

Appendix to Resolution 40/2015 given by the Senate of the Medical University of Bialystok
of 23.04.2015

**REGULATIONS GOVERNING HIGHER
EDUCATION - UNDERGRADUATE, GRADUATE
AND UNIFORM MASTER'S STUDIES AT THE
MEDICAL UNIVERSITY OF BIALYSTOK**

Bialystok, Poland 2015

I. GENERAL PROVISIONS

§ 1

1. These Terms and Conditions of study hereinafter referred to as the "Terms and Conditions" define the rights and responsibilities of students attending the undergraduate, graduate and the uniform master's studies at the Medical University in Bialystok. The rights and responsibilities of students refer to the organization and course of studies. The Regulations have been developed pursuant to Article 160 paragraph 1 of the Act of 27 July 2005 of the law on higher education hereinafter referred to as "the Act".
2. These Regulations shall also apply to the students of the Medical University in Bialystok attending studies conducted in English. The studies are paid, and the amount of the fees shall be settled by the Rector. The students enrolled on the English department are required to take a preparatory course prior to the beginning of the first year of studies.
3. The Regulations shall be established by the University Senate, at least five months before the start of the academic year. The Terms and Conditions of the study shall enter into force at the beginning of the academic year, with the approval of the legislative authority of the student self-government.
4. The students are admitted to the circle of the Medical University students, hereinafter referred to as the "University", right after the matriculation and a solemn oath. After the matriculation, the students receive their student cards and record books which are documents showing the course and results of studies.
5. The school will make every effort to provide conditions for people with disabilities to fully participate in the education process.
6. The students are obliged to proceed in accordance with the solemn oath, follow the Regulations and other provisions in force in the case of the University.
7. In case of any infringement of the provisions in force at the University, and in the event of the acts transgressing the dignity of a student, the student shall render themselves liable to the disciplinary action in accordance with the rules set out in the Act.

8. The University applies the Development of Higher Education System providing the solutions to ensure quality assurance and improvement of education quality, the operation of which is governed by separate rules.
9. The student self-government is the representative of all students.
10. The supervisor and mentor of the students at the Medical University is the Rector, and the supervisor and mentor of students of the Department is the Dean. The permanent deputy of the Rector, appointed for the supervision of students, is the Vice-Rector of Academic Affairs.
11. The instance of appeal in all matters covered by the Regulations is the Rector.

II. ORGANIZATION OF STUDIES

The academic year

§ 2

1. The academic year begins on 1 October and lasts until 30 September of the following calendar year.
2. Should the beginning of the academic year fall on a Saturday or on a public holiday, as well as in other justified cases, the Rector may decide to begin the academic year at the whole university or at one study course earlier or later.
3. If the program of studies for a particular course, form of education or form of study provides for the beginning of the classes in the second semester of the academic year (i.e. in the summer), the academic year starts by a date determined by the University as the beginning of the summer semester.

The organization of classes

§ 3

The classes take place according to the study schedule, including plans of study enacted in accordance with the procedure laid down in the Act.

§ 4

1. A detailed program of studies, including a plan of study and schedule of all the activities, shall be posted on the website of each department before the beginning of the semester.

2. The academic year includes:
 - Winter semester,
 - Summer semester,
 - The period from the end of the summer semester to the beginning of the winter semester of the next academic year destined for the professional practice provided for in the plan of study, and the student may take this practice or a part of this practice provided for in the plan of study during the regular academic year at the time free of classes.

3. The winter semester includes:
 - Class period lasting 15 weeks,
 - Winter exams session.

4. The summer semester includes:
 - Class period lasting 15 weeks,
 - Summer exams session.

5. The both sessions last not less than 6 weeks, including the summer examinations lasting at least 4 weeks.

6. The winter session continues from the beginning of the winter break between the semesters until 30 April, and the summer finals last until 15 September.

7. The organization framework of the year shall be established by the Rector and communicated to all the departments before the beginning of the academic year.

8. The Rector may introduce changes to the framework and suspend the classes for a specified period of time during the academic year.

9. The Rector may establish the so-called Rector's Days at the university within the academic year.
10. The Dean may establish the so-called Dean's Hours at the faculty within the academic year.
11. Basing on the decision of the Rector, as referred to in paragraph 7, the Dean shall determine a detailed schedule of classes after a consultation with the Year Prefects.
12. The arrangements referred to in paragraph 11 should be given to the students before the beginning of the semester or the academic year, by means of a notice on the bulletin boards and on the website of the Dean's Office at the faculty.
13. All the departments are required to establish internal rules based on the provisions set out in the Terms and Conditions. The Terms and Conditions of education shall at least define:
 - 1) Manner of conducting classes,
 - 2) Opportunities and forms of compensation in the event of an absence,
 - 3) Forms of credits and examinations, and the conditions for being released of them,
 - 4) Criteria for assessing,
 - 5) List of mandatory and recommended textbooks,
 - 6) Conditions for access by the student to their written work, including in particular: tests, mid-term exams, final and examination works within the time limit specified by the manager of the unit or the persons designated by them and in the presence of the manager of the unit or the person designated by them,
 - 7) How to inform students of exam results and credit grades, the information should be made with due respect for rules on the protection of personal data.
14. The Terms and Conditions of education and syllabus of the implemented classes are communicated to the students before the beginning of classes through the bulletin board of the competent teaching unit and publishing on the website of the University.
15. The regulations of studies may be changed during the academic year, only after obtaining the opinion of Year Prefect.
16. The unit which conducts classes and students engaged in the class are required to comply with the rules of the unit involved.

Fees

§ 5

1. The University may according to the rules in force introduce charges for the education.
2. The University may charge a fee for the education services related to:
 - 1) Extramural studies
 - 2) Repeating courses due to unsatisfactory results in the education process
 - 3) Studies conducted in a foreign language,
 - 4) Extracurricular courses, including supplementary classes needed to undertake studies on a certain course,
 - 5) Performing confirmation of learning effects.
3. The amount of the fees at the course of study shall be determined by the Rector at the request of the Council of the Division.
4. The Conditions for payment for educational services, subject to Section 5 paragraph 3 point 5, are defined in the contract between the University and a student or a person accepted for study, concluded in writing; otherwise they shall be null and void.
5. The payment conditions for the confirmation of the learning effects will be determined in a separate agreement concluded between the University and the applicant.
6. In duly justified cases, the Dean of the faculty may divide the fee into 2 equal installments.

The Year Tutor, the Year Prefect, the Teachers' Board

§ 6

1. The Dean, after consulting the Year Prefects shall appoint a Year Tutor chosen amongst the university department teachers.
2. The Year Tutors take care of all the student matters, co-work with the Year Prefect and help their students. Specific responsibilities of the Year Tutors shall be settled by the Dean.

3. The Teachers' Board works with the Dean in coordinating the process of the particular year of study. The board automatically includes: Dean or Vice-Dean, Year Tutor, managers of units or academics authorized by them, as well as the Year Prefect. The President of the Teachers' Board is the Year Tutor.

Practical Training

§ 7

1. A student is required to take practical training which is an integral part of their studies and should be carried out in accordance with the program of study, including the plan of study.
2. The practical training aims at improving the practical skills in terms of the relevant range of professional activities.
3. A student may take the practical training in the country or abroad, provided that no separate agreements exclude it, under the conditions set out in the programs of study.
4. For the purpose of the proper implementation of practical training, the Dean of the faculty appoints tutors of practices chosen among the academics.
5. The rules for assigning and taking the practical training are due to regulations of the practical training in each of the courses of study.

III. RIGHTS AND OBLIGATIONS OF STUDENTS

§ 8

A student has the right to:

- 1) develop their scientific interests, and to use for this purpose the equipment and resources of the university and obtain the support of the university teachers as well as school authorities on the premises of the University,
- 2) freedom of association in the scientific research and the participation in the scientific, development and implementation work of the Medical University,
- 3) receive prizes and awards,

- 4) take up the Individual Course of Studies or Individual Organization of Studies on the principles set out in the Terms and Conditions of the individual studies which constitute an annex to this Regulation,
- 5) join student organizations on the Terms and Conditions set out in the Act,
- 6) receive material assistance in accordance with the rules laid down by separate regulations,
- 7) develop cultural, tourist and sporting interests, as well as to use for this purpose the devices and means of the University as well as obtain the support of the teachers and authorities of the Medical University in Bialystok,
- 8) participate in other courses of study open practicals
- 9) obtain support of the Career Office, the Office for ensuring and improving the quality of education and the Office for persons with disabilities.

§ 9

1. The student should take full advantage of the possibilities afforded by the University, and proceed in accordance with the solemn oath and rules. A student bears full responsibility resulting from breaking the Regulations.
2. In particular, the student is required to fulfill the following:
 - 1) Participate in all forms of the classes resulting from the teaching syllabus at the course in question,
 - 2) Attend the didactic and organization activities, get credits and pass exams, undergo a training program in form of the professional practice/internship and fulfil other didactic duties according to the plan of study,
 - 3) Comply with the provisions in force at the Medical University, including the Code of Ethics of the Student and the PhD Student,
 - 4) Show the employees of the Medical University the due respect and follow the rules of a friendly coexistence with the fellow students,
 - 5) Take care of the student dignity and good name of the University,

- 6) Study and apply the ethical principles being in practice for their future profession,
- 7) Respect the property of the Medical University
- 8) Sign the agreement on the payment terms for the education services related to the full-time studies.
- 9) Pay the liable fees for the educational services on time, the amount of which shall be determined by the Rector,
- 10) Submit a written statement on the continuation or completion of other studies at a public university.
- 11) Make a statement to exclude/confirm taking benefits of material aid for more than one course,
- 12) Submit the thesis to the anti-plagiarism procedures in accordance with the provisions in force for the higher education (if the given course requires submitting a thesis),
- 13) Commit to the confidentiality of passwords to the university systems, in compliance with the copyright laws and intellectual property rights,
- 14) Respect the rule prohibiting one to bring, use or distribute any narcotic drugs on the campus,
- ¹⁵⁾ Immediately notify the Dean's Office at their faculty and the Department of Student Affairs about the new civil status, changing the name, the address and other data affecting the student's situation.

§ 10

In case of infringement of the law or of the obligations referred to in Section 8 - 9 of the Regulations, the student bears responsibility in accordance with the rules set out in the Act.

IV. TRANSFER

§ 11

1. A student of the Medical University may transfer to another university with the consent of the Dean, provided the student will submit the routing slip confirming the lack of any commitments to the former university.
2. A student can move to another medical university, provided that the Dean of the department of the Medical University of Bialystok expressed by way of a decision that the student has fulfilled all the obligations arising from the provisions in force at the university which the student leaves. A transfer to another university is possible only within the same course. The Dean makes the decision, after consulting the documentation of the studies of the leaving student and after having acquainted themselves with the organizational possibilities of the University. The students transferred from other universities with another education program, are required to complete the differences.
3. Detailed conditions and rules for a transfer of students from other universities to the Medical University in Bialystok shall be determined by the Rector.
4. Apart from the chosen course, a student may study another courses. Yet, it is only possible after taking part and fulfilling the conditions of the recruitment required at the time to be accepted on the course.
5. A student may be allowed to transfer to another course of study conducted within the Department or the University. A student changing the course is not released from the recruitment procedure.
6. A student studying at a medical course of the English Division may be transferred to the medical studies carried out in the Polish language, provided a mid-grade for the last two years is not less than 4.5 in each academic year and the student proves they have an adequate knowledge of Polish.
7. A student may be transferred from the extramural studies at the parental university to the full-time studies if their average grade for the last two years is not less than 4.5 in each academic year. The transfer should be carried out within the limits allowed by the Minister of Health or approved by the Senate.
8. A student may change the form of studies and transfer from the full-time to the extramural course if approved by the Dean within the limit granted by the Minister of Health or approved by the Senate.

V. COMPLETING OF A YEAR

ECTS Points

§ 12

The University uses the ECTS points to express the student achievements in the learning process, in accordance with the European Credit Transfer and Accumulation System (ECTS), which consists of the following components:

- 1) Points are assigned to all the subjects included in the education program,
- 2) Number of points assigned to the individual subject reflects the average amount of work required for obtaining the planned results of education, and the amount of work includes both the student work in class at the University, and their individual work at home.
- 3) In order to obtain the points, the student has to achieve the assigned results of the education process, confirmed by completing the course,
- 4) Student has achieved all the objectives and effects of the education process, if they have successfully completed the subjects covered by the program, including the plan of study,
- 5) Student obtains at least 60 ECTS points per year, not less than 30 points per one semester,
- 6) Points earned by the student at the transferred courses completed at other universities than the native one, can be considered in place of the subjects resulting from the education programs, if there is a concurrence in the education effects within the frameworks of these subjects at both universities,
- 7) The ECTS points are granted according on the decision made by the Dean of the faculty where the subject is carried out, after reading the documentation of study at another organizational unit of the parent university or outside University.

Conditions for completing the course

§ 13

1. The period designed for completing the course is one academic year.
2. In order to complete a year, the student has to:
 - 1) Obtain credits for all the didactic activities and professional practices provided for in the plan of study for the year,
 - 2) Obtain at least a sufficient assessment of all the examinations provided for in the plan of study.
3. A student may execute a part of their studies at other universities (both domestic and foreign ones). The Dean makes the decision regarding the conditions of passing a period of study realized at other universities than the native one, taking into account the transfer and acknowledging of classes in accordance with the provisions in force.
4. The student has to complete the academic year no later than on 15 September.
5. In the event of delays caused by justified short-term absences of the student, the head of the teaching unit determines whether and how to make up for the absences.
6. Completing the obligatory classes is a confirmation of a proper preparation, presence, and active participation in class as well as positive evaluation/credits for the work covered by these activities.
7. Completing a subject ending with an exam takes place in form of credits in the student record book for the successfully completed classes and receiving positive assessment during the exam.
8. Completing a subject not ending with an exam shall be made on the basis of the class completing, by entering the word "zaliczono" in the form of an abbreviation "ZAL." into the student record book, the examination sheet and the protocol.
9. Completing a subject should take place before the start of the exam session.
10. A student who has not successfully completed all the required courses within the subject may not be admitted to the exam session for the particular subject.
11. If the subject in the first semester has a form of a theoretical course and in the second semester a form of a practical course and ends with an exam in each of the parts separately, a student, who has not passed the first part, shall not be approved for the courses in the second semester. The subject is treated as failed.

12. The head of the teaching unit or an authorized university teacher having classes shall give the credit for the given course by a signature in the student record book, the examination sheet and the protocol. The authority, as referred to above, shall be the head of the teaching unit, in agreement with the Dean, and, if not possible, the Dean of the Department themselves.
13. The students are entitled to improve their grades, if they submit such a request within 14 days after receiving a grade which they want to improve.
14. Pregnant students who cannot participate in the classes for the reasons of health (harmfulness) can complete the course in the following year. The subject is not treated as failed, but only postponed to the next year.
15. The conditions for completing the courses can be adapted to the needs and capabilities of students with disabilities in order to offset their opportunities for a full implementation of the curriculum.

Grades

§ 14

1. The following assessment shall apply to the examination:

- Very well	- 5.0
- More than well	- 4.5
- Well	- 4.0
- Fairly well	- 3.5
- Sufficiently	- 3.0
- Insufficiently	- 2.0
2. In the event a student shall repeat the exam to obtain a scholarship granted by the Rector for the best students, the calculation of the average grade should include all the final evaluations obtained from other subjects and the arithmetic mean of the evaluations obtained from the exam.

3. Should the university where the students finished the undergraduate studies apply another grade scale than the Medical University in Bialystok, the average student evaluations shall be adapted to the scale of assessments in force at the University and converted as follows:
 - 1) One must calculate what percentage of the average highest possible grade at the previous university is the average student grade (to four decimal places).
 - 2) The same percentage should be counted from the highest possible average at the University which is the average of 5, 00,
 - 3) Received result of the calculation is the average student acknowledged by the University,
4. The students who completed their undergraduate studies at other universities than the Medical University in Bialystok, for the purpose of calculating the average of the evaluations, are required to submit their student record books and the list of subjects ending with an exam. The documents must be submitted to the Dean's Office up to 10 October.

Conditions to pass an exam

§ 15

1. A student has the obligation to carry out the examinations within the set time limits
2. The students, who have successfully completed all the courses set for the subject, may, with the consent of the examiner, take the exam at any time of the academic year, but no later than during the period in which the examining session is provided for the exam.
3. The examinations shall be determined by the examiner in consultation with the Year Prefect, and communicated to students, at least 4 weeks before the start of the session.
4. If a subject ends with an examination, the condition for being admitted to the exam is passing the practicals and fulfilling all the obligations set out in the Terms and Conditions.
5. If the students have not been qualified for the exam due to a failed subject, it means they have lost the right to pass the examination. In this case, the signature in the protocol

(examination sheet, record book) says "not authorized", which means failing the subject without the right to improve the result.

6. An examination of each subject is taken separately and must be evaluated on a case.
7. The form of the examination and credits shall be determined by the head of the teaching unit, in which the subject is conducted. All the information on the form and passing of the exam shall be given to students as messages on the notice board, before starting the classes.
8. At each examination a student is required to submit their record book.
9. A student can take only one exam per day; on the same day the students may not participate in other forms of checking their education progress (getting credits, taking tests). However, it does not concern the resit exams, also before the external board.
10. The exam may consist of several parts: theoretical and practical ones.
11. In the situation referred to in paragraph 10, the student is required to obtain at least the sufficient assessment of each of the parts. The final assessment should be a resultant of all the assessments, calculated according to the Terms and Conditions of the teaching unit.
12. Failing to take an exam within the time limit without excuse leads to the insufficient assessment and shall result in the loss of the right to re-sit the exam.

The justification should be submitted to the examiner at the latest by the date of the exam, and in exceptional cases within 7 days after the due date of the exam. An excuse may be a sick leave, or a statement of a random accident certified by the Dean.
13. Should the taking the exam be justified, the examiner sets a new exam date. This exam will be treated as submitted in due time.
14. The exam time, as referred to in paragraph 13, also the time of the re-sits may not be at the end of the re-sit session, i.e. after 15 September.
15. The examiner shall assess the exam in the record book, the examination sheet and the protocol.
16. It is not possible to prolong the exam admission period and to extend the exam session.

§ 16

1. Should the students get the insufficient grade for the exam, they shall be entitled to two re-sit exams.
2. The re-sit exams must be taken by the dates referred to in Section 4 (6) thereof.
3. A failure to retake the first re-sit exam without excuse leads to the insufficient grade and shall result in the loss of the right to an assessment examinations on the second date. The justification should be submitted to the examiner no later than on the date of the exam, and in exceptional cases within 3 days after the due date, but not later than on 15 September. An excuse may be a sick leave, or a statement of random accident certified by the Dean.
4. A failure on the second retake exam leads to the insufficient assessment.

§ 17

1. On a written request of the student who undermines the objectivity of the examiner, submitted within 3 days from the date of announcing the negative result of the second exam, the Dean may set a re-sit exam before the external board which should be held within a period of not more than 7 days from the date of notification of the results, but no later than on 15 September. The examination course shall be established by the Dean.
2. The re-sit exam before the external board shall take place before the Commission composed of the Dean, Vice-Dean, as President of the Commission, or an examiner designed by the Dean, another specialist in the field of the subject regarding the examination or related specialization and the Year Tutor. It has a form of an oral examination, with possible written explanations (models, reactions, drawings). In the event of equal quantities of votes, the President shall have the casting vote.
3. On request of the student taking the re-sit, a representative of the student self-government may enter the examining board, yet without the right to vote.
4. The grade received for the re-sit before the external board is the final assessment.

Expulsion from the University, conditional pass, repetition

§ 18

1. The Dean shall issue a decision to expel a student in the case of:

- 1) Failure to take up the studies,
 - 2) Resignation of studies or transferring to other universities,
 - 3) Disciplinary punishment and expulsion from the University,
 - 4) Failure to hand in a thesis or take an exam,
 - 5) The circumstances which result in repeating the year in the case of the first year students
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2. The Dean announces the candidate has failed to take up studies if they received the decision about being admitted and did not report for the Dean's Office in order to sign the text of the taken oath or agreement (or refused to sign these documents within 14 days) or did not attend classes within a period of 14 days from the start of the academic year.
 3. As a result of submitting the statement of resignation, the student resigns from the studies. The statement should be made in writing. The resignation date is the day of submitting the written statement to the right Dean's Office. The resignation shall also be unjustified absence of the student in all the classes exceeding the period of one month.
 4. The managers of the teaching units are required to inform the Dean's Office about those students who did not take up the studies or did not attend classes for a period of more than one month.

§ 19

1. The Dean may expel a student in the following cases:
 - 1) No progress in the education,
 - 2) Failure to pass a semester or year within a specified period.
 - 3) A student did not sign the agreement submitted by the University concerning the payment conditions for studies or education services,
 - 4) Non-payment of the student charges.
2. The lack of progress in science is considered in particular as:
 - a) Failing the classes,

- b) Failing the practical training,
 - c) Failing the exam
 - d) Failing the year.
3. In the event of a lack of progress in the education and not passing semester or year within a specified time period, the Dean may issue a decision:
- 1) To conditionally allow the student to take up the next year of study if the student failed not more than two subjects, including the professional practice,
 - 2) To repeat this year, if the student has not passed more than two subjects,
 - 3) To expel a student from the University.
 - a) In the case of failing the year for the second time,
 - b) In the event it is not possible to repeat the year once again or there is no basis for that.
4. It is not possible to repeat the first year of studies.
5. The lack of progress in the education is stated by the Dean in writing on the basis of the data contained in the student record book, student assessment and protocols of credits and examinations.
6. The Dean's decision about crossing the student off the list may be changed by the Rector, whose decision is final.
7. A student who did not pass a given year or a subject shall be required to pass them no later than in the next academic year of their education.
8. A student may be allowed to repeat one year but not more than once in the period of study, unless the reason was a long term sickness. Repeating a year due to a long-term illness is possible, but not more than once in the period of study.
9. In case of doubt to grant a permission to repeat a year due to a long-term illness, the Dean may appoint a committee composed of doctors teaching at the University and seek their opinions.
10. A student who repeats a subject (being conditionally admitted or repeating the year) is required to attend and pass all the forms of such subject.

11. The students, who repeat a year of study, do not need to get credits in the subjects from which they received a positive evaluation.

Resumption of studies

§ 20

1. The re-admission to the university of a person, who has discontinued the studies or has been expelled in the first year of study, shall be made by way of the recruitment procedure.
2. A student expelled from other universities may not apply for a renewal at the Medical University in Białystok.
3. Any person, who, after a successful completion of at least one year, has stopped the studies or has been expelled, shall have the right to apply for studies not earlier than after 1 year, and not later than within 5 years, after the examinations from two subjects from the previous year designated by the Dean. The result is the final exam (without the re-sit possibility).
4. The candidate for the resumed studies pays fees related to the resumption. The amount of the fees shall be determined by the Rector. In order to apply for the resumption, the student must meet two conditions: make a payment associated with the resumption and pass the designated exams.
5. If there is a break in the study lasting from 3 to 5 years, the student must be reinstated to the year of study prior to the one stated in the *indeks* book.
6. A student who has been expelled may apply for reinstatement only once.
7. The students expelled for the reason referred to in section 18 paragraph 1 item 3 cannot be reactivated.
8. The resumption of study, regarding the rights and obligations of a student, is to be treated as maintaining the continuity of study. Maintaining the continuity of study does not automatically exempt the students from the obligation to be graded the subjects from which they had a positive assessment, before the expulsion.

9. A student after resumption should participate in all the classes and get the minimum passing score for all of the required subjects on the year of study, in which they study after the resumption.
10. If there are differences in the plans of study after the resumption program, the student must fill them in the first year of study after the reactivation.
11. The student who resumes the studies after his/her expulsion due to lack of progress in the education, failing a semester or year at a given time, is not entitled to repeat the year in the further course of study.
12. Only that student who studied on the course or specialization may apply for the resumption of studies on the course or specialization.
13. The Dean makes the decision about re-admitting the students to the University or refusing them this right, after having taken into account all the circumstances of the case, including the organizational capabilities of the University.

Conditions and course of study for the highly talented school students to participate in the activities provided for in the course of study

§ 20A

1. Highly gifted school students may participate in the courses of study at the University on the courses compatible with their talents.
2. The right to participate in the class for a talented school student is given on the basis of the Deans decision on request of the headmaster of the school, which the student attends; the Dean decide about it after having consulted the head of department conducting classes which the student would attend.
3. If the student received a permission to participate in the student activities, the Dean determines the type of activity, in which the student has the right to participate and the rules for assigning this activity.
4. A student permitted to participate in the class is required to comply with the rules of the classes, the health and safety rules and firefighting regulations and to respect the school property.

VI. Awards and Recognitions

§ 21

1. A student with outstanding results in the education or for other specific achievements, may receive the following awards and recognitions:
 - 1) Minister of Health scholarships for outstanding achievements,
 - 2) Awards founded by the state institutions, societies, social organizations and other entities, in accordance with the regulations in force in this field,
 - 3) Awards granted by:
 - a) Rector,
 - b) Dean,
 - c) Self –Government of Students.
2. Scholarships and prizes, as referred to in paragraph 1, point 1 - 2 shall be granted in accordance with the provisions in force.
3. Highly gifted undergraduates and students of the third year of the master studies, including not more than 100 persons at the scale of the country, may, by way of competition, which is implemented in the framework of the program of the Education Minister - the so-called "Diamond Grant" - be given the means to research, financed of the measures provided for in the state budget for education.
4. The Senate may establish other forms of rewarding the outstanding students.

§ 22

1. The Rector's Honorary Diploma is granted for the students who meet all of the following conditions:
 - 1) They have completed studies within the period referred to in the plan of study, the period the dean's leave shall not be included in the period of study,
 - 2) They have received the average grade for the exams amount to not less than 4, 75,
 - 3) They have received a very good assessment of their bachelor or master thesis or exam - if required.
2. An application to grant an honorary diploma shall be submitted by the Deans.

3. The graduates, who have received the Rector's Honorary Diploma, are entered in the Golden Book of Graduates of the Medical University of Bialystok.

VII. LEAVE

§ 23

1. The student shall have the right to take a leave.
 - 1) In the case of a long-term illness, confirmed with the medical documentation,
 - 2) In the case of requesting a leave due to long-term illness, in justified cases, the Dean will consult the Academic Committee consisting of university teachers, who are doctors; after the sick leave the student may be placed on the course after presenting the confirmation issued by the occupational medicine physician about the possibility to continue learning,
 - 3) Due to important random circumstances,
 - 4) In relation to being delegated to studies or practice abroad,
 - 5) In the case of giving birth to a baby or care for it,
 - 6) In the context of a national or foreign travel, organized by the University or student and youth organizations,
 - 7) Without giving any reason, the student may be granted the leave on the request submitted no later than by 15 September, after a successful completion of the year.
2. The request for a leave should be submitted to the Dean within 14 days since occurring of the circumstances, with the exception of circumstances justifying the situation as referred to in paragraph 1 point 6.
3. Student may be granted the leave:
 - 1) Short-term - for the period of up to 7 days,
 - 2) Long-term - for the period of one semester or one year.
4. The long-term leave must be confirmed by the Dean in form of a signature in the student's *indeks* book.

5. Throughout the period of study, the student may be granted the long-term leave only two times.
6. During the period of leave, the student still holds the student rights.
7. The student may, with the consent of the Dean and the head of the teaching unit, participate in class of the selected subjects and take credits and examinations. In this case, the participation in classes and accession to credits and exams is carried out in accordance with the rules in force concerning the students in course of study.
8. The Dean may grant a short-term leave for the reasons given in paragraph 1, points 3-6, by issuing a holiday card, justifying the absence from class.
9. In the case of a student, who has been granted a long-term dean's leave during the academic year, all the previous exams, and credits for this year or not passing/not being admitted to the exam/ the insufficient grade, are included in the student's results of education in accordance with the rules in force students in course of study.

VIII. SUCCESSFUL COMPLETION OF STUDIES

§ 24

1. A graduate receives a diploma certifying the completion of studies, the professional title and the supplement.
2. A model diploma shall be approved by the Senate.
3. In order to obtain the higher education diploma and the title, the student must complete all the classes and professional practices as well as the exams provided for in the plan of study.
4. The study completion date is:
 - 1) For the medical and dental faculties –the date of getting the last credit or passing the last exam required by the plan of study,
 - 2) For the faculty of pharmacy –the date of completing the last professional practice provided for in the plan of study ,

- 3) For the undergraduate, graduate and the uniform master's studies at other faculties– the date of passing the exam.
5. The students have the obligation to provide all the necessary documents to have their diploma issued, within 14 days since completing the studies.
6. A graduate has the right to keep the student *indeks* book.
7. The diploma exam on the undergraduate studies consists in the exam and the defense of the bachelor thesis, unless such work is not required in the case of the given course; while a student of the graduate studies or the uniform master's studies must take the master exam and master thesis defense.

Bachelor and master thesis

§ 25

1. The students prepare their master thesis under the direction of an authorized academic teacher or a specialist from outside the University, holding at least the scientific degree of the PhD.
2. The students prepare their bachelor thesis under the direction of an authorized academic teacher or a specialist from outside the University, holding at least the scientific degree of the master or a doctor.
3. The subject and the place of preparing the bachelor or master thesis should be fixed on during the year prior to the last year of study.
4. The determining of the scope of master or bachelor thesis is coordinated by the Dean, taking into account the didactic load of the units, in which the work is carried out, and shall be approved by the Department.
5. A work created for /with a scientific circle of students may be considered as a master or bachelor thesis.
6. The assessment of the master or bachelor thesis is made by one promoter and one reviewer. In the event of any discrepancies in the assessment of the work, the Dean decides whether the student is admitted to the final exam. For the purpose, the Dean may

consult another reviewer. To the reviewers shall apply the provisions of paragraph 1 or paragraph 2 respectively.

7. The bachelor and master works written by the students of the Department shall be subject to separate anti-plagiarism provisions.

§ 26

1. If the given study course or specialty requires submitting a bachelor or master thesis, the student is obliged to defend the thesis no later than on 10 July. The students have the obligation to provide the work, signed by the manager/promoter, no later than 2 weeks before the defense date.
2. The Dean, on the promoter's or student's request, may extend the deadline for the defense of the bachelor or master thesis in the following cases:
 - 1) Long-term illness of the student, confirmed with the medical certificate,
 - 2) It is impossible to carry out the bachelor or master thesis work on time for reasons beyond the control of the student (e.g. breakdown/crash or lack of adequate testing equipment necessary to write the thesis, the lack of access to source materials).
3. The time limit for submission of work in these cases may be offset by not more than three months after the date referred to in paragraph 1.
4. In the event of a long absence of the promoter governing the master or bachelor thesis, which could delay the submission of the work by the student, the Dean is obliged to designate a person who shall take responsibility to direct the work. Changing the promoter during the last 6 months before the date of graduation, may give rise to an extension of the period to submit the bachelor or master thesis under the rules referred to in paragraph 2.

Bachelor and master exam

§ 27

1. The condition for admission to the bachelor or master exam is:
 - 1) Passing all the subjects and professional practices as provided for in the program of study, in the plan of study, and, in the case of the undergraduate studies at the Faculty of Health Science—passing an examination of vocational preparation,
 - 2) Obtaining – at least - the sufficient grade for the bachelor or master thesis.
2. The bachelor or master exam is carried out before the committee appointed by the Dean. The Commission shall be composed of the following members: the President, the manager/promoter and the reviewer, acting also as the examiner. The President of the Commission may be the Dean, Vice - Dean or a scholar and teacher designated by the Dean, with the degree of at least a PhD with the post-doctoral degree.
3. The examination shall take place no later than on 10 July.
4. In the case of extending the deadline for the defense of the bachelor or master thesis, as referred to in Section 26 paragraph 2 thereof, or the need to re-sit the session, the exam should take place within the time limit to 10 October.

§ 28

1. The master or bachelor degree exam may be oral or written. The exam may consist of the theoretical and practical part.
2. When evaluating the results of an examination, the assessment grades referred to in section 14 paragraph 1 thereof shall apply.

Master and bachelor thesis defense

§ 29

1. A condition for accepting a master or bachelor thesis is passing the bachelor or master examination.
2. A student shall submit the thesis to the committee referred to in Article 27 paragraph 2 and persons interested in the particular subject.

§ 30

On request of a student or a supervisor/promoter expressed within 7 days prior to the specified date of the exam and defending the thesis, the Dean establishes an open master or bachelor exam or thesis defense.

§ 31

1. In the case of achieving insufficient results of the exam (master or bachelor degree) or the defense of a master/bachelor thesis or an unjustified absence and not acceding to this exam or defense of the work within the time allowed, the Dean shall appoint the second term as the final one. The re-examination or defense may not be held earlier than after one month and no later than 3 months from the date of the first exam or defense.
2. Should the not acceding to the exam or defense be justified, the Dean sets a new date of the exam or defense of work. The exam and defense of work is then treated as made in due time. The justification should be submitted to the Dean's Office until 10 July. If the justification is accepted, the Dean sets a new date of the exam or defense of work. The graduation exam or defense of work is then treated as made in good time.
3. In the case of failing to pass the exam or master/bachelor thesis defense at the second attempt, the Dean shall either:
 - a. Allow the student to repeat the last year of studies or
 - b. Expel the student.

The average grade of studies

§ 32

1. The basis for calculating the final result of studies which require submitting a master or bachelor thesis are the following:

- A) The arithmetic mean of the final evaluation of all the subjects, in accordance with Section 14 paragraph 1 thereof,
- B) The master or bachelor thesis grade, including a defense of the thesis,
- C) Assessment of the master or bachelor exam.

The result of study is calculated according to the formula: $\frac{A}{2} + \frac{B}{4} + \frac{C}{4}$

- 2. The final result of the studies at the Medical Faculty in the framework of the courses which do not require submitting a master or bachelor thesis, is calculated as in paragraph 1 point A.
- 3. The final result of study shall be determined by the alignment of the arithmetic mean according to the principle :
 - up to 3.50 fairly well (3)
 - 3.51 – 4.50 well (4)
 - over 4.51 very well (5)
- 4. The compensation for the full evaluation grade applies only to the information on the diploma, while in all the other certificates the actual outcome of study as set out in paragraph 1 shall apply.

IX. SCOPE AND METHOD OF DOCUMENTATION OF THE COURSE OF STUDY

§ 33

The completion of studies shall be noted in:

- 1) Assessment protocols,
- 2) Examination sheets containing passes from all the exams of the subjects provided for in the plan of study for the semester as well as the required credits and courses,

- 3) Student *indeks* book

§ 34

The studies are documented in the form of:

- 1) Student *indeks* books,
- 2) Register of student *indeks* books,
- 3) Register of student diplomas.

X. FINAL PROVISIONS

§35

In matters concerning the organization and mode of studies not covered by the provisions of the Regulation - the Rector shall be the deciding organ.

§ 36

The Resolution of the Senate no 37/2014 of 24.04.2014 and the Resolution of the Senate no 38/2014 of 24.04.2014 are repealed with effect.

The President of the Parliament of Students

Rector

[signature]

Rafał Kucharski

[signature]

Prof. dr Jacek Nikliński

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Annex 1 to the Regulations of Studies

TERMS AND CONDITIONS OF THE INDIVIDUAL COURSE OF STUDIES (ITS)

I. General Bylaws

1. The individual studies at the Medical University in Bialystok (University) are implemented in the form of the so-called Individual Course of Studies (Polish abbreviation: ITS) and Individual Organization of Studies (Polish abbreviation: IOS).
2. The Individual Course of Studies is a form of an extended education of the particularly talented students within the scientific specialty and teaching skills chosen by these students.
3. The Individual Organization of Studies is a form of the individual basic education of the student who due to random or other important reasons cannot perform the standard plan of study.
4. The Individual Course of Studies is created in order to meet the needs and aspirations of the students whom the standard study program, including the plan of studies, hampers the implementation of the basic skills or broadening of the knowledge in the specialty.

II. The organization and program of studies

1. The Individual Course of Studies is organized and supervised by the Dean of the Department. The Dean shall submit an annual report on the implementation of the Individual Course of Studies (ITS) and the Individual Organization of Studies (IOS) to the Department Council.
2. The IOS can be implemented in all the years of studies.
3. The ITS can be implemented: in the case of the uniform master's studies from the third year of study, in the case of the studies on the undergraduate and graduate studies - starting from the second year of study, with the exception of professional practices. In specific cases, the ITS may be implemented earlier.

4. The ITS may not be implemented in the last year of studies toward which the plan covers only practical classes (the so-called internships) or professional practice (the Faculty of Pharmacy).
5. Apart from the compulsory subjects provided for in the programs of study, the program of study includes also the activities designed to:
 - a) Extend the scope of theoretical knowledge and practical skills in the selected specialties,
 - b) Learn the basic elements of methodology research and pedagogical preparation.
6. The implementation of the program of study referred to in paragraph 5 consists in involving the student in the research and teaching activities of the organizational unit at the department, the Student Science Society as well as the participation in the scientific societies' meetings but also training courses and courses organized by the University.
7. The Dean allocates a tutor chosen amongst the academics for each student attending the Individual Course of Study. The tutor is a teacher working within the discipline selected by the student with at least the doctoral degree and in clinical areas at least I degree of specialization. One teacher may not have under their care more than 2 students at the same time. Owing to fulfilling this role, the teacher taking care of a student attending the ITS, shall be entitled to 20 hours of the teaching load (care of two students - 40 hours).
8. The ITS and IOS may not affect the extension of study and increase the cost of course.
9. The students who study the ITS may shorten the time of practicals provided that they have achieved the education effects and obtained the required ECTS points.
10. The form and implementation of each of the individual subjects shall be defined by the head of the teaching unit in agreement with the tutor and the Dean.
11. The tutor shall draw up, and the Dean shall approve a detailed annual practical program for the student attending the ITS.
12. The tutors of students fulfilling an individual education program, including a plan of study, are accountable for implementing the program to the Dean.
13. The tutor shall submit detailed information and assessment of progress achieved by the ITS student to the Dean up to 15 September of each year.

14. A student fulfilling the ITS program has the right to attend the practicals with any student group at any time (as agreed with the manager of the teaching unit), in so far as this does not contravene the domestic acts of student groups.
15. The ITS students should have the option of making credits and taking exams within the time limits agreed with the examiners (not necessarily in the exam session, but no later than during the exam session which is provided for the exam).
16. At the end of the session, the Dean College shall analyze the results achieved by the ITS students. In duly justified cases, the Dean may deprive a student of the right to pursue their studies in the ITS.
17. Making credits for the individual studies takes place every year. On the basis of the individual student's documentation, the opinion the tutor and the opinion of the Dean College, the Dean shall rates the studies as completed.

III. Recruitment for the Individual Course of Study

1. The enrollment for the Individual Course of Studies (ITS) is performed at the end of the particular year of studies, preceding the ones listed in section II paragraph 3. In specific cases the ITS may be implemented earlier.
2. The candidates for the ITS should meet the following conditions:
 - a) Good grades (the average of all evaluations obtained in tests should amount minimum to 4,50, calculated in accordance with the provisions set out in the Terms and Conditions; laureates of the Diamond Grant),
 - b) Active scientific research supported by the recommendation of the head of the teaching unit (included in the application submitted in writing).
3. The students shall submit applications for the ITS to the Dean's Office of their department.
4. The applications should be submitted by 5 September.
5. The qualifications for the ITS shall be carried out by the Dean College, who take into account the above mentioned requirements which the candidate should fulfill.
6. The Dean shall issue decisions about admitting or not admitting the student to the ITS.

IV. Recruitment for the individual course of study

1. Recruiting students for the Individual Organization of Studies (Polish abbreviation: IOS) is carried out in any period of study.
2. The applicants may apply for the IOS on the basis of the following documents :
 - a) Medical certificate which explains the lack of capability to study in the normal mode,
 - b) Description of other important random causes,
 - c) A positive decision of the Department Commission for the Learning Effects confirming those learning effects.
3. The students conditionally admitted to the year of study and a recurring subject or year may not apply for the IOS in the relevant academic year.
4. The applicants shall submit applications for the IOS to the Department Dean.
5. The qualifications for the IOS shall be considered by the Dean College who take the above requirements for a candidate into account.
6. The Dean issues decisions on the acceptance or non-acceptance of a student to the IOS, specifying the conditions of the IOS.

V. Final remarks

In the last year of studies the IOS students may participate in classes as a teaching assistant.

.....
Date of application

THE REQUEST
For a permission to study in the Individual Course of Studies (ITS)

The Dean of the Faculty of
at the Medical University of Bialystok

First name and surname:

Year of study: course: student *indeks* book no.:

Please, accept me to the ITS in the academic year:

Justification:

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.....

.....

Included documents:

1. Recommendation of the manager of the teaching unit
2. ITS program

.....
Date and signature of the applicant

Average grade confirmation

Mr. /Ms. has acquired at the present course of study the average grade:
.....

.....
Signature and stamp of the Dean's Office Employee

Opinion of the tutor

.....

.....

.....
Signature

Decision of the Dean

.....

.....
Signature and stamp

Annex No. 2 to the Regulations of the
Individual Organization of Study

.....
Date of application

THE REQUEST
For a permission to study in the Individual Organization of Studies (IOS)

The Dean of the Faculty of
at the Medical University of Bialystok

First name and surname:

Year of study: course: student *indeks* book no.:

Please, accept me to the IOS in the academic year:

Justification:

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.....

.....

Included documents:

.....

.....
*Date and signature of the
applicant*

Decision of the Dean

.....

.....

Resolution No. 40/2015
given by the Senate of the Medical University of Bialystok
of 23.04.2015

On the introduction of the undergraduate and graduate studies as well as the uniform master's studies at the
Medical University of Bialystok

On the basis of Article 161, paragraph 1, of the Act of 27 July 2005 of the law on higher education (i.e. Journal of Laws 2012, item 572 with subsequent amendments) and § 40 passage 2 point 2 of the Statute; the University shall adopt the following:

§1

Introduction of the Terms and Conditions of the undergraduate and graduate studies and the uniform master's studies at the Medical University of Bialystok, annexed to this resolution.

§2

The Resolution of the Senate no 37/2014 of 24.04.2014 on the adoption of the full-time uniform master's studies at the Medical University of Bialystok and the resolution of the Senate no 38/2014 of 24.04.2014 on the adoption of the extramural uniform master's studies at the Medical University of Bialystok are repealed with effect.

§3

The Decision shall enter into force and effect on the date of beginning of the academic year 2015/2016.

The Chairman of the Senate
Rector
Prof. dr hab. Jacek Nikliński