Appendix to Resolution of the Senate no. 114/2022 dated 28.04.2022

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 organization and course of studies. The Regulations have been developed pursuant to Article 75 of the Act of 20 July 2018 - Law
on higher education and science, hereinafter referred to as "the Act".
2. These 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. The 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 start of an academic year. The Regulations of study shall enter into force at the beginning of an academic year, with the approval of the Students’ Self-Government.
4. A candidate commences their studies and becomes a fully fledged student of the Medical University of Bialystok, hereinafter referred to as the "University", upon taking of a solemn oath. Students receive their student cards. The University provides students with access to the documentation of the course of studies held in an electronic form (the University IT system).
5. The University shall make every effort to provide necessary conditions for people with disabilities to fully participate in the education process.
6. The students are 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 rules.
9. Students’ Self-Government bodies are representatives of all students.
10. The Rector
is a supervisor and mentor of the students at the Medical University, and the Dean is a supervisor and mentor of the students of a Faculty. The Vice-Rector for Academic Affairs is permanent deputy of the Rector, appointed for the supervision of students.
11. The Rector is the instance of appeal in all matters covered by the Regulations.

## ****II. ORGANIZATION OF STUDIES****

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

**§ 2**

1. An academic year runs from 1 October to 30 September and it is divided into 2 semesters.
2. If the beginning of an academic year fall on a Saturday or on a public holiday, as well as in other justified cases, the Rector may choose to begin the teaching activities
 at the whole University or at one study course earlier or later.
3. The 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.

### ****Organization of classes****

**§ 3**

Studies take place according to programs of study enacted in accordance with the procedure laid down in the act.

**§ 4**

1. The detailed study plan and schedule of classes 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 organization of a year, based on the provisions of the Statute, is determined by the Rector
and communicated to all educational departments before the beginning of the academic year.
3. During 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 at the university within an academic year.
5. A Dean may establish days or hours free of classes at the faculty, course or year of study within an academic year.
6. Based on a decision of the Rector, as referred to in item 2, a detailed schedule of classes shall be determined.
7. The arrangements referred to in item 6 should be notified to the students on the faculty website before the beginning of a semester or academic year.
8. All the educational departments are required to establish internal educational regulations based on the provisions set out in the Regulations. The educational regulations of a department shall at least define:
9. the manner of conducting classes,
10. the opportunities and forms of compensation resulting due to absences,
11. the forms of subject-related credits and examinations,
12. the conditions for the student’s access to their written work, including in particular: tests, mid-term examinations, final and examination works within the time limit specified by the manager of a department or a person designated by them
and in the presence of the manager of the department or a person designated by them,
13. the manner in which students are to 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,
14. the information on health contraindications for students to participate in classes, if such contraindications occur,
15. the information on the requirements regarding personal protective equipment, wearing watches and jewellery and other things, if applicable,
16. conditions for completing the course credits and informing about the results of the verification of learning outcomes.
17. The educational 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 unit.
18. The educational regulations may be changed during an academic year, only after obtaining the opinion of the year prefect.
19. A department which conducts classes and students engaged in the class are required to comply with the educational regulations of the given department.

### ****Fees****

**§ 5**

1. The University may, according to the provisions in force, introduce tuition fees.
2. The University may charge a fee for the education services related to:
3. education of students of part-time studies,
4. repeating courses due to unsatisfactory results in the education process,
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 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 course 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 item 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 installments or to postpone the deadline for payment of the fee.

### ****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 board ex officio consists of: Dean or Vice-Dean, Year Tutor, managers of educational departments or university teachers authorized by them, as well as the Prefect of a given year of study. The Year Tutor acts as President of the Teachers’ Board.

### ****Practical Training****

**§ 7**

1. A student is required to do his/her practical training which is an integral part of studies and should be carried out in accordance with the program of study and the plan of study.
2. Practical training 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 favorable conditions for the student’s professional activation in the labour market.
3. For the purpose of the proper implementation of practical training, the Dean of the faculty shall appoint tutors of student practical training chosen from among the university teachers.
4. The rules for doing and crediting student practical training shall be consistent with the regulations of the practical training in each of the courses of study.

# III. RIGHTS AND OBLIGATIONS OF STUDENTS

**§ 8**

A student has the right to:

1. develop his/her 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 Organization of Studies in accordance with the rules set out in the Regulations of the Individual Studies which constitute an appendix to these Regulations,
5. join student organizations under the conditions set out in the Act,
6. receive benefits in accordance with the principles laid down in the regulations concerning student benefits,
7. develop cultural, tourist and sporting interests,
8. participate in open classes of other courses of study,
9. using the support of the Careers Office, the Office for Ensuring and Improving the Quality of Education and the Office for Persons with Disabilities,
10. have his/her ECTS credits transferred and recognized,
11. justify absences from classes, leaves from classes and leaves from classes
with the possibility of initiating the verification of the learning outcomes obtained, as specified in the study program,
12. transfer to full-time or part-time studies,
13. participate in the commission examination with the participation of an observer designated by him/her,
14. repeat specific classes due to unsatisfactory learning outcomes,
15. undergo training in the student's rights and obligations,
16. current familiarization with the legal acts in force at the University and compliance with the regulations,
17. use the university infrastructure, including research and teaching infrastructure, and the assistance of academic teachers, other staff and University bodies for the development of interests, activities in academic circles, student organizations and participation in scientific activities.

**§ 9**

1. The student’s obligations include taking full advantage of the possibilities offered by the University, and acting in accordance with the solemn oath
and the Regulations. The student bears full responsibility resulting from breaching the Regulations.
2. In particular, the student is obliged to:
	1. compulsory participation in all forms of didactic activities arising from the plan of studies of the given course of study,
	2. fulfill the learning obligations in accordance with the plan, study program
	and study Regulations, including timely obtaining credit grades and passing examinations as well as carrying out practical training,
	3. 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 that it is not possible 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,
	4. comply with the provisions in force at the University, including the Code of Ethics of the Student
	and the PhD Student,
	5. show respect to university staff and follow the rules of collegiality,
	6. take care of the dignity of the student and the good name of the University,
	7. study and apply in practice the ethical principles of their future profession,
	8. respect the property of the University,
	9. pay the fees due for the educational services, the amount of which shall be determined by the Rector,
	10. submit a declaration on non-receiving/receiving of material aid benefits for more than one course,
	11. submit the thesis to the anti-plagiarism procedures in accordance with the provisions of the Act (applies to courses which require submitting a thesis),
	12. 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 unauthorized access, illegal disclosure, acquisition, loss
	and destruction,
	13. take care to keep confidential passwords to the University IT systems,
	14. comply with the copyright and intellectual property rights,
	15. comply with the prohibition of bringing, using and distributing of narcotic drugs on the territory of the University,
	16. 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,
	17. possess a valid opinion issued by an occupational medicine doctor stating that there are no contraindications for the student to study at a chosen course, and in the case of health contraindications during the course of studies, immediately notify the person conducting the classes of such contraindications,
	18. 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 course name,
	19. 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,
	20. comply with the prohibition on the possession or use of unauthorised aids, including all electronic devices, accessories for such devices, during examinations, mid-term examinations, tests and other forms of knowledge testing.
3. 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.

**§ 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,
provided that they obtain the consent of the Dean of the relevant faculty of the University, 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 course 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. A decision in this matter is made by the Dean, after reviewing the documentation of the course of the student's studies and after analyzing the organizational capabilities of the University. Students transferred from another university are required to supplement the curriculum differences.
3. Detailed conditions and rules for a 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. A 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. A course of study can be changed after completing the given year.
	2. The student changing a course must meet the current recruitment conditions required for admission to the new course of study.
	3. The student submits an application at the Dean's office to the Dean of the host Faculty to change the course of study.
	4. The Dean's consent to a change of course depends on the real possibilities of increasing the number of students at a given course.
	5. When accepting to admit the student, the Dean determines the differences resulting from the study plan
	and the educational program, following the learning outcomes obtained by the student
	6. 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 be transferred should be at least 60% of the total sum of ECTS credits for a given year at the new course.
	7. A change of course is possible only within the same mode of study.
	8. 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. A student studying in English may be transferred to part-time studies carried out
in Polish, provided that the student’s average grade
for the previous two years is not less than 4.5 in each academic year, calculated under the rules specified in Section 14 item 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 parent university based on their average grade 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 course 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 average grades obtained
in the course of studies previously shall be decisive for successful enrollment. An 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 by
30 September.
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 credits****

**§ 12**

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

1. credits are assigned to all the subjects included in the study program,
2. number of credits 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
at the University and their individual work at home related to such classes,
3. in order to obtain the credits assigned to a subject, the student has to achieve the assumed learning outcomes, confirmed by completing a subject,
4. a student has achieved all the learning objectives and outcomes, if they have successfully implemented
and completed the subjects covered by the study program,
5. the student obtains at least 60 ECTS credits per year,
6. 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,
7. ECTS credits 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 organizational unit of the parent university or outside the University and after obtaining the opinion of the head of the educational department which conducts education at the University, whereas recognition of ECTS credits acquired outside the University is possible only for transfers from another university.

## ****Conditions for completing classes****

**§ 13**

1. A completion period is one academic year.
2. In order to complete a year, the student has to:
	1. obtain credits for all the classes and practical training 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 plan of study.
		* A student may implement a part of their studies at other universities (both domestic and foreign ones). The Dean makes a decision regarding the conditions of completion of a period of study at other universities than the parent one, taking into account the transfer and acknowledging of classes in accordance with the provisions in force.
			+ A student has to complete the academic year no later than September 15.
				- In the event of outstanding modules caused by justified short-term absences of the student, the head of the educational department determines whether and how to make up for the absences.

Completing 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.

Completion of a subject ending with an examination is granted to a student who has successfully completed classes and received a passing grade during the examination.

Completion of a subject not ending with an examination shall be made on the basis of the class completion, by entering the words "credit awarded" (Polish version: ‘zaliczono’, abbreviated as ‘zal.’) in the University IT system (containing the student’s periodic achievement card) and in the protocol. Completing a subject must take place before the start of the examination session. The result of the completion of a subject is announced to the student within 14 days from the date of the completion.

9. In the event of discrepancies in the 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. If a student is found to have had or used an unauthorized form of aid, the student's examination is terminated, and the Rector is notified of the above to initiate disciplinary proceedings and,
in justified cases, also to notify law enforcement authorities about the suspicion of a criminal offence.

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

12. A student who has used an unauthorized form of aid while sitting a final test for a subject not ending with an exam, does not get credit for this subject (in the student’s periodic achievement card and the protocol, one enters the words “credit denied”) (Polish version: ‘nzal’).

13. A student who has not successfully completed 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 implemented.

14. If a subject in one semester has a 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 subject is treated as failed.

15. The head of the educational department or an authorized university teacher teaching classes shall give the credit for the given subject by an entry in the University IT system, (containing the student’s periodic achievement card) and in the protocol. The authority, as referred to above, shall be given by head of the educational department, upon a consultation with the Dean, and, if not possible, the Dean of the relevant Faculty. The authorization should be delivered to the dean's office.

16. Students may be given the opportunity to improve their grades in class if they make such a request 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 the reasons of health (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 transfer of the subject/s at the written request of the student after consulting the relevant heads of the educational departments.

18. The conditions for completing the classes can be adapted to the needs and capabilities of students
with disabilities in order to provide them with equal 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:
* very well - 5.0
* more than well - 4.5
* well - 4.0
* fairly well - 3.5
* satisfactorily - 3.0
* unsatisfactorily - 2.0
1. In the event of a student resitting the examination to obtain a scholarship granted by the Rector for the best students, the calculation of the average grade should take account of all the final grades obtained in other subjects and the arithmetic mean of the grades obtained in the given examination.
2. If the university from which the students have finished the first degree studies, or from which they have transferred, apply a different grade scale than the University, the students’ average grade shall be adapted to the scale of grades in force at the University and converted as follows:
3. one must calculate a percentage of the average highest possible grade at the previous university that is the student’s average grade (to four decimal places),
4. the same percentage should be counted from the highest possible average grade at the University which is the average grade of 5.00,
5. the result of the calculation is the student’s average grade as acknowledged by the University.
6. Students who have completed their first degree at other university than the Medical University
of Bialystok, for the purpose of calculating their average grade, are required to submit a certificate with the specified subjects ending with the exam. Documents must be submitted to the dean's office by October 10.
7. In the case of students starting second degree studies and 6th year students of the course of Pharmacy, the average grade, established for the purposes of obtaining the Rector's scholarship for best students, is calculated excluding the grade for their Bachelor's or Master's thesis and their Bachelor's or Master's examinations.

## ****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 completing all classes and satisfying all the obligations set out
in the department’s educational Regulations.
5. If the students have not been admitted to an examination due to the non-completion of classes, it means they have lost the right to sit the examination. In such a case, the words "not admitted" are entered in the University IT system (containing the student’s periodic achievement card) and in the protocol, which means failing the subject
without the right to improve the result.
6. An examination in each subject is taken separately and must be evaluated on a case.
7. The form of the examination and credits shall be determined by the head of the educational department, in which the subject is taught. Any information on the form of an examination and credit shall be notified to students on the notice board, before starting the classes.
8. At each examination, the student is required to show an ID, Student ID card or ID with a photo.
9. It is not allowed to arrange more than one examination for a student during one day; on the same day, the student cannot participate in other forms of checking knowledge (credits, tests) - does not apply to resit and commission exams.
10. The examination may consist of several parts: theoretical and practical.
11. In the situation referred to in item 10, the student is required to obtain at least the satisfactory grade of each of the parts. The final grade should be a resultant of all the grades, and the way it is calculated must be included
in the department’s educational Regulations.
12. If a student is found to possess or use illegal forms of aid, the provisions of §13 items 9-11 shall apply.
13. Non-appearance at an examination on the set date without a justification document leads to award of the unsatisfactory grade and shall result in the loss of the right to resit the examination. A 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 a random accident certified by the Dean.
14. Should non-appearance at the examination be recognized as justified, the examiner shall set a new examination date. This examination shall be treated as sat in due time.
15. The date of the examination referred to in item 13 and the resit examinations cannot be set after the end of the re-sit session, i.e. after September 15.
16. The examiner shall enter the grade for the examination in the University IT system (containing the student’s periodic achievement card) and in the protocol.
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 resit 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 resit examinations must be taken by the dates referred to
in § 4 item 6 hereof. 6.
3. Non-appearance at the first resit examination without a justification leads to the unsatisfactory grade and shall result in the loss of the right to an examination on the second date. A justification document should be submitted to the examiner no later than on the date of the examination,
and in exceptional cases within 3 days after the examination date, but not later than to September 15. A justification document may be a medical certificate, or a statement of a random accident certified by the Dean.
4. Non-appearance at the second resit examination leads to award of the unsatisfactory grade.

**§ 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 failing grade in the second resit examination, the Dean may set a resit examination before the external board 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 procedure 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 specialization, and the Year Tutor. It has a form of an oral examination, with possible written explanations (templates, reactions, drawings). In the event of 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 him/her 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 take up the studies,
3. resignation from studies,
4. disciplinary punishment expulsion from the University,
5. failure to submit a thesis or a diploma examination within the deadline.
6. The Dean shall make a written declaration of non-acceptance of studies in the case of a candidate of studies who was included in the list of students, but did not apply to the dean's office to sign the text of the vow within 14 days (or refused to sign) or did not attend classes within 14 days from the 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 educational departments are required to inform the dean’s office
about students who do not take up the studies.

**§ 19**

* 1. A Student may be removed from the student list in the case of:
1. finding of 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. A student's unjustified absence from classes for more than 14 days is considered to be a failure to attend compulsory classes.
	2. Heads of teaching units are obliged to immediately inform the dean's office about students who do not attend classes for more than 14 days.
	3. The lack of progress in education is considered in particular:
5. failing the classes,
6. failing the practical training,
7. filing the examination,
8. circumstances resulting in repeating the year in the case of
the first year students.
	1. No progress in education process and non-completion of a semester or year within the specified time period shall result in:
	2. conditional permission to study for the next year of study,
	in case of failing of no more than two subjects, including failing professional practice – at the written request of the student, with the provison that
	in case of lack of organizational 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 unsubscribed subject and submit a statement
	on the acceptance of the above mentioned schedule; failure to agree on the schedule or failure 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,
	3. 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),
	4. deletion from the list of students:
9. if the student did not pass the year for the second time,
10. in the absence of opportunities or grounds to repeat once again the year of study.
	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 (including in the student’s periodic achievement card) and in protocols of credits and examinations given.
	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 has 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 failure to pass conditional subjects, the student may not apply for repeating the year.
	5. The student may obtain permission to repeat the year no more than once
	during the study period, unless the reason for the repeated failure to enroll 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. A 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 he received a positive grade.

## ****Conditions and mode of highly talented school students’ participation in the activities provided for in the course of study****

**§20**

1. Highly 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 participation of a student 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, the rules of personal data protection and to respect the property of the University.

# ****VI. AWARDS AND DISTINCTIONS****

**§ 21**

1. A student with outstanding results in the learning process 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 organizations and other entities, in accordance with the regulations in force in this regard,
	3. awards granted by:
		1. the Rector,
		2. the Dean,
		3. the Students’ Self-Government.
2. Scholarships and awards, as referred to in item 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 item 1 shall not be included in the period of study,
	2. they have received an average grade in the examinations of not less than 4.75,
	3. they have received very good grades for their Master’s or Bachelor's theses and 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 their child*,*
6. in connection with national or foreign travels, organized by the University or student and youth organizations,
7. at the request of the student submitted no later than September 15, without giving a reason, after the completion of 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 item 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 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 item 5, within one year from the date of birth of the child.
	2. The leave referred to in item 5:
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 leave application. 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 given
in the item 1 point 2-5.
19. 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 course of study.

# ****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 fo 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. completion 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. award of a passing grade for the thesis – if it is provided for in the study program*.*
9. The date of completion of studies is:
10. for the medical and dental courses – 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 passing the diploma examination.
13. A 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 Bachelor's examination and the defense of the Bachelor's thesis, if such a thesis is required at a given course; whereas a student of the
second degree studies or the uniform Master’s studies – the Master’s examination and Master’s 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.

## ****Master's and Bachelor's thesis****

**§ 25**

1. Students prepare their Master’s thesis under the supervision of an authorized university teacher or a specialist from outside the University, holding at least the scientific degree of the PhD.
2. Students prepare their Bachelor's thesis under the supervision of an authorized university teacher or a specialist from outside the University, holding at least the scientific degree of a Master or a doctor's degree.
3. The subject and the place of preparing the Master’s or Bachelor's thesis should be fixed during the penultimate year of study.
4. Determining of the scope of Master’s or Bachelor's 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 master's or bachelor's 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 item 1 or item 2.
7. Bachelor's and master's 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 master's or a bachelor's 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 course announced in the communication. The 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 promoter’s or student’s request, may extend the deadline for the submission of the master’s or bachelor's thesis in the following cases:
	1. long-term illness of the student, confirmed by an appropriate medical certificate,
	2. inability to complete a master's or bachelor's 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 master's or bachelor's 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 directing the thesis. Changing the promoter during the last 6 months before the date of graduation, may give rise to an extension of the period in which to submit the master’s or bachelor's thesis under the rules referred to in item 2.

## ****Master's and Bachelor's examination****

**§ 27**

1. The condition for admission to the Master’s or Bachelor’s examination is:
2. obtaining credit for all subjects and professional practices provided
in the study program 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 a master's or a bachelor's thesis (applies to the courses of study in which the submission of a bachelor's thesis is required).
4. The Master’s or Bachelor's 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 direction announced by means of a communication.
6. At the request of the student, the Dean may postpone the date of the bachelor's examination (refers to course of study in which there is no requirement to submit a bachelor's 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 bachelor's 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 master's or bachelor's thesis, referred to in § 26 item 2 hereof, or where a student is required to resit the session, the examination should take place until September 30.

**§ 28**

1. The master's or bachelor's 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 item 1

## ****Defending master's and bachelor's thesis****

**§ 29**

* + - 1. Admission to the defence of a master's or a bachelor's thesis is subject to the passing of a master's or a bachelor's examination.
			2. Student shall present the arguments of their master’s or bachelor's thesis before the commission referred to
			in § 27 item 2 and persons interested in the given subject.

**§ 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 master's or bachelor's examination and thesis defense.

**§ 31**

1. In the case of award of unsatisfactory grade in the master’s/bachelor's examination (diploma examination) or the defense of a master’s/bachelor's thesis 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 defence of the master's/bachelor's thesis within the prescribed period is justified, the Dean shall set a new date for the diploma examination or defence of the thesis. 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.

## ****Average grade****

**§ 32**

1. The basis for calculating the final result of studies which require submitting a Master’s or Bachelor's thesis are the following:

A) the arithmetic mean of the final grades of all the subjects, in accordance
with § 14 item 1 hereof,

B) the grade of master's or bachelor's thesis, including defense,

C) the grade of the master's or bachelor's (diploma) examination.

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

 2 4 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 Master’s or Bachelor's thesis, is calculated as in item 1 point A.
2. The final result of studies in areas where there is no requirement to submit a bachelor's thesis is calculated according to the formula:

A + B

2 4

A - the arithmetic mean of the final grades of all the subjects, in accordance
with § 14 item 1 hereof,

B - the grade for the bachelor's (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)
* 4.51and 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 item 1 shall apply.

# ****IX. SCOPE AND METHOD OF DOCUMENTATION****

# OF THE COURSE OF STUDY

**§ 33**

The course of studies is documented in:

1. course completion/examination protocols,
2. student's periodic achievement cards,
3. IT system of the University.

**§ 34**

Completion of studies is recorded in:

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

**President of the Students' Parliament:**

**President of the Senate**

**Rector**

**prof. dr hab. Adam Krętowski**