Appendix to Resolution of the Senate no. 91/2023 dated 27.04.2023

REGULATIONS OF FIRST DEGREE, SECOND DEGREE
AND UNIFORM MASTER'S STUDIES AT THE MEDICAL UNIVERSITY OF BIALYSTOK

# I. GENERAL PROVISIONS

## § 1

1. These Regulations of Study hereinafter referred to as the "Regulations" define the rights and responsibilities of students attending the First Degree, Second Degree and the uniform Master’s studies at the Medical University of Bialystok, in relation to the organisation and course of studies. The Regulations have been developed pursuant to Art. 75 of the Act of 20 July 2018  - Law on higher education and science, hereinafter referred to as the "Act".
2. Regulations shall also apply to the students of the Medical University of Bialystok attending study programs conducted in English. The studies are fee-paying, and the amount of the fees shall be determined by the Rector. Students enrolled on the study programs conducted in English are required to complete a preparatory course prior to the beginning of the first year of studies.
3. The Regulations shall be adopted by the University Senate, at least five months before the beginning of an academic year. Regulations of study shall enter into force at the beginning of an academic year, with the approval of the Students’ Self-Government.
4. The commencement of studies and the acquisition of student rights at the Medical University of Bialystok, hereinafter referred to as the "University", takes place at the moment of taking the oath. Student shall receive a student card. University shall provide students with access to the documentation of the course of studies held in an electronic form (University's IT system).
5. The University shall make every effort to create conditions for people with special needs, including people with disabilities, to fully participate in the education process.
6. Student is obliged to behave in accordance with the solemn oath, follow the Regulations and other provisions in force at the University.
7. In cases 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 has applied the System of Providing and Improving the Quality of Education, the operation of which is governed by separate regulations.
9. Students’ Self-Government bodies are representatives of all students.
10. The Rector is a superior and supervisor of the students at the Medical University, and the Dean is a superior and supervisor of the students of a Faculty. The Vice-Rector for Education is a permanent deputy of the Rector, appointed for the supervision of  Student affairs. The Dean of the Faculty may appoint an appropriate Vice-Dean to perform the tasks specified in these Regulations, in which case the provisions of the Regulations concerning the Dean shall apply to the Vice-Dean.
11. The Rector is the instance of appeal in all matters covered by the Regulations.

# II. ORGANISATION OF STUDIES

## Organisation of the academic year

## § 2

1. The academic year shall last from 1 October to 30 September and is divided into 2 semesters.
2. If the beginning of the academic year falls on a Saturday or a public holiday, as well as in other justified cases, the Rector may decide to start classes earlier or later in the entire University or in a specific field of study.
3. Program of studies for a particular course, level or profile of studies may provide for the beginning of the classes to take place in the second semester of an academic year.

## Organisation of classes

## § 3

Studies shall be conducted according to programs of study enacted in accordance with the procedure laid down in the act.

## § 4

1. The study plan, syllabuses of implemented courses and the schedules are made known before the start of the semester by posting on the website of each faculty at least 7 days before the start of classes, except for the study schedule of the 1st year to be published immediately after the end of recruitment.
2. The framework of a year, based on the provisions of the Statute, is determined by the Rector and communicated to all didactic units before the beginning of the academic year.
3. During the course of an academic year the Rector may introduce changes to the framework and suspend classes for a specified period of time.
4. The Rector may establish days or hours free of classes within an academic year.
5. The Dean may establish days or hours free of classes at the faculty, field or year of study within an academic year.
6. On the basis of the Rector's order referred to in sec. 2, a detailed schedule of classes shall be established.
7. All didactic units are obliged to establish internal didactic regulations based on the provisions set out in the Regulations. The didactic regulations of a department shall at least define:
8. the manner of conducting classes,
9. the opportunities and forms of compensation resulting due to absences,
10. the forms of subject-related credits and examinations,
11. the conditions for the student’s access to their written work, including in particular: tests, colloquia, final and examination works within the time limit specified by the head of a department or a person designated by them and in the presence of the head of the department or a person designated by them,
12. the manner in which students shall be informed of examination results and credit grades, whereas the information process should be conducted with due respect for rules on the protection of personal data,
13. information on health contraindications to participation in classes, if such contraindications occur,
14. the information on the requirements regarding personal protective equipment, wearing watches and jewellery and other things, if applicable,
15. conditions for completing the course credits and informing about the results of the verification of learning outcomes.
16. The didactic regulations of a department and syllabi of the implemented classes are communicated to the students before the beginning of classes by posting these on the department’s website and, if necessary, on the bulletin board of the department.
17. The didactic regulations may be changed during an academic year, only after obtaining the opinion of the year prefect.
18. A department which conducts courses and students engaged in the class are required to comply with the didactic regulations of the given department.

## Fees

## § 5

1. The university may introduce tuition fees for classes on the basis of applicable regulations.
2. The University may charge fees for the education services related to:
3. education of students of part-time studies,
4. repeating courses due to unsatisfactory academic performance,
5. education conducted in a foreign language,
6. conducting classes not covered by the study program, including classes complementing learning outcomes necessary to undertake studies at a certain course,
7. education of foreigners at full-time studies in Polish,
8. performing confirmation of learning outcomes,
9. issuing a student ID card and duplicates of this document,
10. issuing a copy of a diploma confirming completion of studies and of a diploma supplement in a foreign language, other than those issued as provided for in the Act*,*
11. issuing university diploma or diploma supplement duplicates,
12. using student dormitories.
13. The amount of the fees at a given field of study shall be determined by the Rector at the request of the Dean, after consulting the Students' Self-Government.
14. The conditions of payment for the confirmation of the learning outcomes shall be determined in a separate agreement concluded by the University and the Applicant.
15. Fees for the educational services, mentioned in sec.  2.1)-6) shall be made in semester fees.
16. In duly justified cases, the Dean of a faculty may agree to divide a semester fee into 2 instalments or to postpone the deadline for payment of the fee.
17. In the case of students using student loans for medical studies, the payment deadline is postponed to November 30 - in the case of fees for the winter semester and to April 30 - in the case of fees for the summer semester.

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

## § 6

1. The Dean shall appoint a Year Tutor chosen from among the faculty’s university teachers.
2. A Year Tutor takes care of all the student matters, cooperates with the Year Prefect and helps students.
3. The Dean may convene the Teachers’ Board meeting. The Teachers’ Board works with the Dean in coordinating the educational process of a given year of study. The Teacher's Board ex officio consists of: Dean or Vice-Dean, Year Tutor, managers of didactic units or university teachers authorised by them, as well as the Prefect of a given year of study.  The Year Tutor acts as President of the Teachers’ Board.

## Clerkships

## § 7

1. Student is required to do their clerkships which is an integral part of studies and should be carried out in accordance with the curriculum and the study plan.
2. Clerkship aims at acquiring and improving the practical skills in real working conditions; preparing the student for their independence and responsibility for the tasks entrusted to them and creating favourable conditions for the student’s professional activation in the labour market.
3. For the purpose of the proper implementation of clerkships, the Dean of the faculty shall appoint tutors of clerkships chosen from among the university teachers.
4. The rules for doing and crediting student clerkships shall be consistent with the regulations of clerkships in each of the fields of study.
5. At the student's request, activities performed by them, in particular as part of employment, internship or volunteering, may be counted towards clerkship, if they enabled the achievement of learning outcomes specified in the curriculum for clerships. Student submits the application together with the relevant documentation to the clerkships tutor. The deadline for submitting the application and the detailed conditions for crediting as part of the clerkship the activities performed by the student as part of employment, internship or volunteering are specified in the internal regulations of clerkships.

# III. RIGHTS AND OBLIGATIONS OF STUDENTS

## § 8

Student has the right to:

1. develop scientific interests,
2. associate in scientific circles and participate in the scientific research, development and implementation works carried out at the University,
3. receive prizes and awards,
4. study according to the Individual Course of Studies or Individual Organisation of Studies in accordance with the rules set out in the Regulations of the Individual Studies which constitute an appendix to these Regulations,
5. apply for adaptation of teaching methods and organisation of the educational process in order to ensure accessibility for people with special needs, submitting an appropriate request to the appropriate head of the didactic unit,
6. join student organisations under the rules set out in the Act,
7. receive benefits in accordance with the rules specified in the regulations on student benefits,
8. develop cultural, tourist and sport interests,
9. participate in open classes in other fields of study,
10. using the support of the Careers Office, the Office for Ensuring and Improving the Quality of Education and the Office for Peoples with Disabilities,
11. transfer and recognition of ECTS points,
12. justification of absences from classes, leave from classes and leave from classes
with the possibility of initiating the verification of the learning outcomes obtained, as specified in the study program,
13. transfer to full-time or part-time studies,
14. admission to the commission examination with the participation of the observer indicated by them,
15. repeat particular courses due to unsatisfactory academic performance,
16. training in the rights and duties of the student,
17. current acquaintance with the legal acts in force at the University and compliance of the regulations,
18. use of university infrastructure, including research and teaching infrastructure and with the help of academic teachers, other employees and bodies of the University for the development of interests, activities in scientific circles, student organisations and participation in scientific activities.

## § 9

1. It is the duty of the student to make full use of the educational opportunities provided by the University and to act in accordance with the content of the vow and the Regulations. The student bears full responsibility resulting from the breach of the Regulations.
2. In particular, the student is obliged to:
3. compulsory participation in all forms of didactic activities arising from the study plan of the given field of study,
4. fulfil the learning obligations in accordance with the plan, curriculum and study Regulations, including timely obtaining credit grades and passing examinations as well as carrying out clerkships,
5. timely delivery to the dean's office of the schedule for the implementation of the repeated classes together with a declaration of acceptance of the schedule, confirming the actual possibility of completing the failed subject, or informing the dean's office of the lack of possibility to agree on a schedule for the repeated subject under pain of losing the right to refer to such circumstances as the reasons for failing the classes,
6. comply with the provisions in force at the University, including the Code of Ethics of the Student and the PhD Student,
7. show respect to University staff and follow the rules of collegiality,
8. take care of the dignity of the student and the good name of the University,
9. study and apply in practice the ethical principles of their future profession,
10. respect for the University property,
11. pay the fees for the educational services, the amount of which shall be determined by the Rector,
12. submit a declaration on non-receiving/receiving of material aid benefits for more than one course,
13. submit the thesis to the anti-plagiarism procedures in accordance with the provisions of the Act (applies to courses which require submitting a thesis),
14. comply with the principles of personal data protection, in particular the conduct of the confidentiality of personal data obtained during studies, their use only for the purposes related to the implementation of studies and their protection against unauthorised access, illegal disclosure, acquisition, loss and destruction,
15. take care to keep confidential passwords to the University IT systems,
16. comply with the copyright and intellectual property rights,
17. comply with the prohibition of bringing, using and distributing of narcotic drugs on the territory of the University,
18. immediately notify the relevant dean’s office and the Department of Student Affairs of a new civil status, changing the name, the address and other data affecting the student's situation,
19. hold a valid certificate from an occupational medicine doctor on the lack of contraindications to study in the selected field of study, and in the event of health contraindications during studies, immediately inform about their occurrence.
20. immediately notify the appropriate didactic unit about the occurrence of health contraindications to participate in selected didactic classes,
21. have and use during classes an identification card with a photo, with the name and logo of the University, name, surname, name of the faculty and field of study,
22. in the case of students elected as members of collegiate bodies (the University Council, the Senate, the Faculty Council) and of the Electoral College and central-tier collegiate bodies (based on documents confirming participation in the meeting) - attend the meetings of such bodies, or of the Electoral College, whereas any student's absence in classes due to attendance at such meetings is considered to be an absence justified without the obligation to attend classes on the same subject at a different time,
23. comply with the prohibition on the possession or use of unauthorised aids, including all electronic devices, accessories for such devices, during examinations, colloquia, tests and other forms of knowledge testing,
24. systematically log in to University IT system and read the information contained therein,
25. timely payment of fees to the University.
26. In all matters related to studies, the student is obliged to use the student university account in the student.umb.edu.pl domain in electronic correspondence and systematically check the email account and read the correspondence.
27. If the student is late with the payment of cash benefits to the University, the University will charge interest for the delay. In the event that the Student has several debts of the same type towards the University, he may indicate which debt he wants to gratify when making the payment. However, what is attributable to the debt in question, the University can primarily credit to the related debt arrears of secondary receivables and to the arrears of principal benefits. In the absence of a declaration by the student or the University, the benefit paid shall be counted primarily against the due debt, and if there are several due debts - against the most recently due debt.

## § 10

For violation of the law or obligations specified in § 8-9 of the Regulations, the student shall be liable according to the rules specified in the Act.

# IV. TRANSFERS

## § 11

1. A student of the Medical University of Bialystok may transfer to another university with the consent of the Dean of the relevant faculty of the receiving university, provided the student submits a circulation card confirming the lack of any commitments to the University. A person applying for the transfer ceases to be a student of the Medical University of Bialystok as of the date of obtaining confirmation of enrollment from the receiving university. The student is obliged to immediately submit to the Dean's Office an application for removal from the list of students in the event of being admitted to another university by way of transfer.
2. A student of another university may transfer to the Medical University of Bialystok, if they have fulfilled all obligations arising from the regulations in force at the university they are leaving. The possibility of transfer from another university exists only within the same field of study and provided that the student was not previously expelled from the Medical University of Bialystok due to at least one of the following circumstances: punishment with a disciplinary penalty of expulsion from the university, declaration of non-participation in compulsory classes, declaration of no progress in education or failing to obtain credit for a semester or year within a specified period. Admission of transfer from another university may be refused if the student applying for the transfer did not meet the recruitment requirements entitling him to be admitted to studies for the cycle of education to which the student was to join. A decision in this matter is made by the Dean, after reviewing the documentation of the course of the student's studies and after analysing the organisational capabilities of the University and after consulting the Dean's College. Students transferred from another university are required to make up for curriculum differences.
3. Detailed conditions and rules for transferring students from other universities to the Medical University of Bialystok, as well as the rules for recognizing and transferring achievements, shall be determined by the Rector's Order.
4. Apart from the chosen course, a student may study other courses. It is only possible for a student to undertake studies at another course of study at the University after taking part and fulfilling the conditions of the recruitment required at the time to be accepted on the course.
5. Student may be allowed to transfer to another course of study (change of course) conducted within the faculty or the University in accordance with the following principles:
	1. Student changing a course must meet the current recruitment conditions required for admission to the new course of study.
	2. The student submits an application to the dean's office addressed to the dean of the receiving faculty to change the course of study.
	3. The Dean's consent to a change of course depends on the real possibilities of increasing the number of students at a given course, organisational possibilities and the scope of curriculum differences.
	4. When expressing consent to admission, the Dean determines the differences resulting from the study plan and curriculum, taking into account the learning outcomes achieved by the student.
	5. The convergence of the learning outcomes determined for the current course of study
	with the learning outcomes determined for the course to which the student is being transferred should be at least 60% of the total sum of ECTS points for a given year at the new course.
	6. Changing the course of study is possible within the same form of study, with the provision that in the case of transfer from studies where tuition fees are charged, the transfer is only possible to paid studies
	7. It is not possible to change a course to a course with the education standards set out in the Regulation of the Minister responsible for Higher Education.
6. Student studying in English may be transferred to part-time studies carried out
in Polish in the form of part-time studies, provided that the student’s grade point average for the previous two years is not less than 4.5 in each academic year, calculated under the rules specified in § 14 sec. 2 and only if the student proves that they have an adequate knowledge of Polish.
7. A student of part-time studies may be transferred to the full-time studies at the home university based on their grade point average for the previous two years not being 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 a full-time to a part-time studies if approved by the Dean within the limit granted by the Minister of Health or approved by the Senate.
9. As part of the same course, students of part-time studies who have started recruitment again may apply for transfer to full-time studies within the limits of vacancies for a given year in the relevant course of study at full-time studies at the University. In the case of a number of applying candidates exceeding the limit of places, the grade point average obtained in the course of studies previously shall be decisive for successful enrollment. Application along with the document confirming the admission to the first year of studies as a result of the recruitment process should be submitted to the Dean until the day of closing the recruitment by the MUB.
10. Students who are expelled due to lack of progress in their studies or failing a semester or year, or at risk of being expelled for such reasons, after re-enrollment and admission to the first year, are not entitled to apply for a transfer to a higher year of study.

# V. COMPLETION OF A YEAR

## ECTS points

## § 12

The University uses a point method of expressing the student's achievements, in accordance with the European Credit Transfer and Accumulation System (ECTS), consisting in the following:

1. points are assigned to all the subjects included in the study program,
2. number of points assigned to the individual subject reflects the average amount of work required for obtaining the planned learning outcomes, whereby the amount of work includes both the student work in classes organised at the University and their individual work at home related to such classes,
3. in order to obtain the points assigned to a subject, the student has to achieve the assumed learning outcomes, confirmed by completing a subject,
4. student achieved all the learning objectives and outcomes, if they have successfully implemented and completed the subjects covered by the study program,
5. credits earned by the student at the transferred courses completed at other universities than the parent one, can be considered instead of the credits resulting from the study programs, if there is a concurrence in the learning outcomes within the frameworks of these subjects at both universities,
6. ECTS points are granted with a decision made by the Dean of the faculty where the education process is carried out, after reviewing the documentation of study at another organisational unit of the university or outside the University and after obtaining the opinion of the head of the didactic unit which conducts education at the University, whereas recognition of ECTS points acquired outside the University is possible only for transfers from another university, participating in the exchange programme Erasmus+, MOSTUM and students of joint studies.

## Conditions for passing classes

## § 13

1. A completion period is one academic year.
2. The requirement for passing a year is:
	1. obtain credits for all the classes and clerkships provided for in the plan of study for the year,
	2. obtain at least a satisfactory grade in all the examinations provided for in the study plan.
		* Student may implement a part of their studies at other universities (both national and foreign ones). The Dean makes a decision regarding the conditions of completion of a period of study at other universities than the home university, taking into account the transfer and recognition of classes in accordance with the regulations in force.
			+ Student has to complete the academic year no later than to September 15.
				- In the case of arrears resulting from justified short absences of the student, the head of the didactic unit determines the possibility and manner of making up for these arrears. If it is possible, the arrears should be made up by participating in classes with another group, and in the absence of such a possibility, a method of verifying the learning outcomes achieved during the student's absence other than indicated in the schedule and plan is allowed.

Passing the obligatory classes is a confirmation of a proper preparation, presence, and active participation in classes as well as obtaining passing grades/credits for the work covered by these activities.

Passing a subject ending with an examination is granted to a student who has successfully passed classes and received a passing grade for the examination.

Passing a subject not ending with an examination shall be made on the basis of passing the classes, by entering the words "credited" (Polish version: ‘zaliczono’, abbreviated as ‘zal.’) in the University IT system. Passing a subject must take place before the start of the examination session. The result of the credit is communicated to the student within 14 days from the date of the credit.

9. In the event of discrepancies of grades in the student's periodic achievement card and in the protocol, if it is not possible to determine the correct grade in another way, a higher grade is entered.

10. In the event of a finding of possession or use by a student of an illegal form of assistance, the examination of this student is interrupted, and the Rector is notified of this in order to initiate disciplinary proceedings; and in justified cases, also notifying law enforcement authorities of the suspicion of a criminal offence.

11. Termination of the examination results in an unsatisfactory grade without the possibility to use any subsequent form of grades improvement (and the commission examination).

12. A student who used a prohibited form of aid while passing a subject that did not end with an examination, does not obtain a credit for this subject (the student's periodic achievements card and the report contain "not credited" - "nzal" in Polish).

13. Student who has not successfully passed all the required classes within a subject may not be admitted to the examination session for that subject. The decision on admission to a session in a given subject is taken by the head of the department in which the subject is conducted.

14. If in one semester a subject is conducted in the form of a theoretical course and in the second semester a form of a practical course and ends with a credit/examination in each of the parts separately, a student, who has not passed the first part, may not be admitted to the courses in semester two. Such a subject is treated as failed.

15. The head of the didactic unit or an authorised university teacher teaching classes shall give the credit for the given subject by an entering in the University IT system. The authorisation, as referred to above, shall be given by the head of the didactic unit, upon a consultation with the Dean, and, if not possible, the Dean of the relevant Faculty. The authorisation should be delivered to the dean's office.

16. Students may be given the opportunity to improve their results obtained in class such a request is made within 7 days of obtaining the result they wish to improve. The possibility of improvement does not apply to credits and final exams.

17. Pregnant students who cannot participate in the classes for health reasons (harmfulness) can complete the subject/s in the following year. The subject shall not be treated as failed, but only postponed to the following year. The Dean decides on the postponement of the subject/s at the written request of the student after consulting the relevant heads of the didactic units.

18. The conditions for passing the classes can be adapted to the needs and capabilities of students with disabilities in order to equalise opportunities for a full implementation of the educational process. Such students may apply for studying under the terms of the IOS - the Regulations of the Individual Studies shall apply accordingly.

## Grades scale

## § 14

1. The following grades shall apply to examinations:
	* 1. positive grades:
* very good - 5.0
* better than good - 4.5
* good - 4.0
* better stan satisfactory - 3.5
* satisfactory - 3.0
	+ 1. negative grade:
* unsatisfactory - 2.0
1. Calculation of grade point average:
2. entitling to obtain the Rector's scholarship for the best students, should take into account the final grades obtained in all subjects, and in the case of repeating the exam - the arithmetic grade point average from exams in this subject is taken into account,
3. from the course of studies for purposes other than those specified in point 1 and in § 32 sec. 1 A) should take into account all grades obtained in each examination, including the grades in make-up examinations, and in the case of conditional admission to studies or repeating a year - the arithmetic mean of the grades obtained in each year of a given examination.
4. If the university where the student graduated from their first degree or from which they transferred a different grading scale than at the University is used, the student's grade point average is adjusted to the grading scale applicable at the University and calculated as follows:
5. calculate what percentage of the highest possible average at the previous university is the student's average (up to four decimal places),
6. the same percentage should be calculated from the highest possible average at the University, i.e. from the average of 5.00,
7. the result of the calculation is the student's average recognised at the University.
8. Students who have completed their first degree at other university than the Medical University of Bialystok, for the purpose of calculating their grade point average, are required to submit a certificate with the specified subjects ending with an exam, taking into account the principles set out in sec. 2. Documents must be submitted to the dean's office by October 10.
9. In the case of students starting second degree studies and 6th year students of the course of Pharmacy, the grade point average, established for the purposes of obtaining the Rector's scholarship for best students, is calculated excluding the grade for the diploma thesis and the grade for the diploma exam.

## Conditions for passing examinations

## § 15

1. The student is obliged to take the examinations within the established deadlines.
2. Students who have successfully passed all the classes set for the subject, may, with the consent of the examiner, take the examination at any time of the academic year, but no later than during the examination session period in which the examination is scheduled.
3. Examination dates shall be determined by the examiner in consultation with the Year Prefect, and communicated to students, at least 2 weeks before the start of the examination session or for out-of-session exams, 2 weeks before the scheduled date of the exam.
4. In the case of subjects ending with an examination, the condition for being admitted to the examination is passing all classes and fulfilling all the obligations set out in the department’s didactic regulations.
5. If the student has not been admitted to an examination due to failing the classes, it means they have lost the right to take the examination. In such a case, the words "not admitted" (polish "niedopuszczony/a") are entered in the University IT system, which means failing the subject and the inability to improve it.
6. An examination in each subject is taken separately and is subject to separate assessment.
7. The form of the exam and credits is indicated in the Regulations of the didactic unit and the course syllabus. In the event of any discrepancies, the provisions contained in the syllabus shall prevail.
8. At each examination, the student is required to show an ID, Student ID card or ID with a photo.
9. No more than one exam can be scheduled for a student in one day; on the same day, the student cannot participate in other forms of checking knowledge (credits, colloquia) - it does not apply to make-up and commission exams.
10. Examination may consist of several parts: theoretical and practical.
11. In the situation referred to in sec. 10, to pass the exam it is required to obtain at least a satisfactory grade in each part. The final grade should be a resultant of all the grades, and the way it is calculated must be included
in the department’s didactic regulations.
12. If a student is found to have or use an unauthorised form of aid, the provisions of §13 sec. 9 -11 shall be applied.
13. Non-appearance at an examination on the set date without a justification document results in obtaining the unsatisfactory grade. justification document should be submitted to the examiner at the latest on the date of the examination, and in exceptional cases within 7 days after the due date of the examination. A justification document may be a medical certificate, or a statement of occurrence of a random accident certified by the Dean.
14. If it is decided that the student's failure to appear for the exam is justified, the examiner sets a new date for the exam. This examination shall be treated as taken in due time.
15. The date of the examination referred to in sec. 13 and the retake examinations cannot be set after the end of the retake session, i.e. after September 15.
16. The examiner shall enter the grade for the examination in the University IT system.
17. It is not possible to extend the deadlines for examination session admissions or to extend the examination sessions.
18. The result of the examination is announced to the student within 14 days of the examination date.

## § 16

1. In the event of obtaining the unsatisfactory grade in the examination, the student shall be entitled to up to two retake examinations for every failed subject, except for examinations in subjects carried out in cooperation with other universities, which are conducted on the principles applicable at these universities.
2. The retake examinations must be taken by the deadlines referred to in § 4 sec. 6.
3. Non-appearance at the first retake examination without a justification leads to receiving the unsatisfactory grade. A justification document should be submitted to the examiner no later than on the date of the examination, and in exceptional cases within 7 days after the examination date, but not later than to September 15. A justification document may be a medical certificate, or a statement of occurrence of a random accident certified by the Dean.

## § 17

1. On a written request of a student undermining the objectivity of the examiner, submitted within 3 days from the date of announcing the negative result in the second retake examination, the Dean may set a commission examination which should be held within a period not exceeding 7 days from the date of notification of the results, but no later than to September 15. The examination mode shall be determined by the Dean.
2. The commission examination takes place in front of a commission composed of the Dean or Vice-Dean as the Chairman of the commission, the examiner appointed by the Dean, the second specialist in the subject covered by the examination or a related specialisation, and the Year Tutor. It has a form of an oral examination, with possible written explanations (templates, reactions, drawings). In the event of an equal number of votes, the Chairman shall have the casting vote.
3. At the request of the student, the examination commission may include an observer designated by them without the right to vote.
4. The grade received for the commission examination is final.

## Deletion from the list of students, conditional entry, repetition of the year

## § 18

1. A student shall be deleted from the list of students in the case of:
2. failure to study,
3. resignation from studies,
4. disciplinary punishment of expulsion from the University,
5. failure to submit a diploma thesis or a diploma examination within the deadline.
6. The declaration of refusal to undertake studies is made in writing by the Dean in the case of a candidate for studies who was entered on the list of students and did not report to the Dean's Office to sign the text of the oath within 14 days (or refused to sign) or did not attend classes within 14 days of start of classes.
7. Resignation occurs as a result of the student's resignation statement. The statement shall be made in writing. The resignation date is the day of submitting the written statement to the relevant dean’s office. Student's transfer to another university is tantamount to resignation from studies.
8. The heads of the didactic units are required to inform the dean’s office about students who do not take up their studies.

## § 19

* 1. Student may be removed from the student list in the case of:
1. finding the lack of participation in compulsory classes,
2. finding of no progress in education,
3. failure to complete a semester or year within the specified period,
4. failure to pay tuition fees.
	1. Student's unexcused absence from classes for more than 14 days is considered as a lack of participation in obligatory classes.
	2. Heads of didactic units are obliged to immediately inform the dean's office about students who do not attend classes for more than 14 days.
	3. As the lack of progress in education is considered in particular:
		1. failing the classes,
		2. failing the clerkship,
		3. failing the examination,
		4. circumstances resulting in repeating the year in the case of the first year students.
	4. No progress in education process and failing a semester or year within the specified time period shall result in:
	5. conditional permission to study for the next year of study, in case of failing of no more than two subjects, including failing professional training – at the written request of the student, with the provision that in case of lack of organisational possibilities in terms of scheduling of classes, the Dean may refuse conditional acceptance of studies; in this case, the student repeats the year; in case of positive consideration of the student's statement, within 3 days from the date of publication of the schedule, the student shall provide the dean's office with a timetable for the implementation of the classes covered by the repetition, confirming the actual possibility of the implementation of the failed subject and submit a statement on the acceptance of the above mentioned schedule; failure to agree on the schedule or to submit the schedule within the deadline with the statement to the dean's office, may result in the cancellation of the decision on conditional acceptance of studies, and thus the student will be obliged to repeat the year,
	6. repeating the year, if the student did not pass more than two subjects – at the written request of the student (does not apply to first year students),
	7. deletion from the list of students:
5. if the student did not pass the year for the second time,
6. in the absence of opportunities or grounds to repeat the year of study once again.
	1. It is not possible to repeat the first year of study.
	2. No progress in the education process is stated by the Dean in writing on the basis of the data contained in the University IT system.
	3. From the decision of the Rector on the subject of deletion serves a request for reconsideration of the case. The Rector's decision is final.
	4. Students who have failed to pass the subjects of a given year are obliged to pass these subjects no later than the next academic year in which they take up their studies. In the case of failing conditional subjects, the student cannot apply for repeating of the year.
	5. Student may obtain permission to repeat the year no more than once during the study period, unless the reason for the repeated failing was a long-term illness. Repetition of the year due to long-term illness is possible no more than once during the study period.
	6. In case of doubts about the consent to repeat the year due to a long-term illness, the Dean may appoint a commission consisting of academic doctors-teachers of the University and seek their opinions.
	7. Student who repeats a given subject (on the basis of conditional admission or repetition of the year) is obliged to participate and pass all forms of this subject.
	8. A student who repeats a year of study is not required to obtain credits from the subjects in which they received a positive grade.

## Conditions and mode of participation of exceptionally talented school students in the classes provided by the course of study

## §20

1. Exceptionally talented school students may participate in classes covered by the courses of study at the University on the courses compatible with their talents.
2. At the request of the principal of the school to which the student attends, the Dean of the relevant faculty decides on the right to participate in the classes after obtaining the opinion of the head of the unit conducting the classes in which the student would participate.
3. In the case of consent to the student's participation in classes, the relevant Dean determines the type of classes in which the student is entitled to participate and the rules for crediting these classes.
4. A student admitted to attend classes is obliged to comply with the regulations of the unit where classes are to be held, the rules of occupational health and safety, fire protection rules, the rules of personal data protection and to respect the property of the University.

# VI. AWARDS AND DISTINCTIONS

## § 21

1. Student distinguished by outstanding learning achievements or for other specific achievements, may receive the following:
	1. Minister of Health scholarships for outstanding achievements,
	2. awards funded by state institutions, scientific societies, social organisations and other entities - in accordance with the regulations in force in this regard,
	3. awards granted by:
		1. Rector,
		2. Dean,
		3. Students’ Self-Government.
2. Scholarships and awards, as referred to in sec. 1 points 1-2 shall be granted in accordance with the provisions in force.
3. The Senate may establish other forms of rewarding outstanding students.

## § 22

1. The Rector's Honorary Diploma is granted to graduates who meet all of the following conditions:
	1. they have completed their studies within the period referred to in the plan and program of study, whereby the period of the leaves mentioned in § 23 sec. 1 shall not be included in the period of study,
	2. they obtained a grade point average of no less than 4.75 - calculated in accordance with §14 sec. 2 point 2,
	3. they have received very good grades for their thesis and thesis examinations - 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. LEAVES, ABSENCE JUSTIFICATION

## § 23

1. Student shall have the right to take a leave:
2. in case of long-term illness, as confirmed by appropriate medical documentation,
3. due to important random circumstances,
4. in relation to being delegated to studies or practical training abroad,
5. in the case of childbirth or caring for the child*,*
6. in connection with national or foreign travels, organised by the University or student and youth organisations,
7. at the student's request submitted no later than September 15, without giving a reason, after passing the given year.
8. The request for leave should be submitted to the Dean within 14 days of the occurrence of the circumstances justifying the request, except for the situation specified in sec. 1 point 6.
9. Upon completion of a long-term leave, students may be allowed to participate in the classes after presenting a confirmation issued by an occupational medicine physician about their ability to continue studying.
10. Student may be granted a long-term leave – for a term of one semester or one academic year. In case of obtaining leave for the summer semester, the annual courses are implemented from the beginning and are considered to be implemented for the first time.
11. A pregnant student and a student who is a parent can get a permit for a leave from classes with the possibility of initiating the verification of the learning outcomes obtained, as outlined in the study program.
	1. A student who is a parent shall apply for the leave referred to in sec. 5, within one year from the date of birth of the child.
	2. The leave referred to in sec. 5 for:
12. is granted to a pregnant student for the period up to the childbirth date,
13. is granted to a student who is the parent for the period of up to 1 year - with the exception that if the end of the leave falls during a semester, the leave may be extended until the end of the semester.
14. The long-term leave shall be confirmed by the Dean in the form of an entry in the University IT system.
15. Throughout the whole period of study, the student may be granted a long-term leave twice only.
16. During the period of leave, the student still maintains student rights.
17. During the leave, the student may, with the consent of the Dean, participate in classes of the selected subjects and access credits and examinations. An application for consent must be submitted together with the application for the leave . The application must be accompanied by the consent of the head of the department where the classes, tests or examinations are conducted. If consent is obtained, the participation in classes and accession to credits and examinations is carried out in accordance with the rules applicable to the students in course of study.
18. The Dean can justify absence from classes for the reasons stated in the sec. 1 points 2-5.
19. Application for justification of absence/application for leave for the reasons specified in sec. 1 point 2 should contain the justification for the request and, if possible, an indication of the proposal to make up for the arrears by participating in classes with another group by indicating the group and the date of implementation.
20. Student, who has been granted a long-term dean’s leave during the academic year, all the previous examinations, and credits for this year or lack of credit/admission/unsatisfactory grade, are included in the student’s results of education in accordance with the rules applicable to the students in the course of study. In the event that the leave was granted during the academic year, the course which commenced, if it did not end with a credit/exam (no credit/failure of the exam), is carried out from the beginning in the next academic year, after the leave.

# VIII. COMPLETION OF STUDIES

## § 24

1. A graduate receives a diploma certifying the completion of studies, confirming achievement of the relevant professional title.
2. A template of the diploma shall be approved by the Senate.
3. The conditions for obtaining a diploma certifying the completion of studies and the relevant title are:
4. obtaining the learning outcomes specified in the study program,
5. passing of all the classes and practical training,
6. passing the examinations provided for in the plan of study,
7. passing the diploma examination – if it is provided for in the study program,
8. positive assessment of the thesis – if it is provided for in the study program*.*
9. The date of graduation is:
10. for the fields of studies: Medicine and Dentistry – the date of obtaining the last credit or passing the last examination provided for in the study program,
11. for the course of pharmacy – the date of completing the last practical training provided for in the study program,
12. for the first degree, second degree and the uniform Master’s studies at other courses – the date of submitting the diploma examination.
13. Student must provide all the necessary documents to have their diploma issued within 14 days of completing the studies.
14. The diploma examination on the first degree studies consists of the thesis examination and the thesis defense, if such a thesis is required at a given course; whereas a student of the second degree studies or the uniform Master’s studies – thesis examination and thesis defense.
15. The rules for the implementation of diploma theses and diploma examinations are determined by the Regulations on the diploma process in force at the Faculties.

## Diploma thesis

## § 25

1. Students prepare their Master’s thesis under the supervision of an authorised university teacher or a specialist from outside the University, holding at least the scientific degree of the PhD.
2. Students prepare their first degree thesis under the supervision of a university teacher or a specialist from outside the University, holding at least the scientific Master's or doctor's degree.
3. The subject and the place of preparing the thesis should be fixed during the penultimate year of study.
4. Determining the scope of the thesis is coordinated by the Dean, taking into account the didactic load of the departments, in which the thesis is carried out.
5. A master's or a bachelor's thesis may be considered a thesis created within the framework of a student scientific circle.
6. The thesis is evaluated by the thesis supervisor and one reviewer. In case of discrepancies in the assessment of the work, admission to the final exam is decided by the Dean, who can consult the second reviewer. To the reviewers shall apply the provisions of sec. 1 or sec. 2.
7. Theses are subject to the anti-plagiarism procedure defined by the provisions of the act.

## § 26

1. For a course of study requiring the submission of a thesis, the student is obliged to defend the master's or a bachelor's thesis no later than July 10, unless the Dean sets a later date for the entire field announced by the communication. Students are obliged to submit their thesis, signed by the supervisor/promoter, no later than 2 weeks before the defense date.
2. The Dean, at the supervisor’s or student’s request, may extend the deadline for the submission of thesis in the following cases:
	1. long-term illness of the student, confirmed by an appropriate medical certificate,
	2. inability to complete a thesis within the applicable deadline for legitimate reasons beyond the student's control (e.g. malfunction or lack of adequate research equipment necessary to perform the thesis, no access to source materials),
	3. implementation of the student internship.
3. The deadline for submission of thesis in the above cases can be postponed to September 15 of the given year at the latest.
4. In the event of a longer absence of the supervisor of the thesis, which could affect the delay of the student's submission deadline, the Dean is obliged to appoint a person who will take over the responsibility of promoting the thesis. Changing the supervisor during the last 6 months before the date of graduation, may give rise to an extension of the period in which to submit the thesis under the rules referred to in sec. 2.

## Diploma examination

## § 27

1. The condition for admission to the diploma examination is:
2. obtaining credit for all subjects and professional practices provided in the curriculum and the plan of studies, and in the case of studies of the 1st degree at the Faculty of Health Sciences - passing the examination of professional preparation,
3. obtaining a grade – at least – satisfactory from the thesis (applies to the courses of study in which the submission of a thesis is required).
4. The diploma examination, in a form enabling the examiners to check the knowledge and skills acquired throughout the whole study period, is carried out before a commission appointed by the Dean.
5. The examination should take place no later than July 10, unless the Dean sets a later date for the whole field of study announced by means of a communication.
6. At the request of the student, the Dean may postpone the date of the thesis examination (refers to field of study in which there is no requirement to submit a thesis) in the case of:
	1. long-term illness of the student, confirmed by an appropriate medical certificate,
	2. implementation of the student internship.
7. The deadline for the thesis examination in the above cases can be postponed to September 15 of the given year at the latest.
8. In case of extension of the deadline for submission of thesis, referred to in § 26 sec. 2, or where a student is required to retake the session, the examination should take place until September 30.

## § 28

1. Thesis examination may be an oral or written examination. The examination may consist of theoretical and practical parts.
2. In assessing the results of the examination, the assessments referred to in § 14 sec. 1.

## Defending master's and bachelor's thesis

## § 29

* + - 1. Admission to the defense of a thesis is subject to the passing of a diploma examination.
			2. Student shall present the arguments of their thesis before the commission referred to in § 27 sec. 2 persons interested in the given topic.

## § 30

At the request of the student or supervisor of the thesis submitted within 7 days before the appointed date of the diploma exam and thesis defense, the dean manages an open examination and thesis defense.

## § 31

1. In the case of award of unsatisfactory grade in the examination (diploma examination) or the thesis defense or an unjustified non-appearance at this examination or thesis defense on the set date, the Dean shall appoint another date as the final one.  The new diploma examination or defense may not be held later than on September 30.
2. If it is considered that the failure to pass the diploma examination or the defense of the thesis within the specified period is justified, the Dean shall set a new date for the diploma examination or the thesis defense. Diploma examination and the defense of the thesis is then treated as submitted in due time. The justification should be delivered immediately to the dean's office. In the case of recognition of the justification, the Dean sets a new date for the diploma examination or the defense of the thesis. Diploma examination and the defense of the thesis is treated as submitted in due time.

## Grade point average

## § 32

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

A) the arithmetic mean of the final grades of all the subjects, in accordance with § 14 sec. 1 (A),

B) the assessment of thesis, including defense (B),

C) assessment of the diploma examination – (C).

The result of studies is calculated according to the formula: (A:2)+(B:4)+(C:4)

1. The final result of the studies at the Medical Faculty with the Division of Dentistry and Division of Medical Education in English in the framework of the courses which do not require submitting a thesis, is calculated as in sec. 1 point A.
2. The final result of studies in areas where there is no requirement to submit a thesis is calculated according to the formula: (A:2)+(B: 2)
* A - the arithmetic mean of the final grades of all the subjects, in accordance with § 14 sec. 1,
* B - the grade for the diploma examination
1. The final result of studies is obtained by rounding of the arithmetic mean in accordance with the principle:
* up to 3.50 – satisfactory (3)
* 3.51 - 4.50 – good (4)
* 4.51 and above – very good (5)
1. The rounding up to the full grade applies only to the entry in the diploma, while in all the other certificates the actual result of studies as set out in sec. 1.

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

## § 33

The course of studies is documented in:

1. periodic student achievement cards,
2. University IT system.

## § 34

Completion of studies is recorded in:

1. the University IT system.
2. the register of student diplomas,
3. the diploma examination protocol,
4. the register of students.

# X. TRANSITIONAL PROVISIONS

## § 35

* + - 1. Calculation of the average in accordance with the rules set out in § 14 sec. 2 of these Regulations, for purposes other than the needs of the Rector's scholarship for the best students will apply to students starting the cycle of education from the academic year 2023/2024.
			2. The calculation of the average for the needs of students who began their education in cycles started before 2023/2024 for the needs of Rector's scholarships for the best students will be carried out in accordance with § 14 sec. 2 of these Regulations, and in other cases, on the rules previously in force at their Faculties.

**President of the Students' Parliament:**

**Under the authority of The President of the Senate**

**Prof. dr hab. Marcin Moniuszko**