Attachment No 1 to the Resolution No 38/2016 of the Senate UMB Senate of 29.04.2016r.

**R ULES OF STUDY**

**FIRST LEVEL, SECOND LEVEL AND INTEGRATED MASTER’S DEGREE STUDIES**

**AT MEDICAL UNIVERSITY**

**IN BIAŁYSTOK**

(consolidated text)

**Białystok 2016**

**I. GENERAL PROVISIONS**

**§ 1**

1. The Rules of Study, hereinafter called „the Rules” define the rights and duties of the **students in the first level of studies, second level of studies and integrated Master’s degree** studies at the Medical University in Białystok, determine the organization and course of studies. The Rules were written pursuant to the provisions of Art. 160 section 1 of the Act dated 27 July 2005 Law on Higher Education hereinafter referred to as “the Act”.
2. The Rules apply also to students of the Medical University in Białystok who study in the frames of English language course of studies. These studies are fee-paying courses and the fees are determined by the Rector. Students admitted to study at the English-language Department are required to take a preparatory course before starting the first year.
3. The Rules are adopted by the University Senate at least five months prior to the beginning of an academic year. The Rules become effective at the beginning of the academic year, after consultation with the university legislative body of the Student Government.
4. A person is admitted to the Medical University, hereinafter called „the University” once he/she matriculates and takes an oath. After the matriculation the student receives a Student ID. The University provides the student with an access to documents regarding the course of studies in electronic form (University IT System).
5. The University will make every effort to enable people with disabilities to participate fully in the educational process.
6. The student has the obligation to follow the oath, the Rules and other applicable laws of the University.
7. In case of violation of the regulations in force at the University and/or acts against the dignity of the student, the student shall be liable to disciplinary rules specified in the Act.
8. The University Quality of Education Assurance and Improvement System functions at the University and its operation is governed by separate rules.
9. The body of the Student Government represents all students.
10. The Rector is the supervisor and tutor of students at the Medical University and the supervisor and tutor of students at each individual faculty is the Dean. The Permanent Deputy Rector, appointed to supervise student affairs is the Vice-Rector of Student Affairs.
11. The Rector is the appeal body in all matters covered by the Rules.

**II. ORGANISATION OF STUDIES**

**Organisation of the academic year**

**§ 2**

1. The academic year begins on the 1st October and lasts until the 30th September of the following calendar year.
2. If the beginning of the academic year falls on a Saturday or public holiday and in other justified cases, the Rector may decide on an earlier or later beginning of the academic year at the whole University or in a particular Faculty.
3. If the program of study in a specific Faculty, the forms of education or forms of studies provide classes that start in the second semester of the academic year (ie. the summer semester), the academic year begins on the date fixed  
   at the University for the start of the summer semester.

**Organisation of studies**

**§ 3**

Studies are run according to study curricula and study plans, including study plans adopted in the manner provided by the Act.

**§ 4**

1. Detailed study curricula, including study plans and the class timetables are announced before the beginning of each semester on the website of each Faculty.
2. The academic year includes:

- the winter semester,

- the summer semester,

- the period from the end of the summer semester until the beginning of the winter semester of the following year is allocated to student internships provided for in the study plan. The student may complete all or part of the internship included in the study plan during free time throughout the academic year.

1. The winter semester includes:

- organized classes held for a period of 15 weeks,

- winter examination session.

1. Summer semester includes:

- organized classes held for a period of 15 weeks,

- summer examination session.

1. The examination sessions in total last no shorter than 6 weeks, where the summer examination session lasts at least 4 weeks.
2. The winter examination session lasts from the beginning of the winter inter-semester break until the 30th April and the summer examination session until the 15th September.
3. The Rector determines the framework organization of the year and informs all teaching units before the beginning of the academic year.
4. The Rector can introduce changes during the academic year or suspend classes for a specified period.
5. The Rector can announce days free from classes during the academic year.
6. The Dean can announce hours free from classes at the specific faculty during the academic year.
7. On the basis of the Rector's decision referred to in paragraph 7, the Dean, after consulting the Representatives of the specific years, establishes a detailed schedule of classes.
8. The arrangements set out in paragraph 11 should be announced to the students before the beginning of the semester or academic year in the form of a notice on the bulletin board of the dean's office and on the website of the Faculty.
9. All educational units are obliged to establish internal rules of teaching based on the provisions specified in the Rules. The didactic rules of each unit shall define at least:
10. the manner of conducting classes,
11. possibilities and forms of compensating for absences from classes],
12. forms of awarding course credits, conducting exams and conditions for excusing students from taking exams,
13. assessment criteria,
14. a list of mandatory and recommended textbooks,
15. rules of inspection by the student to his/her written work, including, in particular, tests, short tests, term papers and examination papers within the time specified by the head of the unit or a person designated by the head and in the presence of the head or the person designated by the head.
16. the method of informing students about credits and the results of exams, the information should be in compliance with the Data Protection Law.
17. The didactic rules of each unit and courses syllabuses are published for students before classes start by posting them on the notice board of the didactic unit and on the website of the unit.
18. The didactic rules can be changed during the academic year, only after obtaining the opinion of the Student Representative *(Starosta)* of the year.
19. The unit conducting classes and the students engaged in the activities are obliged to comply with the didactic rules of the unit.

**Fees**

**§ 5**

1. The University can introduce fees for classes under the applicable Regulations.
2. The University can charge tuition fees for educational services provided in connection with:
3. the education of part time students,
4. retaking classes because of unsatisfactory progress,
5. conducting studies in a foreign language,
6. conducting classes not covered by the plan of study, including classes with supplement education outcomes necessary to undertake the studies at the second level in the given main field of study,
7. the confirmation of achieving learning outcomes.
8. Fees at the faculty shall be determined by the Rector at the request of the appropriate faculty council.
9. The terms of payment for educational services, subject to § 5 section **2** point 5 are defined by the agreement between the University and the student or person admitted to study, which must be concluded in writing.
10. The terms of payment for conducting the confirmation of learning outcomes are specified in a separate agreement between the University and the Applicant.
11. In justified cases, the Dean of the faculty may agree to divide the fee in 2 equal instalments.

**Academic advisor, Student Representative, the Pedagogic Board**

**§ 6**

1. The Dean, after consulting the Student Representative, appoints an academic advisor from among the teachers of the faculty.
2. The Academic Advisor oversees the affairs of students, interacts with the Student Representative of the year and assists students. The specific responsibilities of the Academic Advisor are determined by the Dean.
3. The Pedagogic Board interacts with the Dean in coordinating the educational process of a particular year of study. The Pedagogic Board consists of: the Dean or Vice-Dean, the Academic Advisor, managers of the teaching units or authorised by them academic teachers and the Student Representative of the given year of studies. The Chairperson of the Pedagogic Board is the Academic Advisor of the given year.

**Student internship**

**§ 7**

1. The student is obliged to carry out student internship, which is an integral part of the degree and is carried out in accordance with the program of studies and the study plan.
2. The aim of student internship is to improve practical skills in conditions appropriate to the range of specific professional activities.
3. The student may carry out student internship in the country or abroad, unless the separate provisions provide otherwise, under the conditions determined in the programs of study.
4. For the proper realisation of student internship the Dean of the Faculty appoints student internship advisors from among the academic teachers.
5. The rules of carrying out and giving credit for student internship are determined in the regulations on student internship at individual faculties.

# **III. STUDENT RIGHTS AND RESPONSIBILITIES**

**§ 8**

The student has the right to:

1. develop scientific interests and use for this purpose the didactic rooms, facilities and resources of the University as well as the teachers and the University bodies assistance,
2. be a part of scientific societies and participate in academic research, development and implementation activities carried out by the Medical University,
3. receive awards and honourable mentions,
4. carry out their studies within an Individual Course of Study (ITS) or Individual Organisation of Studies (IOS) program, on the principles mentioned in the “Rules of Study for Individual Studies”, attached to the Rules of Study,
5. associate in student organizations under the regulations of the Act,
6. receive financial assistance under the rules determined by separate regulations,
7. develop cultural, tourist and sport interests and have access to the facilities and resources of the University as well as the teachers’ and Medical University bodies’ assistance for this purpose,
8. participate in open classes in other fields of study,
9. have access to the support of the Careers Office, the Quality of Education Assurance and Improvement Office and the Office for the Disabled.

**§ 9**

1. The student is obliged to take full advantage of the education offered by the University and to act in accordance with the oath and the Rules. The student takes full responsibility resulting from the failure to comply with the Rules.
2. In particular, the student’s obligations include:
   1. mandatory participation in all forms of teaching in accordance with the timetable of the given course,
   2. the fulfilment of didactic duties according to the study plan, the program of studies and the Rules of Study, including completing course credits on time and taking the required examinations as well as carrying out student internship,
   3. the observation of the regulations in force at the Medical University, including the Ethical Code of Conduct for Students,
   4. respect for the employees of the Medical University and adherence to the principles of peer coexistence,
   5. care for student dignity and the good name of the University,
   6. studying and implementing in practice the ethical principles of the future profession,
   7. signing an agreement on the conditions of payment for educational services related to full-time studies,
   8. paying the fees for educational services in the amount specified by the Rector,
   9. submitting a written statement on the continuation or completion of studies in other fields of full-time study at a public university,
   10. submitting a statement on receiving/not receiving financial aid in more than one field of study,
   11. the application of an anti-plagiarism procedure to the thesis in accordance with the regulations of the University (applies to degrees which require a thesis),
   12. care for the confidentiality of passwords to the computer systems of the University, observing copyright and intellectual property rights,
   13. adhering to the prohibition on bringing, using and distributing illegal drugs in the University,
   14. the immediate notification of the Dean's office of the corresponding faculty and the Department of Student Affairs of any change of marital status, name, address and other data affecting the situation of the student,
   15. holding a valid certification by an occupational medicine physician confirming the absence of contraindications to study the chosen degree.

**§ 10**

The student bears liability for breaching the law or provisions defined in § 8-9 of the Rules under the regulations of the Act.

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**IV. TRANSFERS**

**§ 11**

1. A student of the Medical University may transfer to another university with the permission of the Dean of the appropriate faculty at the accepting university provided that a circulation card confirming no commitments to the University is presented.
2. A student of another University may transfer to the Medical University if he/she gets the permission of the Dean of the appropriate faculty at the Medical University in Białystok expressed in writing in the form of a decision, provided that all obligations arising from the regulations of the university he/she leaves are duly fulfilled. The possibility of transfer from another university only exists only within the same course. The decision in this regard is made by the Dean, after examination of the documentation of the student’s course of study and after analysing the organisational capabilities of the University. Students transferred from a university with a different curriculum are required to complete the program differences.
3. The detailed terms and conditions of student transfers from other universities to the Medical University in Bialystok are determined in the Rector’s Regulation.
4. A student can study other degree courses apart from his/her main course. The undertaking of the second (next) course within the University by a student of the University is only possible after passing the application process required for enrolment in that course.
5. A student may obtain permission for a transfer to another course conducted within the faculty or University. The student changing his/her course is not exempt from the application procedure.
6. A student studying at the Faculty of Medicine English Division may be transferred to the Faculty of Medicine with studies conducted in Polish, subject to the average grade of the last two years being no lower than 4.5 in each academic year and demonstrating an adequate knowledge of the Polish language.
7. A part-time student may be transferred to full-time studies within the home university, subject to the average grade of the last two years being no lower than 4.5 in each academic year. The transfer should take place within the limits set by the Minister of Health or approved by the Senate.
8. A student can change the form of studies from full-time studies to part-time studies with the Dean's consent within the limits set by the Minister of Health or approved by the Senate.

# **V. CREDITING THE YEAR**

**ECTS POINTS**

**§ 12**

The University uses a grading method to express student's achievements in accordance with the European Credit Accumulation and Transfer System (ECTS) which states that:

1. A number of points is assigned to all courses in the curriculum,
2. the number of points assigned to individual courses reflects the average student workload necessary to achieve the intended learning outcomes, this includes both the student's work during the course at the University and his/her individual work.
3. the condition to earn the points assigned to a given course is to achieve the intended learning outcomes confirmed with a credit for the course.

The student has achieved all intended objectives and learning outcomes, if completed  
and received credit for the courses of the curriculum, including those of the study plan, the intended learning outcomes and objectives for a given course are considered to be achieved when the student has completed and passed all courses in the curriculum.

1. the student can get at least 60 ECTS points a year, with no less than 30 points in a semester, points obtained by a student who has transferred credited classes from a university other than the home university may be counted in the place of points of the class in the curriculum, as long as the learning outcomes of the classes at the two universities overlap.
2. The Dean of the corresponding faculty shall make the final decision on the recognition of ECTS points after examining the course of study of the organisational unit within the home university or university other than the home university where the points were obtained.

**Conditions for passing classes**

**§ 13**

1. The credit period is an academic year.
2. The condition to get a credit for the year is:
   1. getting the credits for all classes and internships included in the curriculum of a given year,
   2. getting at least satisfactory grades in all exams included in the curriculum.
      1. The student may carry out a part of his/her studies at another university (both domestic and foreign). The decision on the conditions of crediting the period of study at university other than the home university is made by the Dean, taking into account the transfer and recognition of credited courses in accordance with applicable regulations
         1. Crediting the academic year has to be completed no later than 15 September
            1. In case of arising backlog as a result of the justified short-time absence of the student, the head of the academic unit determines the possibility and method of making up for the absences.
            2. Passing mandatory classes is a confirmation of proper preparation, the presence and active participation in classes, and good grades/credits received for work in these classes.

Passing courses that end with an exam is achieved by the student who has completed a course and received a positive grade on the exam

Passing a course that does not end with an exam is achieved on the basis of credit for the classes and is made in the form of entries of the word "credit" (“zaliczono”) abbreviated "zal" into the University computer system, examination card and protocol

1. Passing a course has to be completed by the time the exam session starts.
2. The student who did not pass all the required classes of a course can not be admitted to the exam session in that course,
3. If a course is run in one semester in the form of theory classes and in the second semester - in the form of practical classes and it ends with a credit/exam for each part separately, the student who has not received credit for the first part can not be admitted to classes in the second semester. Such course is treated as failed by the student.
4. Credits are given by the head of the academic unit or an authorized academic teacher conducting classes, in the form of entries into the University computer system, examination card and protocol. The authorization referred to above, is granted by a manager of the teaching unit, after consultation with the Dean, and if this is impossible, the Dean of the appropriate faculty.
5. An opportunity to improve the results obtained in the class can be created for the student if he/she submits such a request within 14 days after the results are announcement of the result which he/she wants to improve.
6. Pregnant students who can not attend classes due to health reasons (harmful conditions), can attend the course next year. Such a course is not treated as failed by the student and only as postponed for a year.
7. Conditions for passing courses can be adapted to the needs and abilities of students with disabilities in order to equalize their chances of full realisation of the teaching process.

**Scale of grades**

**§ 14**

1. The following grades are used for exams:

- very good - 5,0

- more than good - 4,5

- good - 4,0

- quite good - 3,5

- satisfactory - 3,0

- unsatisfactory - 2,0

1. In case of repeating the exam, the calculation of the grade mean qualifying to obtain the Rector’s scholarship for the best students should take include all the final grades received for other courses and the arithmetic mean of the grades received for the exam.
2. In case the university where the student graduated the first level studies or which he/she was transferred from, uses a different grading scale than the University, the student's grade mean is adjusted to the scale of grades used at the University and is calculated as follows:
3. calculate what percentage of the highest possible grade mean in the previous university is the student’s mean (to four decimal places)
4. the same percentage should be calculated of the highest possible grades mean in the University, which is the mean of 5.00,
5. the result of the calculation is the student’s grades mean recognized at the University.
6. Students, who graduated the first level studies in an university other than the Medical University in Bialystok, in order to calculate the grades mean are required to submit the student’s record book (if they have such a document) and a certificate with specified courses ending with an examination. The documents should be submitted to the Dean’s Office no later than 10th October.

**Conditions for passing exams**

**§ 15**

1. The student has a duty to take the exams on the scheduled dates.
2. The student who has completed all of the classes set for a given course, with the consent of the examiner, can take the exam at any time of the academic year, but not later than during the exam session, when the exam is scheduled.
3. The examiner, in consultation with the Student internship of the year sets the dates of the exams and announces them to the students at least 4 weeks before the exam session.
4. In case of courses that end with an exam to be admitted to the exam the student is required to get credit for classes and fulfil the obligations set out in the rules of the didactic unit.
5. If the student is not allowed to take the test due to a failure of the classes, it is equivalent to the loss of the right to take the exam. In this case, "not allowed" is entered in the University computer system, the protocol and the examination card, which results in a failure of the course and no possibilities for its retaiking.
6. The exam of each course is done separately and is subject to a separate grade.
7. The form of the exam and credits is determined by the head of the academic unit that runs the course. Information about the form of the exam and credit is given to the students on the notice board before the start of classes
8. At each exam the student is required to submit the examination card and an ID with a photo.
9. The student can not be assigned to more than one exam in one day; on the same day the student can not participate in other forms of assessing knowledge (test, colloquia) – it does not apply to retaken and commission examinations.
10. The exam may include a few parts: theoretical and practical.
11. In the situation referred to in paragraph 10, receiving at least a satisfactory grade of each part is required to pass the exam. The final grade should be the mean of all grades and the manner of its calculation should be determined in the Rules of the didactic unit.
12. Failure to report for an exam within the scheduled period without justification, results in an unsatisfactory grade and lost right to retake the exam.

The excuse should be submitted to the examiner at the latest on the day of the exam, and in exceptional cases, within 7 days after the exam date. The excuse may be sickness or a certified by the Dean statement about the force majeure.

1. In case it is decided that the failure to report by the student to an exam is justified, the examiner sets a new exam date. The exam is treated as taken in due time.
2. The date of the exam referred to in point 13 and the retaken exams can not be scheduled at the end of the resit session, that is after 15 September.
3. The examiner enters the exam grade in the University computer system, examination card and protocol.
4. There is no possibility of extending the deadline for admission to the exam session nor extending the exam session itself.

**§ 16**

1. In case of an unsatisfactory grade on the exam, the student has the right to two retake examinations of each failed exam..
2. The student is obliged to take the resit exams on the dates specified in § 4 point 6
3. Failure to report for the first retake of the exam without excuse, results in an unsatisfactory grade and lost right to the second retake of the exam. The excuse should be submitted to the examiner at the latest on the day of the exam, and in exceptional cases, within 3 days after the exam date. The excuse may be sickness or a certified by the Dean statement about the force majeure.
4. Failure to report for the second retake of the exam results in an unsatisfactory grade.

**§ 17**

1. At the written request of the student, undermining the objectivity of the examiner, made within 3 days from the date of notification of the negative result of the second retake of the exam, the Dean may order the commission examination, which should take place no later than 7 days from the date of announcement of the results, but not later by 15 September. The mode of conducting the examination is determined by the Dean.

1. The commission examination is held before a board composed of the Dean or Vice-Dean, as Chairman of the commission, the examiner who is appointed by the Dean, another specialist in the field of the examination or a related specialization and the advisor of the year. It is in the form of an oral exam, with possible written explanations (formulas, reactions, drawings). In case of equal votes, the vote of the Chairman prevails.
2. At the request of the student the examination committee can include the representative of the Student Government bodies without voting rights.
3. The grade received on the commission examination is final.

Removal from the list of students, conditional registration, retaking a year

**§ 18**

1. The Dean issues a decision to remove the student from the list of students in case of:
2. failure to undertake studies,
3. resignation from studies or transfer to another university;
4. punishment by the disciplinary penalty of expulsion from the University,
5. failure to submit a degree thesis or the diploma exam in the due time,
6. occurrence of the circumstances that result in repeating the year in case of the first year students,
7. Statements of failure to undertake studies is made in writing by the Dean, in case of candidates for the study who received the University's decision of admission and not reported to the Dean's office to sign the text of the oath or a contract (or refused to sign these documents within 14 days) or did not attend classes within 14 days of the start of the academic year.
8. The resignation occurs as a result of submitting a statement of resignation by the student. The statement should be submitted in writing. The date of resignation is considered the date of presenting the letter in the appropriate Dean’s Office. The unexcused absence of the student in all classes for more than 14 days is also considered as resignation.
9. Heads of teaching units are required to inform the Dean's Office about the students who did not undertake their studies or did not attend classes for more than 14 days.

**§ 19**

* 1. The Dean may remove a student from the list of students in case of:

1. lack of progress in learning,
2. failure to obtain credit for a semester or a year by the specified deadline,
3. failure to sign an agreement on terms of payment for studies or educational services presented by the University.
   1. The following in particular is regarded as lack of progress in learning:
4. failure to get credit for a course,
5. failure to get credit for student internship,
6. failure of the exam,
7. failure to get credit for a year.
   1. In case of lack of progress in learning and failure to get credits for a semester or a year by the deadline the Dean can make a decision on:
   2. conditional registration for studying on the subsequent year of studies in case of failure of not more than two courses, including failure to get credit for student internship,
   3. repeating a year of studies if the student failed to get credit for more than two courses,
   4. remove from the list of students:
8. if failed to get credits for a year for the second time,
9. in case of no possibility or no grounds for repeating the year again.
   1. Repeating the first year of studies is not possible.
   2. Pronouncing the lack of progress in learning is made in writing by the Dean on the basis of the data contained in the information system of the University, student cards and protocols of conducted tests and exams.
   3. The Dean’s decision on student removal may be appealed against to the Rector. The Rector’s decision is final.
   4. The student who failed to pass the courses of a given year is obliged to pass these courses no later than in the next academic year, when he/she restarts the study.
   5. The student can get a permission to repeat a year no more than once in the whole cycle of studies, unless the reason for the second failure was a prolonged illness. Repeating a year caused by the prolonged illness is possible no more than once in the cycle of studies.
   6. In case of doubt about the consent to repeat a year due to the prolonged illness, the Dean may appoint a committee of doctors-academic teachers of the University and seek their opinion.
   7. The student who repeats an individual course (on a conditional acceptance or repeating the year) is required to attend and pass all forms of the course.
   8. The student who repeats a year is not required to get credits for courses that he/she has already got a positive grade.

**Resumption of studies (reactivation)**

**§ 20**

1. Re-admission of the person who has stopped studying or was removed from the list of students on the first year of study can be done through the recruitment procedure.
2. The student who was removed from the list of students in another university can not apply for admission to the Medical University in Białystok.
3. A person who, after completing at least the first year, stopped studies or has been removed from the list of students, has the right to apply to undertake studies not earlier than after 1 year and not later than after 5 years since he/she passed exams on two courses of the preceding year as specified by the Dean. The achieved result is final (there is no possibility to retake the exam).
4. A candidate to resume studies pays fees related to the reactivation. The amount of the fees is determined by the Rector. The condition for reactivation of the fulfilment of both conditions: paying fees related to the reactivation and passing the specified exams.
5. If the break in studying lasts for 3 to 5 years the student should be reactivated on the previous year of studies than it would result from his/her documentation of the course of studies.
6. The student who was removed from the list of students can not apply for re-admission once only.
7. Students who were removed from the list of students for the reasons referred to in § 18 section. 1 point 3 can not be reactivated.
8. Resumption of studies, in regard to the rights and duties of the student, is treated as continuity of studies. Continuity of studies does not automatically exempt the student from the obligation to get credits on courses which were credited before the removal from the list of students.
9. The student after reactivation should attend all classes and get all the required credits on courses of the year that he/she studies on after the reactivation.
10. If there are program differences in the curriculum after the reactivation, the student is required to make up for them in the first year after reactivation.
11. The student who resumed studies after removal from the list of students due to the lack of progress in learning or failure to get credit for a semester or a year by the deadline is not entitled to repeat the year in the further course of study.
12. The former students of the field of study or specialization may apply for resumption of studies on the specific field of studies or specialty. It is not possible to study another field of study or another specialty.
13. The permission for resumption of studies or refusal to resume studies is granted by the Dean in the form of a written decision, taking into account all the circumstances of the case, including the organizational capabilities of the University

**The conditions for and mode of participation of exceptionally talented school students in classes of the course of studies.**

**§20A**

1. Exceptionally talented school students can attend the classes of the course of study at the University in the fields consistent with their abilities.
2. The Dean of the specific faculty decides about the right to participate in student classes, at the request of the director of the school student attends, after obtaining the opinion of the head of the unit that runs the course in which the school student would participate.
3. If it is agreed that the school student participates in student activities, the competent Dean determines the type of activities in which the school student has the right to participate and the rules for crediting these classes.
4. The school student admitted to participate in the classes is obliged to comply with the regulations of the unit where the classes are held and fire safety rules and to respect the property of the University.

# **VI. AWARDS AND DISTINCTIONS**

**§ 21**

1. The student with outstanding performance in learning, or for other special achievements, may receive:
   1. scholarships awarded by the Minister of Health for outstanding achievements,
   2. awards funded by the state institutions, scientific societies, social organizations and other entities – in accordance to the binding regulations in this matter,
   3. distinctions awarded by:
      1. the Rector,
      2. the Dean,
      3. Student Government.
2. The scholarships and awards referred to in section. 1 point 1-2 are granted under the binding regulations.
3. Exceptionally talented graduates of the first level studies (licencjat) and students who completed the third year of integrated Master’s degree studies, in total not more than 100 people a year in the country, in a contest conducted in frames of the Education Minister’s program “Diamond Grant” can get the resources to carry out research financed with the resources of the state budget allocated to science.
4. The Senate can adopt a resolution on other forms of awarding the outstanding students.

**§ 22**

1. The Rector’s honorary diploma is awarded to the graduates who meet all of the following conditions:  
   1) completed their studies within the period specified in the study plan, the period of Dean’s leave is not included in the study period,

2) obtained the exams mean grade not lower than 4.75,

* 1. obtained from a Master’s (magisterska) or Bachelor's (licencjacka) thesis and Master’s or Bachelor's exam - if required - very good grades.

1. The Deans submit a request for the granting of an honorary diploma.
2. Graduates who received the Rector’s Honorary Diploma are entered into the Golden Book of Graduates of the Medical University of Bialystok

# **VII. LEAVES**

#### § 23

1. The student is entitled to a leave:
2. in case of prolonged illness, confirmed with the appropriate medical documentation,
3. in case of applying for leave due to prolonged illness, in justified cases, the Dean consults the University Committee composed of academic teachers, who are doctors; after the sick leave, the student can be admitted to classes after he/she presents a confirmation by an occupational doctor about the possibility of continuing learning,
4. due to the significant life circumstances,
5. in connection with the delegation to study abroad or practice,
6. for the birth of a child or care for a child,
7. in connection with domestic and foreign trips organized by the University or student and youth organizations,
8. at the request of the student submitted no later than 15 September, without giving a reason, after completing the year.
9. The request for a leave must be submitted to the Dean within 14 days from the occurrence of circumstances justifying the request, except situations as specified in section 1 point 6.
10. The student may be granted the following leaves:
    * 1. short term – for a period of up to 7 days,
      2. long term – for a period of one semester or one year.
11. Granting the long term leave is confirmed by the Dean with an entry to the University information system.
12. Throughout the period of study the student can be granted long-term leave only twice.
13. During the leave the student retains the student rights
14. During the leave, the student may, with the consent of the Dean and the head of the academic unit, take part in classes of selected courses and to take the tests and exams. In this case, participation in classes and taking tests and exams is held under the rules binding the students in the course of study.
15. The Dean can grant a short term leave for the reasons specified in section 1 points 3-6 and issue a leave card excusing absence in classes.
16. The student who has been granted the Dean’s long term leave during the academic year, all the credits and exams for this year or no credit/no permission/unsatisfactory grade are included in the results of the student under the rules binding the students in the course of study.

# **VIII. COMPLETION OF STUDIES**

**§ 24**

1. The graduate receives a diploma of studies completion, that confirms obtaining the appropriate professional title, along with the supplement.
2. The exemplar of the diploma is approved by the Senate. Wzór dyplomu zatwierdza Senat.
3. The condition to obtain a graduation diploma and an appropriate title is to pass all the courses and internships as well as the exams included in the curriculum.
4. The date of studies completion is:
5. at the disciplines: medical and medical-dental - the date of the last exam or credit provided for in the curriculum,
6. at the pharmacy - the date of the credit for the last professional internship provided for in the curriculum,
7. at I, II level studies and integrated Master’s degree studies at other disciplines – the date of the diploma exam.
8. The student must provide all the necessary documents to issue the diploma within 14 days of graduation.
9. The graduate has the right to keep the student record book, if such a document was issued.
10. The diploma examination at the first level studies includes bachelor (licencjat) exam and the defence of the thesis, if in a given field of study such thesis is required; and at the second degree studies or integrated studies – Master’s (Magister) exam and the defence of the thesis

**Master’s degree thesis (Magisterska) and Bachelor’s degree thesis (Licancjacka)**

**§ 25**

1. The Master’s (Magister) degree thesis the student prepares under the supervision of an authorised academic teacher or a specialist based outside the University with the title of at least PhD (Doktor)
2. The Bachelor’s (Licencjat) degree thesis the student prepares under the supervision of an authorised academic teacher or a specialist based outside the University with the title of at least master or physician (magister or lekarz)
3. Subject and place of preparing the Master’s thesis or Bachelor’s thesis should be established in the last but one year of study.
4. Determining the scope of the Master’s or Bachelor’s thesis is coordinated by the Dean, taking into account the teaching load of units in which the thesis are prepared and it is approved by the Faculty Council.
5. Thesis worked out in the framework of a student scientific circle an be considered Master’s or Bachelor's thesis.
6. Assessment of Master’s or Bachelor's thesis shall be done by the thesis manager/supervisor and one reviewer. In case of discrepancies in the assessment the Dean, who may consult the second reviewer, decides about admittance to the final exam. To the reviewers the provisions of section 1 or section 2 are applicable.
7. Master’s or Bachelor's thesis prepared at Faculties is subject to anti-plagiarism procedure set out in separate regulations.

**§ 26**

1. In the field of study or specialization with the requirement of submission of Master’s or Bachelor’s thesis the student is obliged to defend the Master’s or Bachelor thesis no later than 10 July. The student is required to submit the thesis signed by its manager/supervisor no later than two weeks before the date of its defence.
2. At the request of the thesis supervisor or the student the Dean may postpone the date of submission of Master’s or Bachelor’s thesis in case of:
   1. prolonged illness student confirmed with a medical certificate,
   2. the inability to execute Master’s or Bachelor’s thesis within the deadline for justified reasons beyond the student (e.g. the failure or lack of proper testing equipment necessary for the work, no access to source materials).
3. In the above cases the deadline for submission may be extended by not more than three months from the date specified in section 1.
4. In the case of prolonged absence of the master's or bachelor's thesis supervisor, which could cause a delay in the thesis submission by the student, the Dean is obliged to appoint a person who will take over the responsibility of supervising the thesis. Change of the thesis supervisor during the last 6 months before graduation, may give rise to extend the deadline for submission of master's or bachelor's thesis on the principles set out in section 2.

Master's or Bachelor's e**xamination (magisterski and licencjacki)**

**§ 27**

1. The condition for permission to take master's or bachelor's examination is:
2. obtained credits for all courses and professional internship under the program of studies, including the curriculum and for the first level studies at the Faculty of Health Sciences – an examination of vocational training,
3. obtained at least satisfactory grade on the Master’s or Bachelor’s thesis.
4. The Master’s or Bachelor’s degree examination takes place before a board appointed by the Dean. The Board comprises of: the chairman, manager of thesis/supervisor and reviewer, who is also the examiner. The Chairman of the Board may be: the Dean, Associate Dean or appointed by the Dean researcher-teacher, with a degree of at least doctor habilitated.
5. The examination shall take place no later than 10 July.
6. In case of extension of the deadline for submission of Master’s or Bachelor’s thesis referred to in § 26 section 2, or the necessity of taking the resit session by the student, The Master’s or Bachelor’s degree examination take place by 10 October.

**§ 28**

1. The Master’s or Bachelor’s degree examination can be an oral or written exam. The examination can include theoretical and practical part.
2. Grades specified in § 14 section 1 are applied in assessing the results of the examination.

**Defending the Master’s or Bachelor’s thesis** **(magisterskiej and licencjackiej)**

**§ 29**

* + - 1. The condition to permit the Master’s or Bachelor’s thesis defence is passed Master’s or Bachelor’s degree examination.
      2. The student presents the theses of Master’s or Bachelor’s thesis to the Board defined in § 27 section 2 and people interested in the subject.

**§ 30**

At the request of the student or manager of thesis/supervisor made within 7 days before the scheduled date of the diploma exam and thesis defence, the Dean announces an open Master’s or Bachelor's degree examination and thesis defence.

**§ 31**

1. In the case of obtaining at the Master’s/Bachelor’s examination (diploma examination) or Master’s/Bachelor’s thesis defence an unsatisfactory grade or unexcused failure to take this exam or thesis defence within the determined period, the Dean sets a second term as final. The second examination or defence can not take place earlier than after one month and not later than three months from the date of the first examination or defence.
2. In case the failure to take the diploma examination or Master’s/Bachelor’s thesis defense on the set date is recognized as excused the Dean sets a new date of the diploma examination or thesis defense. The diploma examination and thesis defense are then treated as done in due time. The excuse shall be presented in the Dean’s Office up to 10 July. If the Dean accepts the excuse a new date for the final exam or thesis defence is set. The diploma examination or thesis defence is treated as taken in due time
3. In case of failing the diploma exam or Master’s/Bachelor’s thesis defence on the second date, the Dean shall decide:
4. to permit repeating the last year of studies or,
5. to remove from the list of students.

**Final result of studies**

**§ 32**

1. The basis for calculation the final result of studies in the fields of study which require submission of the Master’s or Bachelor’s thesis include:

A) arithmetical mean of the final grades on all the courses under § 14 section 1,

B) the grade on the Master’s or Bachelor’s thesis, along with thesis defense,

C) the grade on the Master’s or Bachelor’s examination.

The result of studies is calculated according to the formula: A + B + C

2 4 4

1. The final result of studies at Medical Department with Dentistry Division and at English Department in the fields of study that have no requirement of submitting the Master’s or Bachelor’s thesis, is calculated under provisions of section 1 point A.
2. The final result of studies is calculated by aligning the arithmetic mean according to the rule:

- up to 3,50 satisfactory (3)

- 3,51 - 4,50 good (4)

- 4,51 and above very good (5)

1. The alignment to the full grade refers only to the grade on the diploma, while on all the other certificates the actual result is written as in section 1.

* + 1. **SCOPE AND METHOD OF DOCUMENTATION**

**OF THE COURSE OF STUDY**

**§ 33**

The course of study is documented in:

1. examination protocols,
2. examination cards including entries about all the exams on courses of the plan of study for the specific semester, the required credits and exams.
3. information system of the University.

**§ 34**

Completion of studies is registered in:

1. information system of the University,
2. student books register,
3. diploma register.

# **X. FINAL PROVISIONS**

**§ 35**

The Rector decides in matters concerning the organization and mode of studies not covered by the provisions of these Rules.

**§ 36**

The Regulations on full-time studies adopted by the Senate Resolution No. 37/2014 of 24.04.2015 and the Regulations on part-time studies, adopted Senate Resolution No. 38/2014 of 24.02.2015 expire.

Student Parliament President Senate Chairman

Rector

Hubert Janowski prof. dr hab. Jacek Nikliński

TABLE OF CONTENTS

[I. GENERAL PROVISIONS 2](#_Toc322420945)

[II. ORGANISATION OF STUDIES 3](#_Toc322420946)

[III. STUDENT RIGHTS AND RESPONSIBILITIES 7](#_Toc322420947)

[IV. transfers .9](#_Toc322420948)

[V. CREDITING THE YEAR Błąd! Nie zdefiniowano zakładki.](#_Toc322420949)0

# [VI. **AWARDS AND DISTINCTIONS.................................................................................**3](#_Toc322420950)0

[VII. leaves 3](#_Toc322420951)1

# [VIII. **COMPLETION OF STUDIES...............................................................................**3](#_Toc322420952)

[IX. **SCOPE AND METHOD OF DOCUMENTATION OF THE COURSE OF STUDY...........................................................................................................................** 3](#_Toc322420953)

[X. FINAL PROVISIONS 3](#_Toc322420954)

[TABLE OF CONTENTS 29](#_Toc322420955)

RULES OF STUDY FOR INDIVIDUAL STUDIES

**Attachment no. 1 to the Rules of Study**

RULES OF STUDY FOR INDIVIDUAL STUDIES

1. **General provisons**

1. Individual studies at the Medical University of Bialystok (University) are realised in the form of so called Individual Course of Study (ITS) and Individual Organisation of Studies (IOS).

2. Individual studies are created with an aim to satisfy the needs and aspirations of students whom find the standard curriculum, including the standard plan of studies, hindering them from obtaining a broader education in their specialist area, or from following the curriculum.

**II. The organisation and program of studies**

1. Individual studies are organised and supervised by the Dean of the corresponding faculty. The Dean presents an annual report of the realization of the Individual Course of Study (ITS) and the Individual Organisation of Studies (IOS) to the council of the faculty.

2. IOS can be realised in every year of study.

3. ITS can be realised from the third year onwards in Integrated Master’s degree studies and from the second year onwards in the first and the second level of studies, excluding time spent on student internships. In exceptional circumstances ITS may be allowed to begin earlier.

4. ITS cannot be realised in the last year of degrees whose curriculums contain only internship (so called internship year) or work experience (PharmacyFaculty). .

5. The ITS program offers, alongside the basic curriculum, additional classes that aim to:

a) expand theoretical knowledge and practical skills of a chosen speciality,

b) familiarise the student with the basic elements of the methodology of scientific studies and pedagogic training.

6. The program of studies mentioned in section 5 is carried out by including the student in academic research and teaching projects of the faculty organization unit, activating the student in the Students’ Academic Association, allowing the student to take part in the meetings of other academic associations and participation in training courses organised by the University.

7. The Dean of the corresponding faculty shall allocate each student in the ITS program a tutor, who shall be one of the academic teachers of the student’s chosen discipline. The tutor shall have at least a doctoral degree, and within clinical disciplines shall also have at least a first degree specialisation. One tutor shall be responsible for no more than 2 students. The tutor shall be provided with 20 hours of teaching time per week for each student in the ITS program (in the case of 2 students – 40 hours).

8. Neither ITS nor IOS may prolong the student’s degree and increase the costs of lessons given.

9. A student stuying in the Individual Course of Study may cut short his/her learning time if they have achieved the required learning outcomes and gained the required ECTS points.

10. The form and realisation of specific subjects is determined by the head of the didactic unit, with the agreement of the tutor and the Dean.

11. A detailed annual study program will be produced for the ITS student by the tutor and confirmed by the Dean.

12. Tutors of students in the ITS program are reponsible before the Dean for the realisation of the individual study programs, including study plans.

13. The tutor sall present the Dean with information about the student’s progress each year before 15th September.

14. Students in the ITS program have the right to participate in classes with a student group of their choice and at a time of their choice (agreed with the head of the didactic unit), as long as this does not contradict internal regulations concerning the maximum number of students in a given group.

15. Students in the ITS program should have the possibility of getting credits and taking exams at a time agreed on with the examiner (not necessarily in examination sessions, but no later than the intended date of the exam in the examnation session).

16. After examination sessions, the results of students in the ITS program are analysed by the Dean’s Council. In justified cases, the Dean may deny a student the possibility of continuing his/her studies in the ITS program.

1. Zaliczenie studiów indywidualnych odbywa się corocznie w oparciu o przedstawioną przez studenta indywidualnego dokumentację, opinię jego opiekuna oraz opinię Kolegium Dziekańskiego. Zaliczenia dokonuje Dziekan.

17. Students complete their individual studies at the end of each academic year on the basis of individual documentation presented by the student, the opinion of their tutor and the opinion of the Dean’s Council. The Dean credits a year.

**II. Enrollment for the ITS program**

1. Students apply for entry into the ITS program after completing the academic year previous to that mentioned in chapter II section 3. In particaular cases students may begin the ITS program early.

2. Candidates for the ITS program must fulfill the following requirements:

a) good results of learning (a current average exam grade of at least 4.5, calculated according to the regulations of the Rules or for laureates of the Diamond Grant)

b) an active role in academic activities supported by a recommendation from the head of the didacting unit (attached to the application in writing).

3. Candidates must address their applications for entry to the ITS program to the Dean of the corresponding faculty.

4. Applications must be received by 5th September.

5. The applications are processed by the Dean’s Committee, who take into account the aforementioned requirements of the candidate.

6. The decision to allow or deny a student entry to the ITS program is issued by the Dean.

**IV. Enrollment for the IOS**

1. Enrollment for the Individual Organisation of Studies may be made at any point during the course of studies.

2. Candidates can apply for IOS on the basis of the following documents:

a) a medical certificate explaining the inability to study the standard course,

b) a statement describing other important reasons,

c) a positive decision of the Faculty Commission for Confirming Learning Outcomes concerning the confirmation of learning outcomes.

3. Students who have been conditionally accepted for a given year of studies or who are retaking a course or a year of studies may not apply for IOS.

4. Candidates must address their applications for entry to the IOS program to the Dean of the corresponding faculty.

5. The applications for IOS are processed by the Dean’s Committee, who take into account the aforementioned requirements of the candidate.

6. The decision to allow or deny a student entry to the ITS program is issued by the Dean, who determines the conditions of the realisation of IOS.

**V. Final comments**

Students in the ITS program in their last year of study may participate in teaching classes as a trainee assistant.

Attachment no. 1 to

The Rules of Individual Studies

…………………………….

*data wpływu wniosku*

*date of receipt of application*

**WNIOSEK**

**o wyrażenie zgody na kształcenie w ramach Indywidualnego Toku Studiów (ITS)**

**APPLICATION**

**for entry onto the Individual Course of Study (ITS) program**

Do Dziekana Wydziału …………………………

To the Dean of the Faculty of ……………………….

Uniwersytetu Medycznego w Białymstoku

Of the Medical University of Białystok

Imię i nazwisko: ………………………………………………………………………………...

Name and Surname: ………………………………………………………………………………...

Rok studiów: ……… kierunek: ………………….……………….. nr albumu: ……………….

Year of study: ……….course:………………………………………student ID number: ………….

Proszę o przyjęcie na ITS realizowany w roku akademickim: …………………………………

I wish to be accepted for ITS in the following academic year: ………………………………………….

**Uzasadnienie:**

**Justification:**

…………………………………………………………………………………………………..

…………………………………………………………………………………………………..

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

Do wniosku załączam:

I attach to this application:

1. rekomendację kierownika jednostki dydaktycznej

1. a recommendation from the head of the didactic unit

1. program ITS

2. the ITS program

……….……………………………………

*data i podpis wnioskodawcy*

*date and signature of the applicant*

**potwierdzenie średniej**

confirmation of average grade

Pan /Pani …………………………………………….….……… uzyskał/a z dotychczasowego

toku studiów średnią ocen w wysokości: ………………………………………………………

Mr/Ms. …………………………………………………………... has achieved an average grade of …………………………….for his/her studies so far.

……………………………………………

*podpis i pieczęć pracownika Dziekanatu*

*signature and seal of employee of the Dean’s Office*

**opinia opiekuna**

**Tutor’s opinion**

……………………………………………………………………………………………….......

……………………………………………………………………………………………….......

……………………………………………

*Podpis*

*Signature*

**decyzja Dziekana**

Dean’s decision

…………………………………………………………………………………………………...

……………………………………………

*podpis i pieczęć*

*Signature and seal*

Załącznik nr 2 do Regulaminu Studiów Indywidualnych

Attachment no. 2 to the Rules of Individual Studies

…………………………….

*data wpływu wniosku*

*date of receipt of application*

**WNIOSEK**

**o wyrażenie zgody na kształcenie w ramach Indywidualnej Organizacji Studiów (IOS)**

**APPLICATION**

**for entry onto the Individual Organisation of Studies (IOS) program**

Do Dziekana Wydziału …………………………

To the Dean of the Faculty of ……………………….

Uniwersytetu Medycznego w Białymstoku

Of the Medical University of Białystok

Imię i nazwisko: ………………………………………………………………………………...

Name and surname: ……………………………………………………………………………….

Rok studiów: ……… kierunek: ………………….……………….. nr albumu: ……………….

Year of study: ………… course: …………………………………….student ID number: ……………

Proszę o przyjęcie na IOS realizowany w roku akademickim: …………………………………

I wish to be accepted for ITS in the following academic year: ………………………………………….

**Uzasadnienie:**

**Justification:**

…………………………………………………………………………………………………..

…………………………………………………………………………………………………..

…………………………………………………………………………………………………..

Do wniosku załączam:

I attach to this application:

………………………………….

……….……………………………………

*data i podpis wnioskodawcy*

*date and signature of the applicant*

**decyzja Dziekana**

**Dean’s decision**

…………………………………………………………………………………………………...

…………………………………………………………………………………………………...