan of study.
2. The training may be done in Poland or abroad. Other conditions than those set forth in the plan of study shall be approved by the Dean.
3. The training shall comply with rules applicable to a certain faculty.
4. A participation in a 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 results in achieving assumed education outcome.
5. 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.

§ 30

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 according to rules set forth in the internal regulations, referred to in §24.

§ 31

1. An examination in each module/ subject shall be taken separately and be subject to the separate assessment.



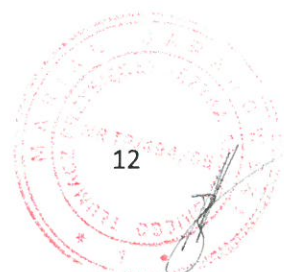
2. The examination in modules/subjects grouped in didactic blocks shall be taken jointly and a joint grade shall be given in the block concerned.
3. The examination may consist of two parts: theoretical and practical ones. The theoretical examination may be verbal or in writing, e.g. a test, essay, calculation task.
4. A break between examinations in certain subjects shall be at least one day. This provision does not apply to extramural students of the Faculty of Health Sciences.
5. A 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 on the research-didactic department, referred to in §24.
6. Examination grades shall be announced and made known to students through the University IT system.
7. In special cases a Dean may order a head of the subject teaching department 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, the so called pre-scheduled exam. 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 on the department teaching the subject.

§ 32

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 the 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. Originals or 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.

§ 33

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 or a duly authorized person shall be in charge of the examinations.
2. In case of test final examinations in clinical subjects conducted in several departments (in the block system) authorized representatives in charge of certain subjects shall be responsible for the examinations.
3. In justified cases the Dean may authorize other university teachers or a non-salaried person teaching classes to conduct examinations in the department in a given year.



§ 34

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 shall be at least 2 days.
4. 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.

§ 35

1. A commission exam is an oral one and shall be conducted before an examination board consisting of the following:
 - 1) Dean or a person duly authorized by the Dean – chairman of the board – a person conducting the examination;
 - 2) examiner who conducted the previous examination and a person appointed by the examiner in case of the absence of the latter;
 - 3) another examiner – expert in the subject concerned or related field who is not in business relationship with the examiner.
2. At student's request an observer representing the academic community of the University may attend the commission exam.
3. 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. The absence of the observer referred to in clause 2 shall not cease a course of the examination.
4. A set of questions shall be set by either examiner according to a decision made by the chairman.
5. At the commission exam the student shall draw a set of 5 questions and answer 3 questions out of them. The answer is considered passed in case of a positive grade obtained. The final examination grade is the arithmetic mean of grades given by the examiners. The examination shall be passed if the average grade obtained for each question is minimum 3.0.
6. In case of a subject at the faculty of medicine the examination in which according to the internal regulations referred to in §24 consists of two parts, theoretical and practical ones, the commission exam shall cover two stages, the one referred to in clause 5 and the stage covering practical tasks. The commission exam shall be considered passed if positive grades be given for both stages.
7. Failure to pass the commission examination would result in the repetition of the year of studies or removal from the Students' Registry.

§ 36

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 make an entry reading 'unsatisfactory/ failed' grade in the examination record sheet.

2. Failure to take an examination on a scheduled date without any excuse 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 and Dean's office within 7 days after the scheduled examination date at the latest.
4. In case of recognizing the non-appearance of a student as justified, a head of the university department shall fix a new examination date by the date set forth in § 28 clause 2. The examination shall be regarded taken on the day of the absence.

§ 37

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 – 2.0.
2. Additional entries: 'passed (zal.)', 'possible passed' (mzal), 'failed (b.zal.)' apply.
3. A negative grade is the insufficient grade (failed) and entry reading 'failed'. Other grades referred to in clause 1, from 'sufficient' and entry reading 'passed' on are positive.
4. All subjects except for a library training, HSE training and physical education end with an examination or graded credit.
5. 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. In case of the insufficient grade in a given subject/module, the mean is calculated by adding up grades obtained on each date and dividing by the number of attempts (dates). The mean grade is given with two decimals.

§ 38

1. A student who failed to credit one subject can obtain Dean's consent to the conditional admittance to continue studies in the following year. This, however, does not apply to the subject ending with an exam and the subject that has already been repeated by the student.
2. A Dean may make a decision concerning conditional admittance to continue studies in the following year of studies only once throughout a course of studies.
3. Restrictions, as per clause 1, above, concerning the number of non-credited or failed examinations do not apply to students returning after studies within the framework of ERASMUS,
4. 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.

5. In case of failure to meet obligations regarding the conditional admittance by the specified deadline, the Dean takes a decision to repeat the year or remove a student from the Students' Registry.

§ 39

1. In special cases, when a student retained an examination or credit date, a Dean may, at student's request, extend the retake examination date referred to in §23 clause 7 having obtained an opinion of a head of the teaching department in writing and allow the student to study in the following year under the conditional admittance procedure.
2. The deadline for compensating the backlog as per clause 1 shall not exceed 2 weeks after the commencement of the academic year, except for practical activities and holiday practical training, where the deadline concerned shall be extended by the end of a semester.
3. Failure to obtain a credit for or pass an examination in the subject concerned by the deadline referred to in clause 2, above, shall result in the repetition of the year or the removal from the Students' Registry

§ 40

1. The repetition of a year of studies is allowed in the following cases:
 - 1) Re: 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) Re: 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 will have transferred grades in subjects in which he/she achieved assumed education outcome.
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.

§ 41

1. A student shall be removed 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 the disciplinary punishment.
2. A student may be removed from the Students' Registry in the following cases:
 - 1) confirmed absence from obligatory classes;
 - 2) confirmed poor performance;
 - 3) failure to obtain a semester or year credit in time;
 - 4) failure to pay fees for studies.



3. Failure to undertake studies referred to in clause 1 item 1 is understood as the occurrence where a student does not take any scheduled actions that are organization wise connected with a course of the studies.
4. Student's will to resign from studies shall be supported by an appropriate declaration submitted to the Dean in writing.
5. The decisions referred to in clauses 1 and 2 shall be made by the Rector. They may be appealed against through an application for the reconsidering a matter.
6. Documents and records of a student removed from the Students' Registry shall be released only after the final settlement with the University according to applicable regulations.

§ 42

1. A student may be granted a leave:
 - 1) in case of long-lasting sickness;
 - 2) in connection with becoming a parent;
 - 3) due to important circumstances;
 - 4) in connection with documented opportunity for studying or internship abroad;
 - 5) in connection with starting a job.
2. The aggregate leave may not be longer than 24 months unless the leave granted due to a recurring sickness.
3. The Dean will make a decision on the leave duration.
4. An application for the leave shall be submitted to the Dean immediately, not later, however, than within 7 days after the occurrence of circumstances that justify the basis for a leave or within 7 days after the cease of a reason preventing to do so.
5. Leaves taken at all universities the student studied at are aggregated.
6. After a leave due to the long lasting or recurring sickness the student shall submit a certificate confirming the absence of counterindications preventing studies after the leave.
7. The student who has been granted a leave exclusive of the one referred to in clause 1 item 1, 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. In case of failure to meet the obligations imposed by the Dean to obtain certain credits or take certain examinations, the student shall repeat the year of studies.
8. The student on leave shall retain all rights conferred on students.
9. The financial aid regulations shall apply to students on leave.

§ 43

1. A student may resume studies after a break shorter 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 § 41 clause 2, may resume the studies in

- the latest year failed to pass, whereas the ones who resigned from studies after an academic year passed may resume the studies and continue the education in the next year.
3. The studies may be resumed after submitting a relevant application and 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 between 1 and 15 September.
 4. A person resuming the studies shall repeat a year failed according to provisions set forth in §40 clauses 2-6. This does not apply to persons who resigned from studies after passing the academic year.
 5. 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 for a period of the final examination. The readmission for the period of the final examination is possible within a year after the removal from the Students' Registry. In case the period after the removal has exceeded one year the readmission is possible at the last semester of studies under the obligation of repeating the master's /master's thesis seminar for a fee and reducing the curriculum differences, if any.
 6. Students withdrawn from the Students' Registry due to reasons referred to in § 41 clause 1 item 4 or disciplinary reasons at other universities may not be resumed to study at the University.
 7. Persons referred to in clause 1 may be resumed to study at the University only once.
 8. 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.

§ 44

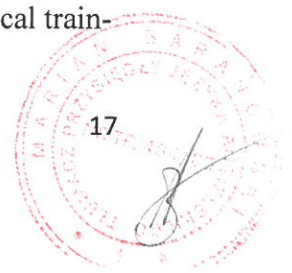
1. The information on a student and course of studies at the University is gathered in:
 - 1) credit book;
 - 2) student's dossier;
 - 3) credit and examination reports;
 - 4) register of diplomas.
2. The course of studies is documented in:
 - 1) Academic achievements records in form of digital data print-outs;
 - 2) Credit and examination reports regarding certain subjects in form of digital data print-outs;
 - 3) University IT system.

SECTION V

Completion of studies

§ 45

1. A diploma shall be issued upon the achievement of assumed education effects the latter confirmed by obtaining required ECTS grades, doing the prescribed practical training, submitting a thesis and passing a final examination, as well as:



- 1) in case of medical analytics, pharmacy and majors at the second cycle studies – defense of master's thesis and passing the final examination pursuant to the regulations on the final examination of the relevant major;
- 2) in case of the first cycle studies – passing the final examination pursuant to the regulations on 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 dentistry – a date of passing the last scheduled examination, and in case of pharmacy and majors related to the training in life-saving procedures and physiotherapy – a date of crediting the last scheduled practical training.
3. A graduate shall receive a higher education diploma complete with a supplement to the said diploma and two certified copies thereof, inclusive of one foreign language copy at student's request.
4. Prior to receiving the diploma or a certificate of the completion of studies a student shall settle all obligations towards the University confirmed by entries in a clearance slip.

§ 46

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, a degree of *doktor habilitowany* or PhD.
2. A topic of master's thesis shall be established 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 the end of 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.

§ 47

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 established 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 established by the Dean.

§ 48

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.
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 clause 1.

§ 49

1. A student who failed to submit a diploma/master's thesis according to provisions of § 46 clause 5 and § 47 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 § 43 of these Regulations.
3. The Dean shall determine the readmission conditions while making the relevant decision on the said readmission.

§ 50

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 fix 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. The grade for an answer is an arithmetic mean of grades given by examiners. The final examination grade is the arithmetic mean 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.

§ 51

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 after the termination of the summer examination session. The Dean shall fix 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.

§ 52

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 the diploma examination regulations for a given field of studies.

§ 53

1. At student's or supervisor's 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 persons 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.

§ 54

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 justified 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.

§ 55

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:

1) Average grade in examinations throughout studies		x 0.50 =
2) Average grade of master's thesis (assessment by reviewer and supervisor)	(item 2 + item 3) / 2	x 0.50 =
3) Average grade of answers at final examination		Result:

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

1) Average grade in examinations throughout studies		x 0.50 =
2) Average grade of tasks completed during final examination	(item 2 + item 3) / 2	x 0.50 =

3) Average grade of answers/test at final examination		Result:
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§ 56

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:
up to 3.20 : sufficient
3.21 - 3.70 : satisfactory
3.71 - 4.20 : good
4.21 - 4.64 : very good
4.65 and above : excellent
2. The rounding up grade shall only apply to entries in the diploma, whereas any other certificate shall carry the actual result of studies.

Prof. Bogusław Machaliński, PhD

Rector of The Pomeranian Medical University in Szczecin

Chairman of Senate



Enclosure No. 1

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

REGULATIONS ON INDIVIDUAL STUDY SCHEMES
FOR STUDENTS OF THE POMERANIAN MEDICAL UNIVERSITY IN SZCZECIN

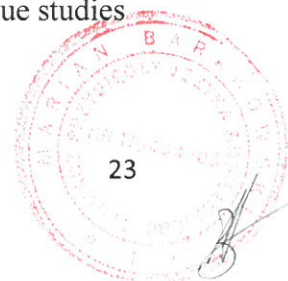
§ 1

1. Individual mode of 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 (ISP)** 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 who makes a decision on the approval therefor.
4. The Dean shall define detailed conditions of studies according to the **Individual Study Plan** 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:
 - 1) 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;
 - 2) curriculum of the faculty shall be followed to result in qualifying the faculty according to provisions applicable throughout The Pomeranian Medical University in Szczecin;
 - 3) student shall attend all classes covered by the **Individual Study Plan** in accordance with provisions of the Regulations on Studies and shall obtain credits on dates as specified in the general plan of studies unless a 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 who makes a decision on the approval therefor having consulted heads of the departments teaching the subjects.
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 on Studies unless another mode and time of crediting a subject be established in agreement with the Dean and a relevant teacher.
4. Students shall obtain credits and pass examinations by 15 September in a given academic year.

§ 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 on Studies.

Prof. Bogusław Machaliński, PhD

Rector of The Pomeranian Medical University in Szczecin

Chairman of Senate



Enclosure No. 2

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

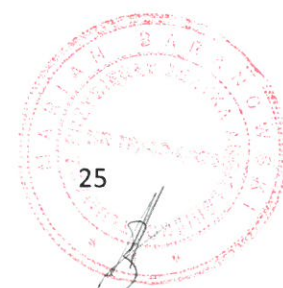
RULES OF TRANSFER OF STUDENTS OF
THE POMERANIAN MEDICAL UNIVERSITY IN SZCZECIN
FROM THE FACULTY OF MEDICINE AND DENTISTRY TO THE FACULTY OF MEDICINE
AND FROM THE FACULTY OF MEDICINE TO THE FACULTY OF MEDICINE AND DEN-
TISTRY

1. A decision on transfer of the student shall be made by the Dean.
2. The student may move from the faculty of medicine and dentistry to the faculty of medicine in the second year of studies only after having jointly fulfilled the following requirements
 - 1) justified motion for the transfer shall be submitted 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 by the end of August;
 - 4) passing supplementary examinations in the following subjects: anatomy, histology, embryology and cytophysiology, molecular biology. A student is allowed one examination attempt in each subject scheduled between 1 and 15 September in a given academic year.
3. In case referred to in clause 2, the Dean shall make a final decision on the transfer, establish curriculum differences to be compensated by the end of an academic year the student would be transferred to. .
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 having compensated curriculum differences and jointly fulfilled the following requirements:
 - 1) justified motion for the transfer supported by relevant documents shall be submitted 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.
5. In case referred to in clause 4, the Dean shall make a final decision on the transfer, establish curriculum differences to be compensated by the end of an academic year the student would be transferred to. .

Prof. Bogusław Machaliński, PhD

Rector of The Pomeranian Medical University in Szczecin

Chairman of Senate



Enclosure No. 3

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

Regulations on the organization and performance of teaching to meet needs of disabled students

§ 1

1. A disabled student who due to the state of health cannot fully participate in the teaching process may apply to the Dean for amending terms and conditions of studies through changes or alterations to the following:
 - 1) forms of participation in classes;
 - 2) forms of recording teaching materials;
 - 3) mode of crediting and passing examinations.
2. The application referred to in clause 1, above, may be submitted by a student who:
 - 1) is a disabled person under provisions of the act on vocational and social rehabilitation and employment of the disabled dated 27 August 1997, (Journal of Laws, 2018, item 511 as amended);
 - 2) submitted a certificate confirming the relation between her/his state of health and difficulties in the performance of the teaching process.

§ 2

1. Changes or alterations to terms and conditions of the performance of the teaching process referred to in §1 take into consideration a degree and nature of student's disability and the capacity of the University and specificity of a certain major.
2. Changes or alterations to terms and conditions of the performance of the teaching process referred to in §1 shall not result in less demanding requirements towards the student regarding the fulfilment of the study plan.

§ 3

The implementation of provisions of these Regulations shall be coordinated by a representative in charge of the disabled.

§ 4

1. An application referred to in § 1 shall be submitted to the Dean through the representative in charge of the disabled.
2. The application is subject to the review by the representative in charge of the disabled.



3. In case of rejecting the application referred to in § 1 the student has the right to appeal against Dean's decision to the Rector within 14 days after having been served the decision.

§ 5

1. In case the disability does not allow student to:
 - 1) take part in classes in a standard mode – a student can apply to the Dean for the consent to studies according to the Individual Educational Program (IEP) as per Enclosure No. 1 to the Regulations on Studies;
 - 2) take part in physical training - a student can apply to the Dean for release from the said training;
 - 3) self-take notes - a student can apply to the Dean for use of additional technical appliances facilitating the full participation in classes, i.e. video or video and audio recorders
2. The IEP mode, irrespective of provisions of Enclosure No. 1 to the Regulations on Studies, can additionally consist in the following:
 - 1) higher rate of permissible absence;
 - 2) change of the form of participation in classes to the extramural one;
 - 3) change in the form of checking the knowledge.
3. In case referred to in clause 1 item 3 a student shall sign a declaration of the copyright protection and use of the recorded materials for private purposes only.

§ 6

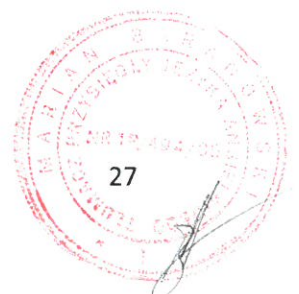
In case the disability does not allow a student to use teaching materials the student can apply to the Dean for alternative recording in form, e.g.:

- 1) large-size font print-outs;
- 2) digital document;
- 3) audio recording.

§ 7

A student can apply to the Dean for changing a mode of obtaining credits or passing examinations due to the disability, incl. of:

- 1) extended duration of a credit or examination;
- 2) issue of examination materials in alternative forms of recording referred to in § 6;
- 3) use of additional technical appliances during an examination or credit (such as audio software, alternative keyboard, Braille, and so forth);
- 4) change of a written examination to the oral one, or an oral examination to the written one.



§ 8

All matters not covered by these Regulations, incl. of procedures and deadlines, shall be governed by Rector's orders.

Prof. Bogusław Machaliński, PhD

Rector of The Pomeranian Medical University in Szczecin

Chairman of Senate

