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THE MEDICAL UNIVERSITY OF BIAŁYSTOK
THE RULES OF FULL-TIME COURSES OF STUDY

BIAŁYSTOK 2013

I. GENERAL PROVISIONS

§ 1

1. These Rules of Full-Time Courses of Study, hereinafter called “the Rules” provide the rights and obligations of the student taking full-time courses of study at the Medical University of Białystok relating to the organization and progress of study. The Rules are introduced in accordance with the provisions of the article 160, § 1 of the Law on Higher Education, of 27th July 2005 (published in the Journal of Laws of 2012, item 572 and subsequent amendments), hereinafter called “the Law”.
2. The Rules also apply to foreigners taking the courses of study in English at the Medical University of Białystok. The courses are paid at the rate set by the Rector (Vice-Chancellor) of the University.
3. The Senate of the University shall pass the Rules at least five months prior to the commencement of the academic year. The Rules become effective at the beginning of the academic year after consent was given by a legislative body of the Student’s Self-Government.
4. A successful candidate becomes a student of the Medical University of Białystok, hereinafter called “the School” upon the matriculation ceremony and oath taken. After the matriculation the student is given a student’s card and student’s record book – in which the progress and marks earned are recorded.
5. The School will spare no effort to provide adequate facilities for the disabled to participate in education.
6. The student shall keep the oath and obey the Rules and other internal regulations in force.
7. Disciplinary actions, as specified by the Law, will be taken against a student who violates the school regulations or for their disgraceful conduct.
8. The System of Monitoring and Developing Education Quality, regulated by separate legal provisions, is in operation in the School.
9. The bodies of the Students’ Self-Government represent all students.
10. The Rector is a supervisor and guardian of all students while the Dean is a supervisor and guardian of the students of a faculty. Deputy Rector for Students’ Affairs manages and supervises permanently all students’ affairs.
11. All matters governed by the Rules may be questioned and appealed against to the Rector.

II. ORGANIZATION OF THE STUDY

The Organization of the Academic Year

§ 2

1. The academic year begins 01st October and ends 30th September of the next calendar year.
2. Where the academic year starts on Saturday or national holiday, the Rector may decide that it should start earlier or later.
3. Where under the program of study a specific field, major, specialization or type of training or kind of study starts in the second semester (summer semester), then the academic year commences when the summer semester starts.
4. For some reasons the Rector may, upon the request by the Dean, decide to begin academic training for the field of study before the 01st October.

The Organization of the Training

§ 3

The courses run according to the schedules and programs of study established by the School and pursuant to the procedures described by the provisions of the Law.

§ 4

1. The detailed schedule, timetable and program of training are compiled after being consulted with the supervisor (starosta) of the students of each year of study, and announced before the start of the semester by placing on the website of the faculty.
2. The academic year consists of :
 - winter semester
 - summer semester
 - practical training under the schedule to be completed between the end of summer semester and the start of winter semester of the next academic year; the whole practical training or part of it may as well be taken by a student during the academic year when after school.
3. Winter semester contains:
 - 15 weeks of teaching and training
 - winter examination session
4. Summer semester contains:
 - 15 weeks of teaching and training
 - summer examination session
5. Either examination session takes at least 6 weeks; whereas the summer examination session lasts at least 4 weeks.
6. The winter session examinations may be taken during the semester break until 30th April, and those of the summer session may be taken until 15th September.
7. The framework of the academic year is decided and introduced by the Rector to all teaching units before the academic year starts.
8. In the course of academic year the Rector may make amendments to it and cancel teaching for a time set.
9. In the course of academic year the Rector may establish additional holidays.
10. During the academic year the Dean may cancel hours of training for students of the faculty.
11. Following a decision by the Rector as referred to in § 7 above, the Dean, upon consultation with the supervisor (starosta) of the students from each year of study, draws up a detailed schedule and timetable of courses which should specify a list of courses to be completed obligatorily, examinations, practical trainings and other forms of education.
12. Such arrangements as described in § 11 above shall be made known to the students prior to the beginning of a semester or academic year by fixing on a Dean's office notice board or placing on a faculty's website.
13. All teaching units are bound to establish their internal teaching rules based on the provisions of these Rules. The internal teaching rules should describe:
 1. fashion of conducting coursework
 2. terms of how to make up for classes which a student was absent from
 3. conditions of having the course of study completed and examinations passed as well as terms of student exemption therefrom

4. criteria of student work assessment
5. a list of obligatory and recommended course books and literature
14. The internal teaching rules of a unit shall be notified to the students before the start of teaching sessions by fixing those on a relevant notice board of the unit and placing on a unit's website.
15. The internal teaching rules of a unit may be amended only after consent given by the student supervisor of the year.
16. The unit providing education is obliged to obey its internal teaching rules.

Fees

§ 5

1. The School charges for teaching under the binding regulations.
2. The School charges for educational services such as:
 1. full-time courses of study provided for students of second year or successive years of study
 2. full-time courses of study if a student takes the training for which ECTS credits are granted under article 170a, § 2 of the Law
 3. course of training retaken due to unsatisfactory results
 4. courses taught in a foreign language
 5. courses off the schedule
3. The Rector sets an amount of fee for a field of study before the start of academic year upon a request by the Council of Faculty.
4. The terms of payment for education are specified in the contract.
5. The payment should be made 7 days at the latest before the start of training; in case of training running longer than one semester – 7 days before the start of each semester.
6. For some exceptional reasons, the Dean may give permission to pay in two equal payments.
7. If so, a rate of the other payment is increased by an amount of statutory interest for a period from the day specified in subpara. 5 above to the day of payment set by the Dean.
8. The student who has not paid a fee as described in section 2 above will be struck off the list of students.
9. If the fee for education as defined in section 2 above is increased when a student, who has already paid a fee, is on a Dean's leave (a year-off the school), they should pay a difference between a new rate and the amount already paid on the day when they are back at the university.

The Guardian of the Students of the Year, the Supervisor, the Teachers' Council

§ 6

1. Upon consent by the Supervisor of the Students of the Year the Dean appoints a Guardian of the Students of the Year amongst the university teachers of the faculty.
2. The Guardian sees to students' matters, cooperates with the Council of the Year/Supervisor of the Year and helps students. The duties of the Guardian are defined by the Dean.

3. The Teachers' Council cooperates with the Dean in coordinating the teaching of students. The Teachers' Council is composed of the Dean or deputy Dean, the guardian, directors of teaching units or university teachers acting as their proxy, and the supervisor. The Chairman of the Teachers' Council is the Guardian.

Practical Training

§ 7

1. The student must do practical training which is incorporated in the program of study and be taken according to the schedule and program of study.
2. The purpose of practice is to develop practical skills in real working conditions.
3. The student may take practice home or abroad under the terms as specified in the program of study.
4. In order to carry out the practice correctly, the Dean appoints a manager of practical trainings amongst the university teachers.
5. Carrying out and completion of practical training is specified in the rules of practice for every field of study.
6. Failure to complete the practice results in not having credits for the whole academic year.

III STUDENTS' RIGHTS AND OBLIGATIONS

§ 8

The student has got the right

1. to develop interest in sciences and therefore to use the classrooms, facilities and equipment of the School, to receive assistance from university teachers and other bodies of the School
2. to join scientific groups and to participate in research, development and implementation works carried out by the Medical University
3. to get prizes and awards
4. to take the courses of accelerated learning in accordance with the Accelerated Learning Rules as specified in the annex attached hereto
5. to join students' organizations under the provisions of the Law
6. to receive material aid pursuant to separate regulations
7. to develop interest in culture, tourism and sport and therefore to use the University's facilities and means; to get assistance from university teachers and other bodies of the School
8. to attend open classes of other fields of study

§ 9

1. The student is obligated to take every possibility to learn, offered by the School; to keep their oath and to comply with the Rules. They assume full responsibility for not obeying the Rules.
2. Especially the student should
 1. attend all teaching activities included in the schedule of their field or specialization of study
 2. fulfill their teaching obligations in conformity with the schedule and rules of study, among others obtaining credits and taking examinations as well as completing practical training
 3. abide by academic regulations in force, including the Code of Student Ethic

4. show respect to the employees of the School and follow the principles of good relationships among students
5. behave respectfully and with dignity as a student of the Medical University of Białystok
6. to study and apply in practice the ethical principles of their profession
7. take care of the School's property and prevent bad attitude towards it
8. sign a contract on the terms of payment for the education services offered to full-time students
9. make payments for the education services in an amount set up by the Rector
10. make a written declaration on observing conditions to commence/continue his/her full-time courses at the public school without payments
11. make a written declaration on not receiving financial aid from more than one faculty/field of study
12. keep passwords confidential, observe copyrights and intellectual property rights
13. not bring in, use or distribute intoxicants on the premises
14. immediately inform the Dean's office or students' affairs office of any change of their marital status, surname, address or other crucial data affecting student's position

§ 10

1. The student is responsible for violation of legal regulations or their obligations as set forth in § 8-9 of the Rules under the provisions of the Law.
2. Violation of the provision of § 9, subpara. 2, section 8 is a serious misdemeanour and may cause student to be struck off the list of students.

IV STUDENT TRANSFER

§ 11

1. The student of the Medical University of Białystok may transfer to another university or school upon consent given by the Dean of receiving school if they prove that they have got no obligations or debts to the School.
2. The student of another school may transfer to the Medical University of Białystok upon consent by the Dean of the School and provided that they submit documents certifying successful completion of a semester or academic year and fulfill all obligations imposed by their sending school. Transfer takes place only within the same field of study. The Dean makes decision as to transfer after consideration of the documentation presented and organizational capacity of the School. The student who comes from another school and who took a different field of study shall go through verification procedures to compensate the differences in training.
3. The specific terms and principles for students transfer from another school to the University are set forth in the Rector's directive.
4. Besides their courses the student may take additional courses offered by other fields of study. This is allowable only after the student successfully completes admission procedure required by such a field of study.
5. The student should notify the both Deans/both schools of their taking courses of two majors/fields and may seek scholarships/grants in compliance with the Rules on students' material aid.

6. The student may be given permission to transfer to another field of study provided by their faculty or the School.
7. The Dean of receiving faculty decides on transfer of student to another major. As consent for transfer is given, the Dean identifies differences in training to be made up for during an academic year.
8. Transfer from not-full-time courses to full-time courses is determined by marks earned by the student. The procedure for transfer of major is described in the Rules of Not-Full Time Courses. A number of transfers is limited by the Minister of Health or the Senate of the University.
9. The student may transfer from the full-time courses of study to those of not-full time upon Dean's consent and within the limit of number of transfers established by the Minister of Health or the Senate of the University.

V. ACADEMIC YEAR CREDITS

ECTS Credits

§ 12

The School uses the assessment system of student performance in compliance with the European Credit Transfer and Accumulation System (ECTS), which is as follows:

1. a certain number of credits is granted for all courses/subjects from the schedule of the study, practical trainings and those extra-curricular activities which are permitted by the Dean
2. no credit is awarded for library and in-school safety training
3. credits are administered to the subject rather than to forms of training
4. a number of credits awarded for the subject shows an amount of effort/workload required from a student to have a successful completion of the course/subject. It also demonstrates a range of skills and competence attained; student's workload is that shown both in the classroom and his own engagement
5. a number of credits designed for the subject can be earned only if the planned results of training are achieved and the course is completed
6. the student can be granted at least 60 ECTS credits per a year and 30 credits per a semester
7. credits given by another school can be accepted in place of those granted for the course/subject listed in the curriculum and in conformity with the teaching standards if the teaching results of the course are equal as per both schools' standards
8. the Dean of the relevant faculty decides on whether to accept ECTS credits after consideration of academic transcript issued by another school and submitted by the student

Terms of Earning Credits for the Coursework

§ 13

1. The credits can be earned only within and for the academic year.
2. The academic year credit is granted if
 - a. the student has received all credits for learning activities and practical training specified in the curriculum of the year of study
 - b. the student has received at least satisfactory mark for all required examinations

3. The student may take some courses at another school (home or abroad). The Dean establishes the terms of acceptance of the courses taken at another school, considering transfer and acceptance of courses completed according to the binding regulations.
4. The student is expected to receive credits for the whole academic year not later than the 15th September.
5. If the student has fallen behind due to a short-time excused absence from academic activities, the director of the teaching unit decides on the terms of making up.
6. Getting credits for obligatory learning proves student's proper preparation, good attendance and active engagement during the coursework as well as having satisfactory grades for coursework.
7. Credits for the course completed by examination can be received by the student who has completed the course and has been awarded satisfactory grade in the examination.
8. Credits for the course not leading to the examination are given following the completion of the coursework, by entering the word "completed(zaliczono)" or "zal." as abbreviated in the student's record book, examination chart or report.
9. The credits for a coursework must be obtained before the examination session starts.
10. If the coursework is done in one semester as a theoretical training, while in the other semester - as practical training, and the coursework is completed with credits or examination in every semester separately, then a student, who has not obtained credits for the first semester, is not admitted to the coursework of the second semester. Such coursework is considered failed, in which case the tuition fees should be reimbursed due to not attending all classes of training.
11. The course is credited by the director of the teaching unit or authorized university teacher having taught the subject, who makes an appropriate entry in the student's record book, examination chart or report. Authorization for a university teacher, mentioned as above, is granted by the director of the teaching unit after consent by the Dean or otherwise by the Dean himself.
12. The student may be given an opportunity of correcting a grade earned during the coursework if they so request within 14 days of receiving the grade.
13. The student who has not got credits for all required coursework can not be admitted to the examination session.
14. A pregnant student, who can not attend the course of training due to her health condition (harmfulness), may take the same course in the next year. The course is not considered failed but rescheduled by one year.
15. The terms and conditions of getting credits by students disabled may be modified to equalize their opportunity for the completion of full program of study.

Grading Scale

§ 14

1. In the examination the following marks are given:
 - very good 5.0
 - good plus 4.5
 - good 4.0
 - fairly good 3.5
 - satisfactory 3.0
 - fail 2.0

2. In the case of repeat examination, the average mark calculated for the purpose of Rector's grant for the best students should include all final marks for the courses and arithmetic average of the marks earned in the first examination and resit examination.
3. In case where a different grading scale is used by the school from which the student graduated as a first degree graduate or they transferred from, then the student's average mark is adjusted to the grading system in use at the School and verified as follows:
 1. calculation of what percentage of the highest possible average mark from the previous school makes up the student's average (to four decimals)
 2. the same percentage calculated with the highest possible average at the School, that is out of 5.00 average
 3. such a score becomes the student's average mark accepted by the School
 4. to calculate the average mark, the student, who graduated from another school as a first degree graduate, should submit their record book and academic transcript to the Dean's Office until 30th September

Terms of Taking Examinations

§ 15

1. The student who received all required credits for the course/subject, may take the exam, by consent of the examining teacher at any time in the academic year, not later than during the examination session.
2. The student, who has not requested as above in subpara.1, shall sit for the exam during the examination session.
3. The date of the exam is set by the examiner after consultation with the supervisor of the students and made known to the students at least 4 weeks before the exam session starts.
4. In the case of the course completed by the exam, only the student having credits for the coursework and satisfying the requirements described in the internal rules of the course, may sit for the exam.
5. Being not admitted to taking an exam as a result of not having sufficient credits disqualifies the student from sitting for the exam. In such a case, "not admitted" formula enters in the student's record book, examination chart or report.
6. Every course/subject is examined separately and individual grade is awarded.
7. The type of examination and getting credits is decided by the director of the teaching unit and made known to the students by putting information on the notice board before the course starts.
8. In the examination the student should produce their record book.
9. In one daytime the student can neither sit for more than one examination nor has any other test of knowledge.
10. Examination may be made up of two parts testing both theoretical knowledge and practical skills.
11. Where it is as mentioned above in subpara 10, the exam is considered passed if at least satisfactory mark is obtained for each part. The final mark should be an average of all marks, and its calculation method be described in the internal rules of the teaching unit.
12. The student is obligated to sit for an exam within the time set in the session schedule.

13. Unexcused failure to sit for the exam at the time set results in getting fail mark and cancels the right to take a resit exam. Failure to sit for an exam should be excused to the examining teacher on the day of exam at the latest; exceptionally within 7 days after the date of exam. A sick note from a physician or a written statement confirmed by the Dean on the occurrence of event or accident may do as an excuse.
14. Upon excused failure the examining teacher arranges a new time of exam, which is considered the exam taken at required time.
15. The time of exam as referred to in subpara. 12 above, and repeat examinations can not be set for after the end of repeat exam session, i.e. after 15th September.
16. The examiner makes a record of examination mark in the student's record book, examination chart and report.
17. Neither a time limit for admission to the examination session nor a time limit for the examination session may be extended.

§ 16

1. If the student fails to pass the exam they may take a repeat exam twice after each unsuccessful attempt.
2. Repeat exams should be taken in time specified in § 4 subpara. 6.
3. Unexcused failure to appear for 1st repeat exam results in getting fail mark and cancels the right to sit for 2nd repeat exam. Failure to sit for a repeat exam should be excused to the examiner on the day of exam at the latest; exceptionally within 14 days after the date of exam but not later than after 15th September. A sick note from a physician or a written statement confirmed by the Dean on the occurrence of event or accident may do as an excuse.

§ 17

1. Following a written request by the student questioning the examiner's objectivity in the exam and submitted within 3 days after the negative mark of a repeat exam is made known, the Dean may decide to hold an exam in the presence of a commission (commission exam) within 7 days after the exam result is made public but not later than after 15th September. The Dean shall establish procedures for examination.
2. The commission examination is held in the presence of a commission composed of the Dean or deputy Dean acting as president of the commission, the examiner appointed by the Dean, an expert on the subject of the exam and the guardian of the students of the year. The exam must be an oral one with possible student's remarks in writing (formulas, reactions, graphs or drawings). If the votes are equally in favour and against, then the president's vote prevails.
3. At the student's request a representative of student's self-government or students organization may join the commission, with no right to vote.
4. The mark awarded by the commission is final.

Striking off the List of Students, Conditional Entry, Year to Repeat

§ 18

1. The Dean decides to strike a student off the list of students if they
 1. did not start training
 2. gave up training or transferred to another school
 3. are expelled from the School following a disciplinary action
 4. did not pay due tuition fees
 5. did not present degree thesis or did not take degree exam in due time

2. A statement of failure to start training is made in writing by the Dean regarding an applicant who had received from the School a notification of admission but they failed to appear in the Dean's Office to take and sign the oath or a contract (or refused to sign the above documents within 14 days), or they did not attend academic activities for successive 14 days after the academic year started.
3. Renouncement of a course becomes effective after the students makes a relevant written statement thereon. The effective date is the day on which the statement is submitted to the Dean's office. Unexcused absence from academic activities for over a month is considered renouncement.
4. The director of a teaching unit is to notify the Dean's office of students who have not started training or have not attended the academic activities for more than one month.

§ 19

1. The Dean may strike the student off the list if they
 1. have not made progress in learning
 2. have not received all credits for a semester or a whole year with a time set
2. Making no progress in learning is that the student
 - a. did not complete a course
 - b. did not complete a practical training
 - c. did not pass an exam
 - d. did not get credits for a whole academic year
3. In case where there is no progress in learning and the student failed to complete a semester or a year by getting credits within a time set, the Dean may decide to
 1. give permission for the student to start training conditionally in the next academic year if the student did not get credits for not more than two courses/subjects of study or for a practical training
 2. that the student should repeat the whole year of study if they did not complete more than two courses
 3. to strike the student off the list if
 - a. they do not get credits for a year twice in a row
 - b. it is impossible or unreasonable for the student to repeat the year again
4. Retaking the first year courses of study is forbidden.
5. A statement on not making progress in study should be made in writing by the Dean on the basis of data from the student's examination charts, student's record book and examination reports as well as course credits and examination results.
6. The Dean's decision on striking off the list of students may be appealed to the Rector. Rector's decision is final.
7. The student who fails to complete a course/subject by credits in an academic year should do it not later than during the next academic year, which he/she is enrolled in.
8. The student may be given a permission to repeat an academic year only once in the whole term of their academic study. Yet, they are allowed to retake an academic year for the second time if the reason behind is a long-lasting illness. A persistent illness can be given once as a reason during all academic term.
9. If the reason for granting a permission to repeat the academic year due to a persistent illness is unclear, the Dean may establish a committee, composed of doctors-academic teachers of the School to hear their consideration.

10. The student who repeats a course of study, following his/her conditional entry or as a student retaking the academic year, is obliged to attend and receive credits from all forms of the coursework.
11. The student who retakes the whole year of study needn't get credits for the courses which he already completed by credits.

Restart of the Study (Reactivation)

§ 20

1. The student who dropped his first-year courses or was struck off the list of the first year students may be readmitted through recruitment procedures.
2. The student who is struck off the list of students of another school may not apply for restart of the study at the Medical University of Białystok.
3. The student who received all first-year credits or next years' ones and dropped their study or was struck off the list is allowed to apply for readmission not earlier than after 1 year and not later than before 5 years on condition that they pass examinations in two subjects/courses, chosen by the Dean from the previous year curriculum. The examination results are final; with no option to resit for the exams.
4. The applicant for reactivation should make a one-time payment for the reactivation examinations. An amount of the payment is to be set up by the Rector.
5. If a break in the study is as long as 3-5 years, the student is permitted to restart the courses of the previous year despite their credits from the student's record book.
6. The student who was deleted from the list may only once apply to reactive their status.
7. Students who were struck off the list of students for the reason described in § 18 subpara. 1 item 3 are not allowed to be reactivated.
8. In the light of student's rights and obligations the reactivation is considered continuation of the study. The continued status of study does not release the student from getting credits for the courses on which he received a positive grade before being deleted from the list.
9. After reactivation the student should attend all academic activities and receive all credits required in their year of study.
10. If after reactivation there are differences in the syllabuses, the student is obliged to make up for them in the academic year he is admitted to.
11. The student who restarts their courses of education after being deleted from the list of students as a result of lack of their educational progress or failure to timely obtain semester or yearly credits, may not repeat a year of study again.
12. The student who took courses of their field or major may apply for readmission only to the same field or major. Reactivation to another field or major is not admissible.
13. Decision to accept or deny student's application for reactivation is made by the Dean after consideration of all circumstances, including the School's structural possibilities.

VI. PRIZES AND AWARDS

§ 21

1. The student whose progress in study or academic record is remarkable may be awarded:
 1. grant by the Minister of Health for remarkable achievements
 2. prize granted by national agencies or institutions, scientific societies, social organizations or other bodies in accordance with binding regulations

3. distinctions by
 - a. Rector
 - b. Dean
 - c. Students' Self-Government
2. Awards and prizes mentioned in subpara. 1, section 1-2 are granted pursuant to provisions in force.
3. Most talented graduates holding the bachelor degree and those having completed the third year courses of master degree - not more than 100 students nationwide may be awarded resources from "Diamond Grant" Program for making researches, financed by the national budget and by national minister.

§ 22

1. The diploma with distinction is granted by the Rector to those students who meet the following requirements:
 1. complete their courses within the term specified by the schedule of study; yet the time taken off the school on Dean's consent is excluded from the term of study.
 2. their average examination mark is 4.75 at least
 3. their master or bachelor thesis grade and master or bachelor degree examination grade are very good, A.
2. Request for issue of diploma with distinction is made by the Dean.
3. The holder of diploma with distinction granted by the Rector are recorded in the Gold Book of Graduates of the Medical University of Białystok.

VII. LEAVE AND HOLIDAY

§ 23

1. The student may apply for a holiday/leave in case of
 1. long-term disease confirmed by a medical sick note
 2. emergency or random incident
 3. transfer to courses of study or practice to a foreign institution
 4. child birth or childcare
 5. trips organized by the School or students organizations to foreign countries or home
 6. student's request without giving any reason for, made before 15th September after the completion of their current year of study
2. An application must be filed with the Dean in 14 days after the occurrence of event, except for a case as described in subpara. 1, section 6 above.
3. The student may receive
 1. short-term holiday: up to 7 days
 2. long-term holiday: up to 1 year
4. A long-term holiday is recorded by the Dean in the student's record book.
5. In the whole term of study, the student may be granted 1 year's leave only twice.
6. When on holiday the student retains his student status.
7. When on holiday the student may attend academic activities in selected courses and get credits or take examinations. If so, they are subject to rules binding all students of the year of study.
8. The Dean may excuse a short-term absence from coursework, caused by events as specified in subpara. 1, section 2, 4 and 5, and consider it a short-term leave.
9. A short-term absence from coursework may also be justified by a medical sick note.

VIII. GRADUATION

§ 24

1. The graduate receives a diploma of graduation certifying a degree or professional title awarded and a supplement of the diploma.
2. The form of a diploma is accepted by the Senate of the University.
3. A diploma of graduation is granted only after all courses and practices are successfully completed and all required examinations are taken.
4. The date of graduation is:
 1. at the faculty of medicine or medicine and dentistry: the day of completion by credits of the last course or passing the last exam as prescribed by the schedules of the study
 2. at the faculty of pharmacy: the day of completion of the last practical training as specified by the schedules of study
 3. for first and second degree courses and uniform master degree courses for other fields of study: the day of passing the degree examination
5. The student shall submit all documents necessary to issue a diploma of graduation in 14 days after the graduation.
6. The graduate may hold their student's record book even after the graduation.

Degree Thesis

§ 25

1. The student is doing their master degree thesis under the supervision of an authorized university teacher or expert out of the School, holding at least a degree of Ph.D.
2. The student is doing his bachelor degree thesis under the supervision of a university teacher or expert out of the School, holding at least a degree of master or title of physician.
3. The range and place of doing a degree thesis should be established in the academic year before the final year of study.
4. The scope of degree thesis is coordinated by the Dean who takes into account the teaching burden of the unit in which the thesis is being written, and approved by the Council of the Faculty.
5. A degree thesis written in the course of the student research programs (studencki ruch naukowy) may be accepted.
6. The assessment of a degree thesis is made by the supervisor and a reviewer of the thesis. In case of differences in evaluation of the thesis, the Dean decides whether to permit the student to sit for the final degree exam, who may request for an assessment of the other reviewer. Subpara. 1 or 2 applies to the reviewers of a degree thesis.

§ 26

1. If the presentation of a degree thesis is obligatory for a field of study or major, the student shall defend their degree thesis before the 10th July and submit it, signed by the supervisor, within 2 weeks before.
2. The Dean, at the supervisor's or student's request, may change a date of degree thesis submission in case of
 1. student's persistent illness confirmed by a medical certificate

2. impossibility of writing a degree thesis by the time set due to well-found reasons, beyond student's control (i.e. defect or absence of research equipment necessary to continue the scientific work, no access to a required literature)
3. For the reasons mentioned above, the time of degree thesis submission may be postponed not longer than three months beyond the time specified in subpara.1 above.
4. If the supervisor is absent for a long time, which may postpone the time of thesis submission by the student, the Dean should appoint a substitute who will supervise the thesis. Substitution made during six months just before the thesis delivery may be a cause for extension of time for degree thesis delivery under the provisions described in subpara. 2 above.

Master and Bachelor Degree Examinations

§ 27

1. The student is admitted to taking their degree examination on condition that
 1. they completed by credits all courses and practical trainings specified in the program of study; as for first degree students of the Faculty of Health Sciences they passed the professional training examination
 2. the student received at least satisfactory, C mark for their degree thesis
2. The degree examination is held in the presence of the examination board appointed by the Dean and is composed of the president, the manager/the supervisor, and reviewer acting as an examiner. The Dean, Deputy Dean or other university teacher holding a degree of Ph.D (doctor habilitated) and appointed by the Dean may act as the President of the Examination Board.
3. The examination shall be held not later than after 10th July.
4. If the time set for degree thesis submission is extended, as described in § 26 subpara. 2 above, the degree exam should be held until the 15th September.

§ 28

1. The degree examination is oral.
2. In assessing the examination, the marks specified in § 14 subpara. 1 shall be applied.

Degree Thesis Defence

§ 29

1. The student may defend their degree thesis only after they have passed their degree examination.
2. The degree thesis may be defended after the degree examination has been taken.
3. The content of the thesis is presented to the examination board, described in § 27 subpara. 2 and to individuals taking interest in the subject matter.

§ 30

Upon the student's or manager's/supervisor's request made in 7 days prior to the day of the degree exam and thesis defence, the Dean orders to hold an open degree examination and thesis defence.

X. FINAL PROVISIONS

§ 35

All matters regarding the organization and procedures for taking courses of study and not regulated in these Rules shall be subject to Rector's decision.

§ 36

The Rules of the Full-Time Courses of Study adopted by the Senate of the University, Resolution no. 23/12, of 18.04.2012 become invalid.

Chairman of the Students Parliament

Piotr Sielatycki

Rector

Prof. Jacek Nikliński, Ph.D in Medicine

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Attachment No. 1 to the Rules
of the Full-Time Courses

THE RULES OF THE ACCELERATED LEARNING COURSES

I. General Provisions

1. Accelerated learning is provided by the Medical University of Białystok (the School) in the form of Accelerated Learning Module (ALM) and Accelerated Learning Courses Program (ALCP).
2. Accelerated Learning Module is a form of extended teaching of most talented students in the majors chosen by the student and through selected teaching techniques.
3. Accelerated Learning Courses Program (ALCP) is a form of the basic teaching of the student who can not take regular courses of study due to random incidents or other serious events.
4. Accelerated learning is provided for students to satisfy their needs and aspirations because the regular courses of study affect the completion of student's basic programs or attainment of wider knowledge from their major.

II. Organization and Program of the Study

1. Accelerated learning is organized and administered by the Dean. The Dean submits a yearly report on the performance of ALM and ALCP to the Council of the Faculty.
2. ALCP may run in all years of study.
3. ALM may be offered: beginning the third year of uniform courses of study, beginning the second year of first and second degree courses of study, excluding the term of practice. Exceptionally it may be attended earlier.
4. ALM may not be offered during the final year of study as its program provides only practical training (so-called internship year).
5. Besides the courses from the curriculum ALM includes additional courses leading to:
 - a. extension of theoretical knowledge and practical skills in the major
 - b. study of basic methodology of scientific researches and teaching training
6. The program of study as referred to in subpara. 5 above may be performed only by student entering into a. research programs and teaching activity carried out by the organizational unit, b. activity of the Students' Scientific Society; student sitting in the meeting of scientific societies or attending the trainings offered by the School.
7. The Dean appoints a guardian amongst university teachers to every student attending ALM courses. A guardian should hold at least a degree of Ph.D; and if in clinical programs – at least first grade specialization, too. A guardian can not have more than 2 students to supervise. A guardian receives the payment of 20 teaching hours worth for 1 student in care and – 40 teaching hours worth for 2 students.
8. ALM and ALCP can not lead to the extension of the term of study and can not increase the costs of the education
9. The guardian works out and the Dean accepts the yearly program of training for the student taking ALM.
10. The guardian is responsible to the Dean for completion of ALM courses by the student.
11. The guardian shall submit a report regarding ALM student's progress to the Dean of the Faculty by the 15th September of each year.

12. The student taking ALM course may attend any class with any group of students and at any time upon consent by the director of the teaching unit provided that this does not violate the internal provisions on a permissible number of students in a group.
13. The student taking ALM may complete the course by credits and take examinations at the time agreed with the examiner (not necessarily in the examination session, yet not after the examination session).
14. As the examination session ends, the body of deans considers the examination marks earned by the students taking ALM. For good reasons the Dean may forbid the student to continue their ALM activity.
15. The completion of ALM program is made on the yearly basis. The Dean grants credits for the whole academic year based on student's records, guardian's opinion and the statement by the body of deans.

III. Admission to ALM Program

1. Students may be admitted to ALM program after the end of the year preceding the year mentioned in section II paragraph 3. Exceptionally they may be admitted on the earlier basis.
2. Applicants for ALM program should meet the following requirements:
 - a. good progress in study (at least 4.50 current average mark for all passed examinations so far, calculated according to the provisions of the Rules) or winners of the Diamond Grant
 - b. active engagement in scientific programs and a good letter of reference by the director of the teaching unit, attached to the application form
3. Students should apply to the Dean's office for admission to ALM program.
4. The application form must be submitted by the 5th September
5. The body of deans selects and accepts students' applications in accordance with the requirements as mentioned above.
6. The Dean issues a favourable or unfavourable decision on student's admission to ALM program.

IV. Admission to ALCP

1. Admission to ALCP program can be processed at any time of study.
2. Students may apply for ALCP program under the following documentation:
 - a. medical certificate explaining why the student needs to take ALCP instead of standard regular courses.
 - b. a written note describing other important life incidents justifying the admission.
3. Applications for ALCP should be submitted to the Dean of the Faculty.
4. The body of deans selects and accepts students' applications in accordance with the requirements as mentioned above.
5. The Dean issues a favourable or unfavourable decision on student's admission to ALM program.

V. Final Provisions

1. In the last year of study the student attending ALCP program may participate in the coursework as assistant teacher.
2. All disputed matters or those not regulated in the Rules should be decided as final by the Rector after consideration of Dean's and student's supervisor' opinions.

Attachment to
the Rules of Accelerated Learning Module

.....
(date of application)

APPLICATION FOR ADMISSION TO ACCELERATED LEARNING MODULE (ALM)

To
The Dean of the Faculty of
Medical University of Białystok

Applicant's name and surname:
Year of study: field of study..... student's record book no.

I request you to accept my application for admission to ALM in the academic year:

Grounds for the application:

.....
.....
.....

I attach the following:

1. a letter of reference by the director of the teaching unit
2. ALM program

.....
(date and signature of the applicant)

Confirmation of the average mark

The current average mark obtained so far by Mr/Ms
is

.....
(signature and stamp of employee of the Dean's Office)

Student's guardian's reference

.....
.....

.....
(signature)

Dean's decision

.....
.....

.....
(signature and stamp)