

## **RULES & REGULATIONS OF STUDY**

### **AT THE 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 uniform Master's degree studies.
2. Studies are offered in intramural or extramural form.
3. Studies are offered in Polish as the language of instruction, subject to Item 4 below.
4. The University may offer studies in foreign languages.
5. Tuition-based studies include the following:
  - 1) extramural studies,
  - 2) studies offered in a foreign language,
  - 3) studies offered in Polish for foreign students.
6. University bodies are obliged, to the extent possible, to take action to adapt the organization and proper implementation of the teaching process to the specific needs of disabled students, including adapting the conditions of study to the type of disability, taking into account the degree and nature of the disability, and the specificity of a given major. The Rules & Regulations on Adaptation of Organization and Fulfilment of the Didactic Process to the Needs of Students with Disabilities are specified in Appendix 1 hereto.
7. The University implements the Education Quality Policy through the University Education Quality Assurance System. In order to implement its tasks, guidelines are issued to ensure high quality of education.

### §2

1. These Rules & Regulations of Study at the Pomeranian Medical University in Szczecin, hereinafter referred to as *the Regulations*, shall apply to all the forms and types of studies at all majors offered at the University, except for doctoral schools and postgraduate studies.
2. All references herein to *the Act* are made to the Law on Higher Education and Science Act of 20 July 2018.

### §3

1. Admission to studies at the University is subject to the rules specified in the University Senate Resolution on the Rules and Procedures for Admission of Candidates to Intramural and Extramural Studies for a given academic year.
2. After taking the oath, the content of which is specified in the University Statute, a person admitted to studies acquires the rights of a student.
3. The student's rights and obligations expire upon completion of studies or upon removal from the Student Registry. Students who complete the first-cycle studies shall maintain the student's rights until 31 October of the year of completion of studies, with the exception of the eligibility for the financial assistance awarded from the state budget.
4. Enrollment into an additional major is only permitted through the admission procedure.

### §4

1. The amount of fees for educational services and other fees related to studies, as well as the rules for collection of payments and setting up instalment schedules, are determined by the Rector.

2. The Rector may specify the rules for refunding the fees specified in Item 1 above.

#### §5

1. Students of all majors conducted at the University form the Students' Parliament.
2. The Students' Parliament bodies are the representatives of the entire student community.
3. The principles of Organization, the procedures, the type and the procedure for appointment of the Students' Parliament bodies, as well as their competences are specified in the Rules & Regulations of the Students' Parliament.

#### §6

1. The supervisor and the counsellor of all the students of the University is the Rector, while the supervisor and the counsellor of the students at a specific Faculty is the Dean of that Faculty.
2. The Dean is responsible for the Organization of the teaching and educational process, and in the performance of these duties may partner with the bodies of the Students' Parliament.
3. The Rector is the appeal body for the Dean's decisions in matters pertaining to the Regulations. The Rector's decisions are final.

#### §7

1. The Dean, following a consultation with the Students' Parliament, appoints Student Councilor for each major and year of studies from among the academic staff.
2. The Student Councilor:
  - 1) offers assistance and advice to students of the appropriate major and year of study,
  - 2) is authorized to intervene in student matters with the University's didactic departments and authorities.

#### §8

1. Students of a given major and year of study are divided into Dean's Groups.
2. The interests of a Dean's Group are represented by a Dean's Group Leader.
3. The interests of all the students of a given major and year of study are represented by the Year's Leader.

#### §9

Students have the right to:

- 1) have ECTS credits transferred and recognized;
- 2) justify absences from classes, leaves of absence from classes, and leaves of absence from classes with the possibility of verification of the acquired learning outcomes anticipated in the Curriculum;
- 3) change the major;
- 4) transfer to intramural or extramural studies;
- 5) take an exam/final course test before the exam/test board in presence of an observer of student's choice;
- 6) retake classes/courses failed due to unsatisfactory academic performance;
- 7) develop own scientific interests and use the University's facilities, equipment, and resources, as well as the assistance of academic teachers and the University bodies for this purpose;

- 8) actively contribute to the life of the University through the Students' Parliament bodies;
- 9) participate in the election of the University's authorities in accordance with the principles specified in the University Statutes and other legal acts of the University;
- 10) form scientific associations and participate in research, development, and fulfilment work carried out at the University;
- 11) receive awards and honors in accordance with the principles specified in separate rules and regulations;
- 12) receive financial assistance in accordance with the rules set forth at the University and with the applicable laws;
- 13) study at other higher education institutions in accordance with the rules specified in separate regulations;
- 14) use the University's assistance in finding employment or practical training;
- 15) view own exam/final course test paper, questions and answers sheet, and correct answers sheet in the presence of an academic instructor, with a possibility to obtain clarification for five business days following the publication of the results, subject to point 16;
- 16) In the case of exams / final course tests carried out at the Test Examination Center (CET), access to the test is only possible immediately after the completion of the exam/final test. The student has access to the points received and to the content of the questions and answers given, with the correct answers marked. After leaving the CET, the student has access to information about the result obtained for individual questions, as well as the overall test result;
- 17) view own personal files under the supervision of an employee of the Dean's Office.

#### §10

Students may study in accordance with an individual organization of studies on the principles specified in Appendix 2 hereto.

#### §11

1. The student's obligations include conducting themselves in compliance with the Student's Oath, the Regulations, and other rules in force at the University.
2. In particular, students are required to:
  - 1) acquire knowledge, skills, and social competences in order to prepare for professional work;
  - 2) take full advantage of the learning opportunities provided by the University, i.e.:
    - a) actively participate in academic and organizational activities;
    - b) complete modules/courses, pass exams, and complete practical training in a timely manner, as well as meet all and any other requirements anticipated in the Curriculum;
  - 3) comply with the principles of medical ethics and deontology;
  - 4) comply with legal acts in force at the University;
  - 5) ensure timely payment of fees and settlement of other obligations towards the University;
  - 6) complete the student questionnaire for evaluation of academic teachers and the classes they conduct;

- 7) exhibit impeccable behavior, build friendly peer relations, and take care of the good name of the University;
- 8) respect the University's property;
- 9) carry an identification badge in a visible way during classes;
- 10) notify the Dean's Office of all and any changes of own name, address, and other data facilitating direct contact;
- 11) settle accounts with the University Library in a timely manner;
- 12) undergo periodic medical examinations;
- 13) use and systematically check information in the University's IT systems, and on the student's e-mail in the University's Microsoft 365 service.

#### §12

1. Students are required to collect their student ID Cards. The student ID Card is the document certifying the student status.
2. The Student ID Card:
  - 1) is issued in the form of an electronic chip card, referred to as the Electronic Student ID Card,
  - 2) may additionally be issued in the form of an electronic document stored and presented using a public mobile application, referred to as the mStudent ID Card.
3. The Electronic Student ID Card remains valid no longer than until the date of completion of the studies, suspension or removal from the Student Registry, and, for graduates of the first-cycle studies – until 31 October of the year of graduation. The mStudent ID Card remains valid until the expiration of the Electronic Student ID Card.
4. Students must notify the University immediately if their Student ID Card is lost or damaged.
5. The validity of the Student ID Card must be confirmed every semester by updating the data in the electronic system and attaching a current hologram sticker.

#### §13

1. During exams/tests students are prohibited from communicating with others, making use of learning materials and resources not approved by examiners, and being in the possession of any electronic devices that enable remote communication other than the ones used for the purpose of the exam/test.
2. If it is demonstrated that the student has been communicating with others, making use of the learning materials and resources specified in Item 1 above, or is in the possession of any electronic devices mentioned in Item 1 above during an exam/test, this results in termination of the exam/test for the student, and the failing grade for this exam/test attempt.
3. All incidents involving the circumstances specified in Item 2 above shall be reported to the Disciplinary Ombudsperson for Students.

#### §14

1. In case of a justified suspicion that the student has falsely claimed the authorship of another author's work in full or in part, the head of the University department conducting the course shall immediately notify the Dean.
2. All incidents involving the circumstances specified in Item 1 above shall be reported to the Disciplinary Ombudsperson for Students.

## §15

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

- 1) bring, use or distribute narcotics/intoxicants or alcohol;
- 2) be under the influence of narcotics/intoxicants or alcohol;
- 3) smoke cigarettes or e-cigarettes.

## §16

1. For violation of the rules in force at the University, a conduct contrary to the Student's Oath, and a conduct demeaning to the dignity of the student, the student shall be subject to disciplinary or criminal liability in accordance with the principles specified in separate regulations.
2. A copy of the final and enforceable disciplinary ruling shall be attached to the student's personal file.

## §17

1. Students may transfer from another higher education institution, including a foreign one, to the University upon consent of the appropriate Dean, subject to Item 3 below.
2. Students enrolled in tuition-based programs of study may transfer to the University only to a tuition-based program of study. This provision does not apply to students of the Faculty of Health Sciences.
3. The detailed requirements and the procedure for transfer of students from another higher education institution to individual faculties and majors, concerning in particular: the form of study; the major; the language of instruction; the documents required; and the deadlines are specified in Appendices 3-5.
4. Transfer of credits for completed coursework is subject to the rules specified in §22.

## §18

1. Polish citizens and the Ukrainian citizens referred to in Article 45 Item 1 of the Act on Assistance to Ukrainian Citizens in Connection with the Armed Conflict within the Territory of the Ukraine of 12 March 2022 (*The uniform text*: Journal of Law, Item 583, as amended) shall not be subject to § 17.
2. The detailed requirements and the procedure for the transfer of persons referred to in Item 1 above shall be determined by the Rector by way of an ordinance.

## §19

1. Students of the University may transfer to another higher education institution.
2. A student transferring to another higher education institution is under the obligation to:
  - 1) notify the appropriate Dean in writing within seven days of obtaining the consent of the Dean of the institution the student is transferring to;
  - 2) settle all accounts with the University, including financial obligations.

## §20

1. Students who:
  - 1) completed the third year of study, for the uniform Master's degree studies, or completed the first year of study, for the first-cycle or the second-cycle studies;
  - 2) in the current academic year obtained the arithmetic mean of grades of 4.20 or above;

- 3) did not retake more than two exams during the previous academic years;  
may, upon Dean's consent, transfer from extramural to intramural studies in the following academic year.
2. The student, upon Dean's consent, may transfer from intramural to extramural studies at the University within the same major and language of instruction.
3. The completion of the previous year of study is the prerequisite for the transfer referred to in Item 1 above.
4. Extramural students of the sixth year of Medicine or the fifth year of Dentistry may, in the final year of study, transfer to the intramural program of study from the beginning of the summer semester.
5. Transfer of credits for completed coursework is subject to the rules specified in §22.

#### §21

1. The student may transfer to another major conducted by the University upon consent of the Dean or the Deans in charge of these majors.
2. The prerequisites for the transfer into Medicine or Dentistry majors are specified in Appendix 6 hereto.
3. The prerequisites for the transfer into other majors shall be specified by the relevant Didactic Council.
4. Transfer of credits for completed coursework is subject to the rules specified in §22.

#### §22

1. A student transferring credits for coursework completed:
  - 1) within another major at the University;
  - 2) at another higher education institution, including a foreign one;  
is assigned the same number of didactic hours and ECTS points as are assigned to the learning outcomes obtained as a result of completing the relevant courses and practical training at the University.
2. The decision concerning the transfer of coursework credits is made by the Dean upon student's request submitted not later than within 14 days from the commencement of classes in a given course, after reviewing the documentation submitted by the student regarding the course of studies undertaken at the University or another higher education institution, including a foreign one.
3. When considering the transfer of coursework credits, the Dean takes into account the student's learning outcomes achieved at the University or another higher education institution, including a foreign one, and identifies the differences in the Curriculum that the student is required to bridge.
4. The prerequisite for the transfer of coursework credits is the confirmation of the convergence of the achieved learning outcomes, in accordance with the procedure specified in Items 1, 2, and 3 above.

## CHAPTER II

## **Awards and honors**

### §23

1. Students who excel in their academic performance or in their efforts for the development of the University, as well as those who graduate with the highest results may receive awards and honors granted by:
  - 1) the Minister;
  - 2) the Rector;
  - 3) other entities.
2. Awards and honors shall be granted in accordance with their respective rules and regulations.
3. Awards and honors shall be recorded in the Diploma Supplement.

## **CHAPTER III**

### **Organization of the academic year**

#### **Organization of academic activities**

### §24

1. For all years of study, the academic year at the University begins not later than on October 1, and ends not later than on September 30 of the following calendar year.
2. The academic year comprises:
  - 1) the winter semester;
  - 2) the summer semester;
  - 3) the period from the end of the summer semester to the beginning of the winter semester, which is intended, in particular, for practical training and the summer break.
3. The winter semester comprises:
  - 1) didactic activities;
  - 2) the Christmas break;
  - 3) the semester break.
4. The summer semester comprises:
  - 1) didactic activities;
  - 2) the Easter break.
5. The organization of the next academic year is determined by the Rector and announced not later than the end of April each year.
6. The Rector may establish hours and days free from classes during the academic year. The Students' Parliament has the right to express opinions and submit motions in this regard.
7. In justified cases, the Rector, at the request of the Dean, may decide to start classes in a specific major before the beginning of the academic year. Classes may start not earlier than two weeks before the beginning of the academic year and end not later than September 30.

### §25

1. Final exams and course assessments are held in a continuous exam session, on dates agreed between the appropriate teachers and Year's Leaders, outside the schedule of classes, subject to Items 2 and 3 below.
2. For courses conducted in a block system in the major of Medicine, years IV and V:
  - 1) exams in individual courses are held after the end of the block;
  - 2) the dates of exams taken simultaneously by the entire year are required to be set by the heads of appropriate units and forwarded to the relevant Dean's Office by January 31 at the latest.
3. For courses conducted in a block system in the major of Medicine, year VI, the dates of exams are required to be set by the heads of appropriate units and forwarded to the relevant Dean's Office by June 30 of the previous academic year.
4. Students are required to obtain course credits, pass exams, and submit internship documentation to the Dean's Office no later than September 15 of the given academic year, and in the case of majors ending in the winter semester – no later than two weeks before the end of the semester.
5. Heads of units are required to establish and notify the appropriate Dean's Office of the dates of exams:
  - 1) by November 30 for courses ending in the winter semester;
  - 2) by March 30 for courses ending in the summer semester, excluding dentistry, year V, for which the date is set at November 30.
6. The exam dates are announced on the website of the relevant Dean's Office.

## §26

1. All teaching departments of the University are required to establish internal didactic rules and regulations, based on the provisions specified in these Rules & Regulations of Study, which remain the superior regulation, as well as on the guidelines of the University Education Quality Assurance System. The internal didactic rules & regulations of the department, hereinafter referred to as *the Internal Regulations*, shall include in particular:
  - 1) teaching forms implemented;
  - 2) rules and requirements for making up for overdue coursework, including absences;
  - 3) rules and requirements for qualifying students for final course tests and exams;
  - 4) rules and requirements for qualifying students for specific classes during a given academic year;
  - 5) the number of retakes allowed for partial (cycle) tests within the course, provided that this number cannot be less than two;
  - 6) rules and requirements for conducting partial (cycle) tests within the course;
  - 7) rules and requirements for conducting final course tests and exams;
  - 8) rules and requirements for exempting students from selected final course tests and exams;
  - 9) rules and requirements for qualifying students for the so-called "zero term exam", as specified in §34 Item 8;
  - 10) grading criteria;
  - 11) person responsible for the didactic process at the department.

2. University departments submit a draft of the Internal Regulations to the Dean not later than on May 31. The Internal Regulations are approved by the Dean following a consultation with the Students' Parliament. The Internal Regulations enter into force at the beginning of the academic year. All and any amendments to the Internal Regulations shall follow the procedure provided for their application. In particularly justified cases, with the approval of the Students' Parliament, the Internal Regulations may be amended during the academic year.
3. Departments conducting teaching activities are obliged to comply with the approved Internal Regulations.
4. The Internal Regulations are announced to students at least seven days prior to the commencement of classes by way of publication on the website of the relevant University department.
5. The template of the Internal Regulations shall be specified by the Rector by way of an ordinance.

#### §27

The head of the unit conducting the course (or a person authorized by him/her) is responsible for providing students with full information on the scope of material required for the final course test/exam by indicating the required literature and topics to be mastered.

#### §28

1. Student's attendance is mandatory for all classes.
2. Classes are conducted in groups, the size of which, taking into account the type of didactic activities in specific majors, is determined by the Rector.
3. Students may realize the learning outcomes of classes missed through self-study, in the form of an essay, by making up the class on a date agreed with the instructor, or in another form specified in the relevant unit's Internal Regulations.
4. In particularly justified cases, the Dean may excuse short-term absences from classes on student's request submitted within 7 days following the absence.
5. Students participating in meetings of collegial bodies and electoral bodies functioning within the structures of the University have an excused absence from classes held during these meetings without having to make up the missed classes.
6. The provisions of Item 5 apply accordingly to students actively representing the University:
  - 1) at scientific conferences of at least national scope;
  - 2) as part of the activities carried out by the Students' Parliament;
  - 3) at sports competitions;
  - 4) by participation in academic activities being a part of University projects financed from external funds;subject to the relevant Dean's approval.
7. Students participating in meetings with University authorities have an excused absence from classes held during these meetings without having to make up the missed classes. Such absences are to be excused by the Vice Rector for Didactics or the relevant Dean.

## CHAPTER IV

### The progression of studies

#### §29

1. Studies are conducted according to the Curricula approved and adopted by the Senate following a consultation with the Students' Parliament.
2. The Curricula are announced to students by publication in the University Bulletin of Public Information within 14 days from the date of their approval and adoption.

#### §30

1. The credit period, depending on the major, is the academic year, hereinafter referred to as *the year*, or the semester.
2. The condition for receiving credit for the year/semester is the achievement of the intended learning outcomes confirmed by passing all courses, passing all exams, completing internships, and obtaining the number of ECTS credits required for a given year/semester.
3. To obtain credit for the year/semester, the student must submit to the Dean documentation of the internship confirming the completion of the practical training provided for in the Curriculum for a given year. This should be done no later than by September 15 of the given academic year, and for majors ending in the winter semester – no later than two weeks before the end of the semester.
4. Credit for the year is confirmed with an entry in the records of the progression of study.

#### §31

1. The final credit from a course is the confirmation of class attendance in a given course/module, as well as of obtaining of a positive grade during the verification of learning outcomes achieved by the student.
2. In order to qualify for the final course test, the student must satisfy the requirements specified in the Internal Regulations of the department, as referred to in §26.
3. Subject to §41 and §42, the student is required to pass the course by September 15 of a given academic year, and for majors ending in the winter semester – no later than two weeks before the end of the semester.
4. The final course test may consist of a theoretical and practical part. The final theoretical test may be oral or written, i.e. a single-best-answer multiple choice test, an essay, open-ended questions or calculation tasks. Tests with a variable number of correct answers are not permitted. A negative result in one part of the final test does not disqualify the student from taking another part of this test. The head of the unit running the course, or the person responsible for the course may decide not to allow the student to take another part of the final test if the specifics of the course justify it.
5. The final course test is conducted by the academic instructor responsible for teaching the subject or another person authorized by the head of the appropriate department.
6. The dates for final course tests are set by the head of the unit or a person designated by him/her, in agreement with the Year Leader. The dates for final tests should be set so that the student takes only one final test on any given day.
7. There should be at least a one-day gap between final tests in individual courses. This provision does not apply to extramural studies at the Faculty of Health Sciences.
8. The results of the final course tests are supplemented in the protocols and made available to

students in the University's IT system within five business days from the date of the test. In the case of courses consisting of several modules, the five business day deadline is counted from the date of obtaining credit for the last module.

9. In special cases, the Dean may order the head of the department to repeat the final course test with preservation of the test take.

### §32

1. The student must complete practical professional training in accordance with the Curriculum.
2. The student may complete the practical professional training in Poland or abroad. The student may complete the practical professional training under conditions other than those anticipated in the Curriculum only upon Dean's consent.
3. The practical professional training shall be conducted in accordance with the rules applicable to the specific major.
4. Student's participation in a science camp or other work may be the basis for receiving credit for the practical professional training in whole or in part if it leads to achieving the intended learning outcomes.
5. Credit for completion of the practical professional training is awarded based on the achievement of the intended learning outcomes, which ensures the number of ECTS points anticipated in the Curriculum.
6. Upon student's request, the Dean may award the practical professional training credit for completion of vocational activities performed by the student in the course of employment, internship, or volunteer work, if they enabled the student to achieve the learning outcomes anticipated in the Curriculum for the practical professional training.

### §33

1. Course/module exam is aimed at the evaluation of the level of the achieved learning outcomes provided for in the Curriculum.
2. In order to be qualified to sit for an exam, the student must obtain the course/module credit in accordance with the rules specified in the Internal Regulations of the appropriate department, as referred to in §25.

### §34

1. The exam for each course/module is held separately, be conducted separately for every course/module and results in a separate grade.
2. The exam in courses/modules grouped into teaching blocks is conducted jointly and yields a joint grade for this block.
3. The exam may consist of a theoretical and practical part. The theoretical exam may be oral or written, i.e. a single-best-answer multiple choice test, an essay, open-ended questions or calculation tasks. Tests with a variable number of correct answers are not permitted. A negative result in one part of the final test does not disqualify the student from taking another part of this test. The head of the unit running the course, or the person responsible for the course may decide not to allow the student to take another part of the final test if the specifics of the course justify it.
4. There should be at least a one-day gap between exams in individual courses. This provision does not apply to extramural studies at the Faculty of Health Sciences
5. A student who has achieved good academic results during In a given course/module may be

exempted from the exam in that course, on the principles set out in the Internal Regulations of the appropriate teaching unit, as referred to in §26.

6. Exam results are supplemented in the protocols and made available to students in the University's IT system within five business days following the date of the exam.
7. In special cases, the Dean may order the head of the department to repeat the exam with preservation of the exam take.
8. A student who has obtained credit in a course/module may, with the examiner's permission, take the exam in the so-called zero term. Obtaining a failing grade in the zero term does not deprive the student of the first term of that exam. The criteria for admitting students to the exam in the zero term are specified by the Internal Regulations of the department conducting the course, as referred to in §26.

### §35

In the case of students pursuing studies outside their home university, including at foreign higher universities under the Erasmus+ program, the Dean enters the final course credits and exam grades obtained by the student at a foreign university into this student's academic achievement documentation on the basis of documents submitted by the student and confirmed by the host university. The originals or certified copies of the documentation shall be kept in the student's personal records. The condition for receiving credit for a year/semester completed outside the home university, including at a foreign university under the Erasmus+ program, is obtaining the required number of ECTS points.

### §36

1. The person responsible for conducting the exam is the head of the relevant didactic department, or another person authorized to conduct the exam.
2. In the case of test-based exams in clinical disciplines held in multiple departments (in a block system), course coordinators or course proxies are responsible for conducting the exam.
3. In justified cases, the Dean may authorize other academic teachers, or another person conducting classes on the basis of a contract to conduct the exam in a given didactic unit, in a given academic year.

### §37

1. In the event of receiving a failing grade at an exam/final course test, the student is entitled to:
  - 1) two re-takes of the exam;
  - 2) at least two re-takes of the final course test.

The number of final course test re-takes is determined by the relevant department's Internal Regulations. The break between the first term of the exam/final course test and the first-re-take cannot be less than five business days.

2. If requested by the student, the examiner, or the Dean, the second re-take of an exam/last re-take of a final course test may be an exam/test before a board.
3. The break between any exam/final course test re-takes should be no less than two days.
4. Students who fail the second exam re-take/the last final course test re-take are required to repeat the relevant year of studies, or are removed from the Student Registry, subject to §41.

### §38

1. The exam/final course test before a board is held orally before the exam/test board.
2. At the student's request, an observer – a representative of the University's academic

community – may be present at the exam/final course test before the exam/test board.

3. The student applying for an exam/final course test before a board is required to submit, within three business days from the date of announcement of the results of the first exam re-take/penultimate final course test re-take, a request to the dean for permission to have the exam/final course test before a board. The failure of the observer referred to in Item 2 to appear does not suspend the course of the exam/test before a board.
4. Students who fail the exam/final course test before a board are required to repeat the relevant year of studies, or are removed from the Student Registry, subject to §41
5. Detailed rules for conducting the exam/final course test before a board are specified by the Rector by way of an ordinance.

#### §39

1. Students who have not qualified to sit for an exam due to failure to obtain credit in a given course, lose all terms/takes for this exam. In such a case, the student repeats the course or is removed from the Student Registry, and the exam protocol is entered as *NDP* (i.e., *niedopuszczenie do egzaminu*; not allowed to take the exam).
2. Students who have not qualified to sit for an exam due to failure to obtain credit in a given course, but retain the possibility to receive the said credit, lose the relevant term for this exam. In such a case, a failed grade is entered in the exam protocol.
3. If a student fails to take an exam on the scheduled date and fails to justify this absence, this is equivalent to losing this exam term, and a failing grade being entered in the exam protocol.
4. Justification for the absence – a medical leave; a confirmed hospital stay, or a confirmed fortuitous event – must be submitted to the examiner and at the Dean's Office not later than seven days following the scheduled day of the exam.
5. If it is concluded that student's absence at the exam is excused, the head of the relevant department shall schedule a new date of the exam within the deadline provided for in §31 Item 3 and shall determine the form of the exam. This exam is treated as having been taken on the date on which the absence occurred.

#### §40

1. The University applies the following grading scale:
  - 1) *bardzo dobra* (very good) – 5.0 ( $\geq 92\%$ ),
  - 2) *ponad dobra* (above good) – 4.5 ( $\geq 84\%$ ),
  - 3) *dobra* (good) – 4,0 ( $\geq 76\%$ ),
  - 4) *dość dobra* (satisfactory) – 3.5 ( $\geq 68\%$ ),
  - 5) *dostateczna* (sufficient) – 3.0 ( $\geq 60\%$ ),
  - 6) *niedostateczna* (insufficient/failed) – 2.0 (below 60%).
2. Additionally, the following entries are used:
  - 1) in the case of credit protocols: *zal* (i.e., *zaliczono*; credit); *mzal* (i.e., *możliwość zaliczenia*; possibility of obtaining the credit); and *bzal* (i.e., *brak zaliczenia*; no credit).
  - 2) In the case of exam protocols: *NDP* (i.e., *niedopuszczenie do egzaminu*; failure to admit to the exam) and *NSE* (i.e., *nie stawił się na egzamin*; absent at the exam).
3. The grade of *niedostateczna* (insufficient/failed), as well as entries of *bzal* (*brak zaliczenia*; no credit) and *NDP* (*niedopuszczenie do egzaminu*; not allowed to take the exam), are failing grades. All other entries listed in Item 1, beginning with *dostateczna* (sufficient), as well the

entry of *zal* (*zaliczono*; credit) are positive, i.e., passing grades.

4. Lower percentage thresholds may be applied than those specified in Item 1 above, in accordance with the Internal Regulations of the relevant department.
5. In the event that at least 50% of students of a given major fail to pass the exam/final course test on the first term, the head of the department in charge of the course shall notify the Dean. The Dean may decide to adopt the product of the arithmetic mean of the 5% highest scores obtained by students taking this exam (no less than three results) and the multiplier 0.6 as the threshold for the sufficient grade. Lowering the threshold for obtaining the sufficient grade results in a proportional lowering of the thresholds for the remaining positive grades.
6. With the exception of Scientific Medical Information (*Naukowa informacja medyczna*), Safety of Work training (*Szkolenie w zakresie BHP*), and Physical Education (*Wychowanie fizyczne*), all courses shall end with an exam or a final credit test.
7. To calculate the arithmetic mean of a student's grades for an academic year, all grades received from exams scheduled for this year in a given major are added up and divided by the number of these grades. The average grade is given to two decimal places.

#### §41

1. At the student's request, the Dean may grant permission to continue studies in the following year and conditionally promote the student to the next year of studies in the event that the student has not obtained a final credit in one course. This does not apply to a course ending with an exam or a course that is continued in the following year(s) of studies.
2. The Dean may conditionally promote a student to the next year:
  - 1) once during the course of studies in the case of first and second cycle studies;
  - 2) twice during the course of studies in the case of uniform Master's degree studies.
3. The limitation set out in Item 1 above regarding the number of subjects in which the student did not obtain a final credit does not apply to students returning from studies carried out under the ERASMUS+ program.
4. Students conditionally promoted to the next year of studies are obliged to pay the tuition fee in accordance with the rules applicable to repeating a year. This provision does not apply to students returning from studies carried out under the ERASMUS+ program in the case where such students compensate for hours/ECTS points.
5. The student must obtain the final credit from a failed subject by September 15 of the academic year to which the student was promoted conditionally, and for majors ending in the winter semester – no later than two weeks before the end of the semester.
6. If the student fails to fulfil the obligations arising from conditional enrollment within the time limit specified in Item 5 above, the Dean shall pass a decision on repetition of the year or on removal of the student from the Student Registry.

#### §42

1. In exceptional cases, on the provision that the student has retained a term for a final course test/exam, the Dean, following a consultation with the head of the department conducting the course, may upon student's request agree to an extension of the deadline referred to in §24 Item 7, and allow the student to continue the studies in the following academic year, promoting the student conditionally to the next year of study, and taking into account Item 2 below.
2. The deadline for making up of missed work is set by the Dean, however it may not exceed

October 20.

3. Failure to obtain final credit/pass the exam within the deadline referred to in Item 2 above results in the necessity to repeat the year or removal from the Student Registry, unless conditional continuation of studies is possible, as referred to in §41.

#### §43

1. Repetition of the year of study is allowed:
  - 1) for the uniform Master's degree studies – only once in relation to a specific year of study and no more than twice within the entire course of study;
  - 2) for the first-cycle studies and the second-cycle studies – no more than once for every cycle of study.
2. Students repeating the year of studies are required to pay fees for courses repeated in accordance with the Rector's ordinance.
3. Students repeating the year of study have their grades for courses in which they achieved the intended learning outcomes transferred. In the event of curriculum differences, students are required to compensate for them.
4. In the case of students transferring to the University from other higher education institutions, the number of years of studies repeated at those institutions is included in the periods mentioned in Item 1 above.
5. The Dean may allow the student to repeat a year of study only upon the student's request.

#### §44

1. A student is removed from the Student Registry in the event of:
  - 1) failure to commence studies;
  - 2) resigning from studies;
  - 3) failure to submit the diploma thesis / take the diploma exam on time;
  - 4) disciplinary punishment of expulsion from the University.
2. A student may be removed from the Student Registry in the event of:
  - 1) failure to attend compulsory academic activities;
  - 2) failure to make academic progress;
  - 3) failure to obtain credit for a semester or a year within the time specified in the Regulations;
  - 4) failure to pay fees related to the pursuit of studies.
3. Failure to commence studies, referred to in Item 1.1 above, constitutes a circumstance in which the student fails to undertake, on time, activities Organizationally related to the course of studies.
4. In the event of a student resigning from studies, the student is obliged to submit a written declaration of resignation to the relevant Dean.
5. Failure to make academic progress is understood as the exhaustion of the possibility to repeat a year, as referred to in §43, Item 1.
6. Decisions referred to in Items 1 and 2 above are issued by the Rector. The student has the right to submit a request for reconsideration of the Rector's decision.
7. In case of removal from the Student Registry, the student's documentation shall be released

by the University provided that the student has settled all accounts with the University, in accordance with the rules and regulations in force at the University.

#### §45

1. A student may obtain a leave of absence:
  - 1) in case of a long-term sickness;
  - 2) in connection with the birth of a child;
  - 3) due to grave fortuitous events/circumstances;
  - 4) in connection with a documented possibility of undertaking studies/practical training abroad;
  - 5) in connection with taking up gainful employment.
2. The total amount of leaves of absence used may not exceed 24 months, unless the basis for granting the leave of absence is a recurring illness, or the student submitting the request is pregnant or a parent.
3. The Dean makes the decision on the length of the leave of absence.
4. An application for the leave of absence should be submitted to the Dean immediately, but no later than 14 days after the circumstances justifying the granting of the leave arise. In particularly justified cases, the Dean may grant a request submitted after the aforementioned deadline, if the circumstances of the case clearly indicate that it was not possible to comply with it.
5. Leaves of absence obtained at all higher education institutions where the student studied are added together if they concern the same major.
6. After the leave of absence granted due to a long-term or a recurring illness expires, the student is required to submit a certificate of no contraindications to continuing studies. The Dean may decide to refer the student to an assessment by a medical board appointed by the Dean.
7. During the leave of absence, excluding the leave referred to in Item 1.1 above, the student, upon Dean's consent, may attend selected classes and take selected final course tests and exams. While granting a leave of absence, the Dean may also oblige the student to obtain selected credits or pass selected exams during the leave of absence. In case of non-compliance with the obligation imposed by the Dean to obtain credits or pass exams, the student shall be required to repeat the year of study.
8. During the leave of absence, the student retains the rights arising from the student status, subject to Item 9 below.
9. The granting of financial assistance to students on leave of absence is determined by the rules and regulations on financial assistance benefits.

#### §46

1. A student removed from the Student Registry may resume studies (get reactivated) if no more than two years have passed since the date on which the decision to remove the Student from the University's Student Registry became final, subject to Item 2 below.
2. A student who:
  - 1) has been removed from the Student Registry due to failure to commence studies;
  - 2) has been removed from the Student Registry due to failure to take the diploma exam;
  - 3) has been removed from the Student Registry due to disciplinary punishment of expulsion

from the University;

4) has been removed from the Student Registry due to disciplinary punishment at another higher education institution;

5) has been removed from the Student Registry due to failure to make academic progress;

6) has discontinued studies or has been removed from the Student Registry at the first year of studies;

cannot resume studies at the University.

3. A student may resume studies at the University only once.

4. Students who have been removed from the student register due to:

1) withdrawal from studies at the University, or reasons referred to in §44, Items 2.1, 2.3, and 2.4:

a) may resume studies at the last year of studies that they failed;

b) may resume studies and continue their studies at the following year in the event of withdrawal from studies after having obtained credit of an academic year;

2) failure to submit a diploma thesis on time, may resume studies at the last semester with the obligation to repeat the course related to the preparation of the diploma thesis, for a fee

3) failure to pay fees related to the studies, may resume studies provided that the outstanding fees are paid.

5. The decision to resume studies is made by the relevant Dean upon the student's application submitted by May 30. A student who has received a decision to resume studies must resume studies at the beginning of the next academic year.

6. The condition for resuming studies is passing a knowledge assessment exam in a course/module selected by the Dean, with one exam term scheduled between September 1 and 15.

7. Students resuming studies repeat the year they failed under the terms of §41 Items 2-5. This does not apply to those who withdrew from the studies following a completion of an academic year. The students are obliged to compensate for any program differences that have occurred in the meantime.

8. Students who have resumed studies are not entitled to repeat a year if they have used up the number of repeated years of study referred to in §42 Item 1.

#### §47

The University collects information about the student and the progression of study in:

1) Student's Album;

2) Student's Personal File;

3) final course test/exam protocols;

4) Diploma Registry.

## CHAPTER V

### Completion of studies

#### §48

1. Higher education is completed and a diploma of graduation is obtained provided that the

student:

- 1) has achieved the learning outcomes specified in the Curriculum and obtained the required number of ECTS points;
  - 2) has completed the practical training specified in the Curriculum;
  - 3) has passed the diploma exam (this does not apply to Medicine and Dentistry majors);
  - 4) has obtained a passing grade for the diploma thesis – for the second-cycle studies and the uniform Master’s degree studies, as well as the first-cycle studies, if this is required by the Curriculum (this does not apply to Medicine and Dentistry majors).
2. The date of completion of studies is the date of passing the diploma exam, and in the case of Medicine and Dentistry majors - the date of passing the last exam required by the Curriculum.
  3. Prior to obtaining the graduation diploma or the graduation certificate, the student is required to settle all and any obligations towards the University.

#### §49

1. At uniform Master’s degree studies / second-cycle studies in majors ending with the submission of a diploma thesis, the student prepares the aforementioned thesis under the guidance of a thesis supervisor – an academic teacher holding a scientific title, a habilitation degree (*doktor habilitowany*), or a doctoral degree.
2. The topic of the diploma thesis should be determined and submitted by the supervisor to the Dean for approval no later than the end of the penultimate semester of studies.
3. Upon the student’s request, the Dean may consent to writing the diploma thesis in English.
4. The evaluation of the diploma thesis is performed by the thesis supervisor and one reviewer selected by the Dean. In the event of discrepancy in the assessment of the diploma thesis, the Dean, who may seek the opinion of a second reviewer of the Dean’s choice, decides on admission to the final exam. The deadline for writing a review of a diploma thesis is one month.
5. In the event that a diploma thesis is submitted for commendation by its supervisor/reviewer, the Dean shall seek the opinion of a second reviewer of the Dean’s choice.
6. The student is required to submit the diploma thesis by the following deadlines:
  - 1) for courses at the Faculty of Health Sciences:
    - a) the first deadline is May 31, with the possibility of defense by the end of July at the latest; the second deadline is June 30, with the possibility of defense in September;
    - b) in the case of studies ending in the winter semester, by the end of classes of the last semester of studies;
  - 2) for courses at the Faculty of Pharmacy, Medical Biotechnology and Laboratory Medicine: the first deadline is May 31, with the possibility of defense by the end of July at the latest; the second deadline is September 10, with the possibility of defense by the end of September of the given academic year.

#### §50

1. At first-cycle studies, depending on the major, the student prepares a diploma thesis under the supervision of a tutor or a supervisor employed as an academic teacher.
2. The topic of the diploma thesis should be determined no later than December 15 of the final year of studies, and for studies ending in the winter semester – by June 15 of the penultimate

year of study. The topic of the diploma thesis is approved by the Dean or the Vice-Dean.

3. The evaluation of the diploma thesis is performed by the thesis tutor/supervisor and, in majors that require it, by a reviewer.
4. The deadline for the submission of the diploma thesis is set by the Dean.

#### §51

1. At the request of the thesis supervisor or the relevant student, the Dean may postpone and set a new deadline for the submission of the diploma thesis in the event of:
  - 1) long-term illness of the student, confirmed by an appropriate certificate;
  - 2) inability to submit the diploma thesis by the required deadline due to justified reasons beyond the student's control.
2. In the event of a prolonged absence of the diploma thesis supervisor, which could result in a delay in the student's submission of the thesis, the Dean is obliged to appoint a person who will take over the responsibility of supervising the thesis. A change of the thesis supervisor within the last six months before the date of completion of studies may constitute grounds for extending the deadline for submitting the diploma under the principles specified in Item 1 above.

#### §52

1. In uniform Master's degree studies ending with a diploma thesis and in second-cycle studies, a diploma exam shall be conducted.
2. Admission to the diploma exam is subject to the following conditions:
  - 1) achievement of the learning outcomes specified in the Curriculum, confirmed by credits obtained, exams passed, and practical training completed as required by the Curriculum; and
  - 2) if the Curriculum provides for the submission of a diploma thesis, also:
    - a) obtaining a passing grade for the diploma thesis;
    - b) receiving a positive review of the diploma thesis.
3. The date of the first term for the diploma exam is set by the Dean.
4. The diploma exam is held before a board appointed by the Dean.
5. The diploma exam board asks the student at least three questions, formulated in writing, and relating to the subject of the thesis and the Curriculum. The answer to each question is evaluated separately. The grade for each answer is the arithmetic average of the grades awarded by the examiners. The diploma exam grade is the arithmetic average of the grades awarded for all three questions.
6. After answering the questions, the student presents the main points of the diploma thesis and responds to the reviewers' comments.
7. A protocol is prepared on the course of the exam, in which the diploma exam board determines the result of the completion of the studies.
8. Detailed rules for conducting the diploma exam are specified in the Diploma Exam Regulations adopted by the relevant Didactic Council.
9. The records of the diploma exam are kept in University's files in accordance with the rules specified by separate regulations.

#### §53

1. In first-cycle studies, a diploma exam shall be conducted.
2. Admission to the diploma exam is subject to the following conditions:
  - 1) achievement of the learning outcomes specified in the Curriculum, confirmed by credits obtained, exams passed, and practical training completed as required by the Curriculum; and
  - 2) if the Curriculum provides for the submission of a diploma thesis, also:
    - c) obtaining a passing grade for the diploma thesis;
    - d) receiving a positive review of the diploma thesis.
3. The date of the first term for the diploma exam is set by the Dean.
4. The diploma exam is held before a board appointed by the Dean.
5. A protocol is prepared on the course of the exam, in which the diploma exam board determines the result of the completion of the studies.
6. Detailed rules for conducting and evaluation of the diploma exam are specified in the Diploma Exam Regulations adopted by the relevant Didactic Council.
7. The records of the diploma exam are kept in University's files in accordance with the rules specified by separate regulations.

#### §54

1. Upon a request of the student or thesis supervisor, the diploma exam may be conducted as an open exam. Such a request should be submitted when submitting the diploma thesis.
2. The open diploma exam is conducted by the board on the date set by the Dean.
3. The open diploma exam consists of a public part and a confidential part.
4. The public part of the open diploma exam may be attended by persons indicated by the student or thesis supervisor. Only members of the exam board may ask questions to the diploma candidate. Detailed rules for the participation of persons indicated by the student in the exam are specified by the relevant Didactic Council.
5. During the confidential part of the open diploma exam, the exam board determines:
  - 1) the diploma exam grade,
  - 2) the final grade for the completion of studies.
6. Only members of the diploma exam board take part in the confidential part of the open diploma exam.

#### §55

1. In the event of obtaining a failing grade for the diploma exam, or an unexcused failure to take the diploma exam on the scheduled date resulting in a failing grade on the first exam term, the Dean shall set the second exam date as the final term.
2. In the event of an excused failure to take the diploma exam on the scheduled date, the Dean shall set another date, considered as the first term of the diploma exam.
3. In case of failure to pass the diploma exam on the second term or recurring failure to take the diploma exam without an excuse, the Dean removes the student from the Student Registry.

#### §56

1. The result of the uniform Master's degree studies in the majors of Medicine and Dentistry is calculated as the arithmetic mean of all exam grades obtained in the entire course of the

studies.

2. The result of the second-cycle studies and the uniform Master's degree studies ending with a diploma thesis and exam is calculated according to the following formula:

1) arithmetic mean of all exams grades obtained in the entire course of the studies		times 0.5= .
2) arithmetic mean of the grades for the diploma thesis (reviewer's and thesis supervisor's grade)	$(item2 + item3)$	times 0.5= .
3) arithmetic mean of the grades for answers given during the diploma exam	2	
		Result: .....

3. Subject to Item 4 below, the result of the first-cycle studies ending with a diploma exam is calculated according to the following formula:

1) arithmetic mean of all exams grades obtained in the entire course of the studies		times 0.50 = .
2) arithmetic mean of grades for tasks completed during the diploma exam	$(item2 + item3)$	times 0.50 = .
3) arithmetic mean of grades for answers/test during the diploma exam	2	
		Result:.....

4. The result of the first-cycle studies ending with a diploma exam in the major of Medical Biotechnology is calculated according to the following formula:

1) arithmetic mean of all exams grades obtained in the entire course of the studies		times 0,5= .
2) arithmetic mean of the grades for the diploma thesis (reviewer's and thesis supervisor's grade)	$(item2 + item3)$	times 0,5= .
3) arithmetic mean of the grades for answers given during the diploma exam	2	
		Result: .....

### §57

1. The diploma of graduation shall include the final result of studies obtained by adjusting the arithmetic mean of the grades to the final grade in accordance with the following principle:

- 1) up to 3.20 – *dostateczna* (sufficient);
- 2) from 3.21 to 3.70 – *dość dobra* (satisfactory);
- 3) from 3.71 to 4.20 – *dobra* (good);
- 4) from 4.21 to 4.69 – *ponad dobra* (above good);
- 5) from 4.70 – *bardzo dobra* (very good).

2. The adjustment to the final grade applies only to the entry in the diploma, while in all other certificates the actual result of studies is entered.

**Prof. dr hab. Leszek Domański**  
**The Rector of the Pomeranian Medical University**  
**in Szczecin,**  
**The President of The Senate**

## **Rules & Regulations on Adjustment of Organization and Fulfilment of the Didactic Process to the Needs of Students with Disabilities**

### §1

1. Students with disabilities, whose health condition prevents full participation in the didactic process, may submit a request to the Dean to modify the conditions of study by changing or adapting:
  - 1) the form of participation in academic activities;
  - 2) the form of recording educational materials;
  - 3) the method of obtaining course credits and passing exams.
2. A student who:
  - 1) is a disabled person within the meaning of the Act of 27 August 1997 on the Vocational and Social Rehabilitation and Employment of Persons with Disabilities;
  - 2) submits a certificate confirming the relationship between his/her health condition and the difficulties encountered in the fulfilment of the didactic process;is entitled to submit the request referred to in Item 1 above.

### §2

1. The change or adjustment of the conditions for the fulfilment of the didactic process referred to in §1 takes into account: the degree and nature of the student's disability; the capabilities of the University; and the specificity of the relevant major.
2. The change or adjustment of the conditions for the fulfilment of the didactic process referred to in §1 may not result in lowering the student's requirements specified in the Curriculum.

### §3

The Plenipotentiary for Persons with Disabilities shall be responsible for coordinating the implementation of the provision of these Regulations.

### §4

1. The request referred to in §1 is submitted by the student to the Dean through the Plenipotentiary for Persons with Disabilities.
2. The request is subject to review by the Plenipotentiary for Persons with Disabilities, who issues an opinion.
3. In case the request referred to in §1 is denied, the student has the right to appeal against the decision of the Dean to the Rector within 14 days from receiving the decision.

### §5

1. If the disability prevents the student from:
  - 1) engaging in regular participation in academic activities – the student may submit a request to the Dean for permission to pursue studies following the Individual Schedule of Classes (ISC) in accordance with the rules specified in Appendix 1;
  - 2) participation in physical education classes – the student may submit a request to the

Dean for permission to complete them in another form;

- 3) taking notes unassisted – the student may submit a request to the Dean for the use of assistive devices allowing full participation in academic activities, i.e., audio or audio-video recording devices.
2. The Individual Schedule of Classes (ISC), notwithstanding the provisions of Appendix 1 hereto, may additionally include:
    - 1) increasing the permissible absence;
    - 2) changing the form of participation in classes to external mode;
    - 3) changing the forms of learning outcome assessment;
  3. In the case referred to in Item 1.3 above, the student is required to sign a declaration of copyright protection and use of the material recorded for private use only.

#### §6

If disability prevents the student from using didactic materials, the student may submit a request to the Dean to have them recorded in an alternative format, including but not limited to:

- 1) a document printed in enlarged font;
- 2) an electronic document;
- 3) an audio recording.

#### §7

The student may submit a request to the Dean for a change of the form of obtaining course credits or taking exams due to a disability, including but not limited to:

- 1) extension of the duration of test or exam;
- 2) preparation of exam materials in alternative formats specified in §6;
- 3) use of assistive technical devices (including, but not limited to, audio-visual software; Braille devices; alternative keyboards; etc.) during tests or exams;
- 4) change of a written exam into an oral exam, or an oral exam into a written exam.

#### §8

All and any matters not regulated by these Rules & Regulations, including procedures and dates, shall be determined by the Rector by way of an Ordinance.

**prof. dr hab. Leszek Domański**  
**The Rector of the Pomeranian Medical University**  
**in Szczecin**  
**The President of The Senate**

**Rules & Regulations  
on Individual Organization of Study for Students  
of The Pomeranian Medical University in Szczecin**

§1

1. Students of the Pomeranian Medical University in Szczecin have the possibility to individualize the mode of study.
2. **Individual Program of Study (IPS)** is a form of education for outstanding students who excel in their studies.
3. **Individual Schedule of Classes (ISC)** is a form of education for students whose personal circumstances justify the establishment of a special mode of study, and for students admitted to studies as a result of confirmation of learning outcomes.

§2

**Individual Program of Study (IPS)**

1. Studies in the **IPS** mode consist in completing subjects included in the Curriculum of a given major and of academic activities resulting from the extension of the Curriculum adapted to the student's interests, also outside of the primary major.
2. Studies in the **IPS** mode consist in particular in: expanding knowledge in selected specialties; the student's participation in scientific research and development work; and the student's participation in teaching.
3. The request for permission to pursue studies in the **IPS** mode may be submitted by intramural students of:
  - 1) uniform Master's degree studies – following completion of the first year of study;
  - 2) first-cycle studies – following completion of the first year of study;
  - 3) second-cycle studies – following completion of the first semester of study.
4. The condition for submission of a request for permission to pursue studies in the **IPS** mode shall be:
  - 1) for uniform Master's degree studies and first-cycle studies – obtaining the arithmetic mean of grades of at least 4.25 from all completed years of study;
  - 2) for second-cycle studies – obtaining the arithmetic mean of grades of at least 4.25 from the previous semester.
5. The condition for continuation of studies in the **IPS** mode in the following semester/year shall be maintaining the arithmetic mean referred to in Item 4.
6. Students submit requests for **IPS** qualification to the relevant Dean, who decides on granting the program.
7. The Dean establishes detailed conditions for pursuing studies in the **IPS mode**, as well as appoints the student's academic supervisor holding at least a doctoral degree.
8. The conditions referred to in Item 7 above established depending on the student's needs, but must include:

- 1) a schedule of classes agreed upon with the academic supervisor, which the student must submit to the Dean's Office no later than two weeks before the beginning of a given semester. Any changes to the approved **IPS** can only be made within 14 days following the beginning of the semester and following the agreement with the academic supervisor;
  - 2) fulfilment of the Curriculum of the relevant major, enabling the student to obtain qualifications, including knowledge, skills, and social competencies required for this major, in accordance with the regulations in force at the University;
  - 3) the student's participation in all courses included in the **IPS** in accordance with the provisions contained in the Rules & Regulations of Study, as well as the obligation to pass them within the deadlines specified in the schedule of a given year of study, unless, in agreement with the teacher in charge of a given course, the student obtains consent to a different procedure and deadline for passing the course.
9. The Dean may direct a student pursuing **IPS** to continue studies in the standard mode in the following cases:
- 1) at the student's request;
  - 2) at the justified request of the academic supervisor submitted to the Dean;
  - 3) if the student fails to submit the schedule of classes for the following semester on time;
  - 4) if the student fails to maintain the arithmetic mean of grades referred to in Item 4 above.

### §3

#### **Individual Schedule of Classes (ISC) for students whose personal circumstances justify the establishment of a special mode of study**

1. Studies in the **ISC** mode consist in following the Curriculum provided for a given major and academic year according to an individual schedule of classes, which is proposed by the student and submitted for approval to the Dean no later than two weeks after obtaining consent to qualify for the **ISC**.
2. In particular, students who are eligible to apply for permission to study in the **ISC** mode:
  - 1) are pursuing a part of the studies at another domestic or foreign university;
  - 2) are pursuing the year of practical training in the major of Medicine abroad;
  - 3) have changed their major, faculty, or university;
  - 4) pursue studies in more than one major;
  - 5) are pregnant, or are caretakers of a minor or disabled child;
  - 6) hold a certificate of disability that prevents participation in academic activities in the regular mode;
  - 7) are active in student organizations at the University level or beyond to the extent that prevents participation in academic activities in the regular mode;
  - 8) are involved in sports activity at the University level or beyond to the extent that prevents participation in academic activities in the regular mode.
3. Students submit requests for **ISC** qualification to the relevant Dean, who decides on granting the program. The Dean may contact the heads of departments conducting the relevant courses to obtain an opinion on the **ISC** for a specific student.
4. Students pursuing studies in the **ISC** mode take final course tests and exams on the dates

specified in the schedule for the relevant year of study in accordance with the Rules & Regulations of Study, unless, in consultation with the Dean and the teacher in charge of a given course, they obtain permission for a different procedure and date.

5. Students studying in the ISC mode are required to obtain course credits and pass final course tests and exams by September 15 of a given academic year, and for majors ending in the winter semester – no later than two weeks before the end of the semester. Students who have obtained approval for ISC under Item 2.2 above are required to obtain course credits and pass final course tests and exams by September 30 of a given academic year.
6. Detailed rules for ISC shall be determined by the relevant Didactic Council.

#### §4

#### **Individual Schedule of Classes for students admitted to studies as a result of confirmation of learning outcomes**

(does not to majors fulfilling the Curriculum in accordance with the teaching standards)

1. Confirmation of learning outcomes shall take place at the relevant faculties during formal verification in accordance with the adopted procedures.
2. Studies in the **ISC** mode may involve participation in classes in a given major to the extent specified during the procedure for confirming learning outcomes.
3. Detailed regulations for completion of studies pursued in the **ISC** mode for a given major shall be specified by the relevant Didactic Council.
4. Students studying in the **ISC** mode are required to obtain course credits and pass exams on dates specified in the schedule for the relevant year of study in accordance with the Rules & Regulations of Study.

**prof. dr hab. Leszek Domański**  
**The Rector of the Pomeranian Medical University**  
**in Szczecin**  
**The President of The Senate**

## **Detailed Requirements and Procedure of Transfer of Students from Another Higher Education Institution to the Faculty of Medicine and the Faculty of Dentistry**

### **I. Major: Medicine (with Polish as the language of instruction )**

1. Students enrolled at another higher education institution in tuition-free intramural studies in the major of Medicine with Polish as the language of instruction, may apply for transfer to the Pomeranian Medical University (hereinafter: PUM) only to intramural studies in the major of Medicine with Polish as the language of instruction.
2. Students enrolled at another higher education institution in tuition-based intramural or extramural studies in the major of Medicine with Polish as the language of instruction, may apply for transfer to the PUM only to extramural studies in the major of Medicine with Polish as the language of instruction.
3. A transfer to the year of studies requested by the student may take place if the organizational considerations at the PUM allow it, including the possibility of the PUM ensuring that the student applying for the transfer bridges any Curriculum differences.
4. The condition for transfer is that the applicant meets:
  - 1) the minimum number of points;
  - 2) the recruitment requirements;which were in force in the major of Medicine during the recruitment conducted at the PUM for the academic year in which the transfer applicant was accepted to study medicine at the institution from which the transfer is to take place.
5. The transfer may only take place at the beginning of the new academic year.
6. A student who has obtained confirmation of completing the years preceding the transfer, has been promoted to the next year of studies in the upcoming academic year, and submits the following documents **by August 10** of the given year may apply for the transfer:
  - 1) an application to the Dean (providing the following personal data: name; surname; home address; e-mail address; and telephone number) with a brief justification for the transfer;
  - 2) information from the Dean's Office of the university from which the student is transferring, whether any disciplinary proceedings have been or are being conducted against the student;
  - 3) a photocopy of the high school diploma (*świadectwo dojrzałości*), with original/certified copy available for verification purposes;
  - 4) the original transcript of records certifying the course of studies to date, containing the following: information on the form of current studies; names of courses completed; number of hours of lectures/laboratories/seminars for each course completed; the form of completion of each course, i.e. exam/course credit; the number of ECTS points obtained; the grades from all terms taken at final course tests and exams; confirmation of completion of the present academic year; and the grading scale;
  - 5) the Curriculum for all completed years of study.
7. Upon the Dean's request, the student applying for the transfer should provide the syllabuses of the indicated courses or other documents, e.g., certified true copies of the student's

academic achievement cards.

8. Documents must be submitted, in person or by postal service, to the Dean's Office of the Faculty of Medicine. The date of the documents' delivery to the PUM shall be considered the date of receipt.
9. Applications shall be reviewed between September 10 and 17 of the given year.
10. The decision to grant or deny the transfer shall be made by the Dean, who, when granting the transfer request, shall identify the Curriculum differences and specify the requirements and the deadline for bridging them.
11. If the number of transfer applications exceeds the number of openings at a given year of study, the admission priority shall be determined by the arithmetic mean of grades from the entire period of study obtained by the candidate at another higher education institution, calculated in accordance with the rules in force at the PUM. and if this is insufficient to determine the priority – the result of the secondary school leaving exam in the subject with the highest score (extended level in subjects required for recruitment at the PUM).
12. Admission to studies by transfer is finalized by entry in the Student Registry.

## **II. Major: Medicine (with English as the language of instruction)**

1. Students enrolled in the major of Medicine at another higher education institution may apply for a transfer to the major of Medicine with English as the language of instruction at the PUM only if there are openings available.
2. Students enrolled in tuition-based studies may transfer to the PUM only to tuition-based studies, with the proviso that students studying in a language other than Polish may only transfer to studies with English as the language of instruction.
3. A transfer to the year of studies requested by the student may take place if the organizational considerations at the PUM allow it, including the possibility of the PUM ensuring that the student applying for the transfer bridges any Curriculum differences.
4. The condition for transfer is that the applicant meets:

- 1) the minimum number of points;
- 2) the recruitment requirements;

which were in force in the major of Medicine (with English as the language of instruction) during the recruitment conducted at the PUM for the academic year in which the transfer applicant was accepted to study medicine at the institution from which the transfer is to take place.

5. The transfer may only take place at the beginning of a new academic year.
6. The transfer is only possible to the 2<sup>nd</sup> or the 3<sup>rd</sup> year of studies. A student who has obtained confirmation of completing the year of study preceding the transfer (1<sup>st</sup> or 2<sup>nd</sup>, respectively), has been promoted to the next year of studies (2<sup>nd</sup> or 3<sup>rd</sup>, respectively) in the upcoming academic year, and submits the following documents **by August 10** of the given year may apply for the transfer:
  - 1) an application to the Dean (providing the following personal data: name; surname; home address; e-mail address; and telephone number) with a brief justification for the transfer;
  - 2) information from the Dean's Office of the university from which the student is transferring, whether any disciplinary proceedings have been or are being conducted

against the student;

- 3) a photocopy of the high school diploma (*świadectwo dojrzałości*) (original/certified copy available for verification purposes);
  - 4) the original transcript of records certifying the course of studies to date, containing the following: information on the form of current studies; names of courses completed; number of hours of lectures/laboratories/seminars for each course completed; the form of completion of each course, i.e. exam/course credit; the number of ECTS points obtained; the grades from all terms taken at final course tests and exams; confirmation of completion of the present academic year; and the grading scale;
  - 5) the Curriculum for all completed years of study;
  - 6) students transferring from a Polish higher education institution must attach a copy of the decision of the School District Superintendent's Office on the recognition of the certificate as equivalent to the Polish secondary school leaving diploma (if applicable);
  - 7) students applying for transfer from foreign universities must attach Polish or English translation of the transcript of records, made and stamped by a sworn translator.
7. Upon the Dean's request, the student applying for the transfer should provide the syllabuses of the indicated courses (in Polish or English) or other documents, e.g., certified true copies of the student's academic achievement cards.
  8. Documents must be submitted, in person or by postal service, to the Dean's Office of the Interfaculty Center for the Education in English Language. The date of the documents' delivery to the PUM shall be considered the date of receipt.
  9. Applications shall be reviewed between September 10 and 17 of the given year.
  10. The decision to grant or deny the transfer shall be made by the Dean, who, when granting the transfer request, shall identify the Curriculum differences and specify the requirements and the deadline for bridging them.
  11. If the number of transfer applications exceeds the number of openings at a given year of study, the admission priority shall be determined by the arithmetic mean of grades from the entire period of study obtained by the candidate at another higher education institution, calculated in accordance with the rules in force at the PUM. and if this is insufficient to determine the priority – the result of the secondary school leaving exam in the subject with the highest score (extended level in subjects required for recruitment at the PUM).
  12. Admission to studies by transfer is finalized by entry in the Student Registry.

### **III. Major: Dentistry (with Polish as the language of instruction)**

1. Students enrolled at another higher education institution in tuition-free intramural studies in the major of Dentistry with Polish as the language of instruction, may apply for transfer to the PUM only to intramural studies in the major of Dentistry with Polish as the language of instruction.
2. Students enrolled at another higher education institution in tuition-based intramural or extramural studies in the major of Dentistry with Polish as the language of instruction, may apply for transfer to the PUM only to extramural studies in the major of Dentistry with Polish as the language of instruction.
3. A transfer to the year of studies requested by the student may take place if the organizational considerations at the PUM allow it, including the possibility of the PUM ensuring that the student applying for the transfer bridges any Curriculum differences.

4. The condition for transfer is that the applicant meets:
  - 1) the minimum number of points;
  - 2) the recruitment requirements;which were in force in the major of Dentistry during the recruitment conducted at the PUM for the academic year in which the transfer applicant was accepted to study dentistry at the institution from which the transfer is to take place.
5. The transfer may only take place at the beginning of a new academic year.
6. The transfer is only possible to the 2<sup>nd</sup> or the 3<sup>rd</sup> year of studies. A student who has obtained confirmation of completing the year of study preceding the transfer (1<sup>st</sup> or 2<sup>nd</sup>, respectively), has been promoted to the next year of studies (2<sup>nd</sup> or 3<sup>rd</sup>, respectively) in the upcoming academic year, and submits the following documents **by August 10** of the given year may apply for the transfer:
  - 1) an application to the Dean (providing the following personal data: name; surname; home address; e-mail address; and telephone number) with a brief justification for the transfer;
  - 2) information from the Dean's Office of the institution from which the student is transferring, whether any disciplinary proceedings have been or are being conducted against the student;
  - 3) a photocopy of the high school diploma (*świadcstwo dojrzałości*) (original/certified copy available for verification purposes);
  - 4) the original transcript of records certifying the course of studies to date, containing the following: information on the form of current studies; names of courses completed; number of hours of lectures/laboratories/seminars for each course completed; the form of completion of each course, i.e. exam/course credit; the number of ECTS points obtained; the grades from all terms taken at final course tests and exams; confirmation of completion of the present academic year; and the grading scale;
  - 5) the Curriculum for all completed years of study.
7. Upon the Dean's request, the student applying for the transfer should provide the syllabuses of the indicated courses or other documents, e.g., certified true copies of the student's academic achievement cards.
8. Documents must be submitted, in person or by postal service, to the Dean's Office of the Faculty of Dentistry. The date of the documents' delivery to the PUM shall be considered the date of receipt.
9. Applications shall be reviewed between September 10 and 17 of the given year.
10. The decision to grant or deny the transfer shall be made by the Dean, who, when granting the transfer request, shall identify the Curriculum differences and specify the requirements and the deadline for bridging them.
11. If the number of transfer applications exceeds the number of openings at a given year of study, the admission priority shall be determined by the arithmetic mean of grades from the entire period of study obtained by the candidate at another higher education institution, calculated in accordance with the rules in force at the PUM. and if this is insufficient to determine the priority – the result of the secondary school leaving exam in the subject with the highest score (extended level in subjects required for recruitment at the PUM).
12. Admission to studies by transfer is finalized by entry in the Student Registry.

#### **IV. Major: Dentistry (with English as the language of instruction)**

1. Students enrolled in the major of Dentistry at another higher education institution may apply for a transfer to the major of Dentistry with English as the language of instruction at the PUM only if there are openings available.
2. Students enrolled in tuition-based studies may transfer to the PUM only to tuition-based studies, with the proviso that students studying in a language other than Polish may only transfer to studies with English as the language of instruction.
3. A transfer to the year of studies requested by the student may take place if the organizational considerations at the PUM allow it, including the possibility of the PUM ensuring that the student applying for the transfer bridges any Curriculum differences.
4. The condition for transfer is that the applicant meets:
  - 1) the minimum number of points;
  - 2) the recruitment requirements;which were in force for the major of Dentistry (with English as the language of instruction) during the recruitment conducted at the PUM for the academic year in which the transfer applicant was accepted to study dentistry at the institution from which the transfer is to take place.
5. The transfer may only take place at the beginning of a new academic year.
6. The transfer is only possible to the 2<sup>nd</sup> or the 3<sup>rd</sup> year of studies. A student who has obtained confirmation of completing the year of study preceding the transfer (1<sup>st</sup> or 2<sup>nd</sup>, respectively), has been promoted to the next year of studies (2<sup>nd</sup> or 3<sup>rd</sup>, respectively) in the upcoming academic year, and submits the following documents **by August 10** of the given year may apply for the transfer:
  - 1) an application to the Dean (providing the following personal data: name; surname; home address; e-mail address; and telephone number) with a brief justification for the transfer;
  - 2) information from the Dean's Office of the institution from which the student is transferring, whether any disciplinary proceedings have been or are being conducted against the student;
  - 3) a photocopy of the high school diploma (*świadectwo dojrzałości*) (original/certified copy available for verification purposes);
  - 4) the original Transcript of Records certifying the course of studies to date, containing the following: information on the form of current studies; names of courses completed; number of hours of lectures/laboratories/seminars for each course completed; the form of completion of each course, i.e. exam/course credit; the number of ECTS points obtained; the grades from all terms taken at final course tests and exams; confirmation of completion of the present academic year; and the grading scale;
  - 5) the Curriculum for all completed years of study;
  - 6) students transferring from a Polish higher education institution must attach a copy of the decision of the School District Superintendent's Office on the recognition of the certificate as equivalent to the Polish secondary school leaving diploma (if applicable);
  - 7) students applying for transfer from foreign universities must attach Polish or English translation of the transcript of records, made and stamped by a sworn translator.

7. Upon the Dean's request, the student applying for the transfer should provide the syllabuses of the indicated courses (in Polish or English) or other documents, e.g., certified true copies of the student's academic achievement cards.
8. Documents must be submitted, in person or by postal service, to the Dean's Office of the Interfaculty Center for the Education in English Language. The date of the documents' delivery to the PUM shall be considered the date of receipt.
9. Applications shall be reviewed between September 10 and 17 of the given year.
10. The decision to grant or deny the transfer shall be made by the Dean, who, when granting the transfer request, shall identify the Curriculum differences and specify the requirements and the deadline for bridging them.
11. If the number of transfer applications exceeds the number of openings at a given year of study, the admission priority shall be determined by the arithmetic mean of grades from the entire period of study obtained by the candidate at another higher education institution, calculated in accordance with the rules in force at the PUM. and if this is insufficient to determine the priority – the result of the secondary school leaving exam in the subject with the highest score (extended level in subjects required for recruitment at the PUM).
12. Admission to studies by transfer is finalized by entry in the Student Registry.

**prof. dr hab. Leszek Domański**  
**The Rector of the Pomeranian Medical University**  
**In Szczecin,**  
**The President of The Senate**

### **Detailed Requirements and Procedure of Transfer of Students from Another Higher Education Institution to the Faculty of Health Sciences**

1. The transfer may be granted upon student's request submitted by August 15, and for majors ending in the winter semester – by December 15.
2. The transfer application must be submitted together with the following documents:
  - 1) Transcript of Records confirming the progression of studies completed to date, with detailed information on: names of the courses; the number of hours; the number of ECTS points; grades obtained; and the form of credit (exam/graded credit);
  - 2) a tabular summary of all the completed courses, organized chronologically by semesters along with all the grades and the total hours for all types of classes within a given course and the number of corresponding ECTS credit points completed during the course of studies to date, as well as the corresponding courses at the selected major;
  - 3) student's declaration of commitment to bridging the differences identified between the respective Curricula;
  - 4) student's declaration of commitment to complete the submission of the required documentation at the subsequent stages of the transfer procedure, i.e. by submitting the syllabi of selected subjects, an ID photo for the documentation, a CD with the ID photo for the purpose of issuance of the student identification card, etc.
  - 5) documented grading scale applied at the higher education institution from which the student intends to transfer;
  - 6) information from the Dean's Office of the institution from which the student is transferring, whether any disciplinary proceedings have been or are being conducted against the student, or whether the student has ever received a disciplinary punishment that is still in force.
3. In case of completion of the studies or a part of the studies at foreign higher education institutions, Polish translation of the abovementioned documents by a sworn translator shall be required.
4. The Dean shall submit the student's application along with the attached documentation to the team responsible for the identification of the differences in the Curriculum at a given major in order to identify any differences in the Curriculum.
5. Based on the analysis of the compiled documentation, the Dean may:
  - 1) grant the permission to transfer and indicates:
    - a) the number of semesters that must be completed in order to achieve the learning outcomes of the major transferred to;
    - b) the date and the semester of the transfer;
    - c) the subjects that are recognized as completed on the basis of the exams already passed and the credits already obtained by the student;
    - d) the subjects that remain to be completed due to the differences in the Curriculum;

- e) the deadlines for bridging the differences in the Curriculum;
  - 2) deny the permission to transfer.
6. Credit for subjects completed at another higher education institution shall be transferred with the same form of credit and the same grade that were in effect at the higher education institution the student is transferring from.
  7. Upon Dean's decision concerning the transfer, the Dean's Office shall submit a formal request to student's home higher education institution for release of documents from the student's file.

**prof. dr hab. Leszek Domański**  
**The Rector of The Pomeranian Medical University**  
**in Szczecin,**  
**The President of The Senate**

### **Detailed Requirements and Procedure of Transfer of Students from Another Higher Education Institution to the Faculty of Pharmacy, Medical Biotechnology and Laboratory Medicine**

1. Students of another higher education institution may be admitted to the studies at the Faculty of Pharmacy, Medical Biotechnology and Laboratory Medicine with Polish as the language of instruction only by way of transfer into the same major, level, and form of studies as the form of studies pursued so far at another higher education institution, provided that such major, level, and form of studies is available at the Faculty of Pharmacy, Medical Biotechnology and Laboratory Medicine. The transfer to the year of study requested by the student shall be granted if the Organizational considerations at the Pomeranian Medical University allow it, including the differences in the Curriculum. The transfer may be granted only at the beginning of a new academic year.
2. The transfer to the Faculty of Pharmacy, Medical Biotechnology and Laboratory Medicine may be applied for by students who received the confirmation of completion of the years of study preceding the transfer, who has been admitted to the following year of studies in the nearest academic year, and who submit by **20 August of a given academic year** the following documents:
  - 1) an application to the Dean (providing the following personal data: name; surname; home address; e-mail address; and telephone number) with a brief justification for the transfer;
  - 2) information from the Dean's Office of the institution from which the student is transferring, whether any disciplinary proceedings have been or are being conducted against the student;
  - 3) a photocopy of the high school diploma (*świadectwo dojrzałości*) (original/copy available for verification purposes),
  - 4) the original Transcript of Records certifying the course of studies to date, containing the following: information on the form of current studies; names of courses completed; number of hours of lectures/laboratories/seminars for each course completed; the form of completion of each course, i.e. exam/course credit; the number of ECTS points obtained; the grades from all terms taken at final course tests and exams; confirmation of completion of the present academic year; and the grading scale;
  - 5) the Curriculum for all completed years of study,
  - 6) photocopies of the student's periodic academic achievement cards stamped and signed by the Dean's Office of the higher education institution the student is transferring from.
3. In addition to fulfilling the requirements specified above, **foreign students** (non-Polish citizens), must:
  - 1) submit documents confirming the studies completed to date translated by a translator sworn in the Republic of Poland;
  - 2) demonstrate proficiency in the Polish language confirmed by a certificate of proficiency in Polish, as referred to in the Regulation of the Minister of Science and Higher Education of 26 February 2016 on examinations in the Polish language as a second language (*The uniform text*: Journal of Laws from 2018, Item 1386), certifying proficiency in the Polish language as a second language at least at B2 level or have a the high school diploma or a diploma of higher education, issued upon completion of

education in Polish language in the educational system of the Republic of Poland.

Persons who, in accordance with the regulations in force in Poland in the year of the transfer, are entitled to an exemption from the tuition fees, must provide relevant documents confirming this entitlement, e.g., *Karta Polaka*, (Pole's Card); permanent residence card; or certificate of C1 level of proficiency in the Polish language as a second language. In case of lack of the above entitlements, the student must pay the tuition for the studies in accordance with the currently binding ordinance of the Rector of the Pomeranian Medical University in Szczecin.

The condition for the transfer is that the applicant meets the recruitment requirements for foreign students in effect in the year of enrollment to the first year of study at a given major at the Pomeranian Medical University and in effect in the year in which the student applied for the first year of study at the higher education institution which the student is transferring from.

4. Upon request of the Dean's Office of the Faculty of Pharmacy, Medical Biotechnology and Laboratory Medicine, the student applying for the transfer should provide the syllabuses of selected courses.
5. The documents should be submitted to the Dean's Office of the Faculty of Pharmacy, Medical Biotechnology and Laboratory Medicine in person or by registered postal service; the date of receipt shall be the date of the delivery of the documents to the Pomeranian Medical University.
6. The decision to grant or deny the transfer shall be made by the Dean of the Faculty of Pharmacy, Medical Biotechnology and Laboratory Medicine between September 15 and 20 of the academic year.

In case of admission to the studies by way of transfer, the Dean shall identify the differences in the Curriculum and specify the requirements and the deadline for bridging them. In case of admission to the studies by way of transfer, the student shall be entered into the Student Registry. In case of denial of the transfer, an administrative decision to refuse admission to the studies shall be issued.

7. In case the number of students applying for the transfer exceeds the availability for a particular year of study, the admission priority shall be determined by the arithmetic mean of grades obtained by the candidate from all courses completed at the higher education institution the student is transferring from, calculated according to the rules specified in the Rules & Regulations of Study, and if this is insufficient to resolve the priority, the result of the secondary school leaving exam in the subject with the highest score required during the recruitment for a particular progression of studies at the Pomeranian Medical University and applicable in the year in which the student applied for the first year of study at the higher education institution the student is transferring from.

**prof. dr hab. Leszek Domański**  
**The Rector of the Pomeranian Medical University**  
**in Szczecin,**  
**The President of The Senate**

**Rules for Transfer of Students of the Pomeranian Medical University in Szczecin from  
Dentistry to Medicine and from Medicine to Dentistry**

1. The decision regarding student's transfer shall be made by the Dean.
2. Transfer from Dentistry to Medicine is possible only to the 2nd year of study, upon student's fulfilment of the following requirements:
  - 1) a justified transfer request must be submitted **by June 30** of the academic year;
  - 2) in the recruitment procedure, the student had obtained a result equal or higher than the threshold for admission to the major the student wishes to transfer, adopted in the year of recruitment;
  - 3) the student has obtained credit for the current year of studies – by the end of August;
  - 4) passing supplementary exams for the following courses: Anatomy; Histology with Embryology; and Molecular Biology; and obtaining credit in Cytophysiology. The student shall be entitled to one exam take for each of the abovementioned courses. The exams shall be scheduled between September 1 and 15 of the academic year.
3. In the case referred to in Item 2, the Dean, when issuing the final decision on the transfer of the student, identifies any differences in the Curriculum that must be bridged by the end of the academic year into which the student transferred.
4. Transfer from Medicine to Dentistry is possible only to the 2nd year of study, upon student's fulfilment of the following requirements:
  - 1) a justified transfer request must be submitted **by June 30** of the academic year;
  - 2) in the recruitment procedure, the student had obtained a result equal or higher than the threshold for admission to the major the student wishes to transfer, adopted in the year of recruitment;
  - 3) the student has obtained credit for the current year of studies.
5. In the case referred to in Item 4, the Dean, when issuing the final decision on the transfer of the student, identifies any differences in the Curriculum that must be bridged by the end of the academic year into which the student transferred.

**prof. dr hab. Leszek Domański**  
**The Rector of the Pomeranian Medical University**  
**in Szczecin**  
**The President of The Senate**