

**SCHOOL REGULATIONS  
OF POZNAN UNIVERSITY OF MEDICAL SCIENCES**

**I. GENERAL PROVISIONS**

Art. 1

1. These School Regulations, hereinafter referred to as the "Regulations", define the organization and course of studies and the related rights and obligations of students of Poznan University of Medical Sciences, hereinafter referred to as PUMS.
2. The Regulations apply to all forms and programs of study offered at the University, with the exception of post-graduate studies and other forms of education to which separate regulations shall apply.
3. PUMS has implemented a System for the Quality Improvement and Assurance in Education, the rules of which are regulated by separate provisions.
4. The regulations concerning the Dean shall apply to the Director of the Center for Medical Education in English accordingly. Whereas the regulations concerning Dean's offices and University's Center for Students Services (UCSS) shall apply to the Office of the Center for Medical Education in English (CMEE).

Art. 2

The enrolment of students at PUMS and the acquisition of students' rights takes place at the moment of matriculation and taking the oath in front of the Rector or Dean.

Art. 3

1. The main language of instruction at PUMS is Polish.
2. PUMS can organize and conduct classes and tests of knowledge or skills, as well as diploma examinations in a foreign language.
3. Studies are also conducted in English at PUMS.

Art. 4

- 1 The Rector is the superior of all students enrolled at PUMS.
2. The Dean is the immediate superior of the students of a given Faculty.
3. The Director of CMEE is the immediate superior of the students studying in English.

Art. 5

1. Subject to the provisions of paragraph 2, matters related to the course of study shall be settled by the Dean.

2. In matters related to the course of study in which, in accordance with the provisions of the Polish Law on Higher Education and Science, it is required to issue an administrative decision, such decision will be issued by the Dean, acting under the authority of the Rector.
3. Applications submitted to the Dean/Rector should include a documented justification.
4. The decision should contain an instruction of the available legal remedies.
5. Students may appeal to the Rector against the decisions of the Dean referred to in paragraph 1. Students may submit to the Rector a request for reconsideration of their case in relation to the decisions of the Dean referred to in paragraph 2.
6. The appeal and the request for reconsideration of the case shall be filed within 14 days of the date of delivery of the decision, with the assistance of the Dean, who shall attach his/her opinion on the subject of the appeal in writing.
7. To matters covered by paragraph 2, the Code of Administrative Procedure shall apply.

#### Art. 6

1. The consultative body in the field of teaching is the University Teaching Council.
2. Matters concerning the course of studies and teaching process shall be governed by the Dean after consulting the Dean's Council.

## **II. STUDENT RIGHTS AND OBLIGATIONS**

#### Art. 7

The student has the right to:

1. be trained by the University Council of the Student's Council (UCSC) in the field of student rights and obligations at the moment of the commencement of studies at PUMS;
2. have ECTS credits transferred and recognized;
3. justify his or her absence from classes, take leaves from classes, including leaves with the possibility to have his or her learning outcomes set out in the curriculum verified;
4. change the study program;
5. transfer into full-time or part-time studies;
6. take a commission exam before an examination board with the participation of an observer designated by the student;
7. repeat certain classes due to unsatisfactory performance;
8. pursue his/her studies according to the individual study programme (IPS);
9. develop his or her own scientific, social, cultural, tourist and sports interests and use PUMS premises, equipment and resources (upon the consent of the managing persons) and the assistance of the faculty members, as well as the authorities of PUMS for this purpose;
10. become a member of scientific associations and participate, with the approval of the scientific supervisors, in research conducted at PUMS;
11. receive awards and honours specified in the relevant regulations;
12. join organizations on the terms defined in separate regulations,

13. speak and comment on issues related to the education process;
14. receive financial aid on the terms specified in separate regulations and apply for accommodation in the student dormitory;
15. participate in open classes in other study programs;
16. have access to online didactic guides;
17. be treated as partners by the staff of PUMS;
18. evaluate the classes and teaching work of the faculty members with particular use of electronic surveys;
19. participate in a properly implemented teaching process, taking into account special needs of students, including students with disabilities and special needs.

#### Art. 8

1. It is the student's obligation to take full advantage of the educational opportunities offered by PUMS. The student is required to:
  - 1) acquire knowledge and skills in order to prepare him or her for the future professional career;
  - 2) fulfil his or her learning duties in accordance with the program and curriculum of the studies,
  - 3) act in accordance with the oath, Regulations and other laws in force at PUMS and other organizational units or institutions where classes are held
  - 4) take care of the good name of PUMS and observe good practices of the University community.
2. The student is also required to:
  - 1) follow the principles of social interaction;
  - 2) follow the rules of ethics and deontology;
  - 3) show respect to other people, regardless of their race, religion, sex, orientation, nationality, political views, financial situation, cultural and other differences;
  - 4) show respect for the rights of other people to privacy and dignity;
  - 5) represent a high level of personal hygiene, appearance and clothing, and use appropriate protective clothing during classes;
  - 6) comply with the catalogue of standards of proper behaviour, which is regulated by the Code of Ethics of PUMS Students.
3. The student is required to:
  - 1) pay the fees charged by PUMS in a timely manner;
  - 2) meet the following requirements of PUMS in a timely manner and in accordance with separate provisions:
    - a) undergo a medical examination – in order to obtain a medical certificate confirming that the student is allowed to participate in classes during which she/he is or may be exposed to harmful, onerous or hazardous factors,
    - b) undergo sanitary-epidemiological examinations and vaccinations (if the student has not been vaccinated before), necessary to participate in classes during which there is a possibility of transmission of an infection or an infectious disease to other people,
    - c) under justified circumstances, upon request of the Dean, undergo examination at psychological counselling center;
  - 3) wear badges with a photo and visible name and surname;
  - 4) not to use any electronic equipment during classes for purposes other than associated with the education process;

- 5) comply with the requirements connected with personal data protection in accordance with valid regulations.
4. It is forbidden for a Student to participate in the classes under the influence of alcohol, drugs or other intoxicants.
5. Failure to undergo the medical examination and vaccinations referred to in Art. 8.3 point 2 results in preventing participation in classes and practical training.
6. Foreign students are required to legalize their stay in Poland, on the basis of generally applicable regulations, and provide a copy of a valid student visa or temporary residence card to the University's Centre for Medical Education in English (CMEE) until March 31 of the academic year in which they begin their studies and provide any update of such documents.
7. English language program students are required to have a health insurance which is valid in Poland and provide proof of a valid insurance policy to the CMEE no later than March 31 of the academic year in which they begin their studies and provide any update of such documents.
8. Foreign students are required to provide CMEE with their PESEL by November 30 of the academic year in which they begin their studies, at the latest. Students holding Ukrainian citizenship admitted to PUMS based on § 13a of Regulations should submit their PESEL within 30 days from the date of receiving the decision allowing them for a transfer to PUMS from the Dean.

#### Art. 9

The rules governing the disciplinary liability of students and the procedure for disciplinary proceedings are laid down in separate regulations.

#### Art. 10

1. The student is required to immediately notify CMEE of any change of name, residence or correspondence address and of any change of financial conditions, if they affect the granting or the amount of financial aid.
2. Should the student fail to notify CMEE of a change in his/her address, all correspondence sent to the student's last known address shall be deemed as effectively delivered.

#### Art. 11

1. A student of PUMS may transfer to another university with the approval of the competent authority of such university.
2. Subject to the provisions of Art. 15 of the Regulations:
  - 1) A student of another university, after completing the first year of studies, may apply for admission to the same program of studies at PUMS;
  - 2) A student of PUMS, after completing the first year of studies, may apply for a change of the program or form of study, having met the conditions as set out by the Dean of the faculty the student wishes to transfer to.
3. Only in special cases, is it possible for a student to transfer, under paragraphs 1 and 2, during the academic year.

#### Art. 12

1. A student of a program of another university run in Polish may apply for transfer to PUMS (Art. 11.2(1)), provided that:
  - 1) the student filed an application for an approval of a transfer from another University to PUMS, addressed to the Dean of respective field of study;
  - 2) the student fulfils all his/her obligations towards the home university;
  - 3) the student obtains a consent for transfer from their home university;
  - 4) the student obtains the grade point average of at least 4.0 in the courses ending with an exam;
  - 5) the student submitted certificate(s) of the course of study including a list of completed courses with assigned learning outcomes, obtained credits/grades, ECTS points, completed years of study;
  - 6) the student meets the enrolment criteria in force at the accepting faculty in the academic year in which the student participated in the enrolment process;
  - 7) there are available places within the limit set by the Minister of Health, pursuant to the provisions of the Law on Higher Education and Science – if the student is transferring to the Medicine or Dentistry program;
  - 8) there are no ongoing disciplinary proceedings against the student or the student has not been previously punished by a disciplinary penalty;
  - 9) it is within the financial and teaching capabilities of PUMS;
  - 10) the student submitted a copy of high school leaving certificate and certificate of secondary education;
  - 11) the student signs an appropriate agreement with PUMS, if required.
2. Detailed procedure and sample of documents referred to in item 1 and 5 are posted on the website of respective faculties.
3. The deadline for submitting application is set by the Dean of respective faculty and announced on PUMS website by the end of June of a given year.
4. The provisions of paragraph 1 shall apply accordingly in the case of changing the program or form of study, as specified in Art. 11.2(2).

#### Art. 13

1. The decision to approve or refuse the transfer is made by the Dean after consulting the Dean's Council, with the stipulation that the refusal to the extent as specified in Art. 11.2(1) is an administrative decision made by the Dean under the authority of the Rector.
2. The decisions specified in Art. 11.2(1-2) shall be made prior to the commencement of the academic year.
3. The decision mentioned in Art. 11.2(1-2) shall specify:
  - 1) the year of study to which the student is transferred;
  - 2) a list of completed courses, number of class hours together with grades and ECTS points, wherein the number of ECTS points granted is determined by the number of points attributed to specific learning outcomes at the receiving faculty;
  - 3) a list of curriculum differences, ECTS points and number of hours of classes that need to be completed, and the date, form and costs of their completion;
  - 4) in case of part-time studies the information on tuition fee for the cycle of studies yet to be completed.
4. The Dean may make the approval of a transfer conditional upon the acceptance by a Student the obligation to take the classes under individual study programme

or within leave of absence with the possibility of verification of the acquired learning outcomes specified in the curriculum.

#### Art. 13a

Polish citizens and Ukrainian citizens whose residence in the territory of the Republic of Poland is considered legal pursuant to Article 2.1 of the Act of 12 March 2022 *on the aid to Ukrainian citizens due to the armed conflict in the territory of that country* (Journal of Laws 2022, item 583) who on 24 February 2022, were students of a university operating in Ukraine may, during the validity of this act, apply for transfer to study at Poznan University of Medical Science under the following terms and conditions:

1. Students who have completed the first year of studies may apply for transfer to the studies for which education process is carried out in Polish.
2. The decision on transfer or refusal of transfer shall be made by the Dean of the respective Faculty, in consultation with the Dean Authorities, whereas the negative decision is an administrative decision made by the Dean under the authority of the Rector.
3. Admission to the University is granted upon application submitted to the Dean of the faculty offering a given field of studies. Application template is provided in Appendix 1.
4. The transfer procedure and templates of the required documents are published at the Faculties' websites.
5. The following documents must be attached to the application:
  - a) documents issued by the home university confirming the status of a student of a specific field, year and level of studies on 24 February 2022 or, in case such documents are not available, a statement on having the same;
  - b) a copy of the document confirming completion of full secondary education (concerns graduation from a secondary school in Ukraine) or a copy of high school leaving certificate and a copy of the certificate of secondary education (concerns graduation from a secondary school in Poland) or, in case such documents are not available, a statement on the completed education and receiving the certificate;
  - c) documents confirming the period of studies, passed exams, colloquia, professional practice, and in case such documents are not available, a statement concerning the same;
  - d) a copy of the Pole's Card (Karta Polaka) – concerns students who are holders of the card.
6. The statement made by the student pursuant to this clause is submitted under the pain of penal responsibility for making a false statement, and making a false statement is the premise for removing the student from the students list. Statement template is provided in Appendix 2.
7. All documents required for the transfer procedure which are drawn up in a foreign language need to be translated into Polish by a sworn translator.
8. In case of students who do not have the required documents confirming the period of studies, passed exams, colloquia or completed practice, or submitting documents which do not fully support their statements thereon,

the Dean shall appoint a commission to hold an exam verifying the student's education results. The outcome of the exam is binding for the Dean, both as regards the admission to the University, the year of study, the level of study, and passed classes, grades and awarded ECTS credits.

9. In case of students being the citizens of Ukraine, the Dean shall require them to pass an exam verifying their command of Polish within the scope of specialist vocabulary corresponding to the scope of studies applied for.
10. If, during the application procedure, there is a limited number of available vacancies, the Dean may decide that it is required to take an additional entry exam.
11. It shall not be possible to re-take exams referred to in paragraphs 8, 9 or 10, and if the exam is not passed, transfer to PUMS will be denied. The student will be allowed to re-apply for the transfer however no earlier than after 3 months from the date of issue of the negative decision by the Dean.
12. The decision on transfer to the University should include:
  - a) the name of the course of studies, year, level and form of studies to which the student shall be transferred;
  - b) a list of passed classes with the grades and corresponding ECTS credits, whereas to establish the awarded ECTS score, the number of credits assigned to the given education results at the admitting Faculty is taken into account;
  - c) a list of curriculum discrepancies, ECTS credits and hours of classes that need to be supplemented and the deadline and manner to comply with this obligation;
  - d) a list, scope and manner of passing the required exams, or completing supplementary professional practice;
  - e) information on fees for education chargeable to the student.
13. The Dean may give consent to the transfer imposing the obligation to complete classes under individual study programme.
14. When deciding about the transfer, the Dean takes into account the University's capabilities as regards the teaching facilities and staff, and the capabilities of clinical hospitals as regards the required courses combined with the provision of medical services.

#### Art. 14

A student of the final year of part-time Medicine, Dentistry unified Master's program may, with the consent of the Dean, transfer to full-time program in the last semester of studies.

#### Art. 15

1. A PUMS student after completing the first year of study in a given field of study in English, may apply for a change of field of study after fulfilling the conditions set by the CMEE Director.
2. Transfer from studies conducted in Polish to studies conducted in English is not allowed.
3. PUMS does not accept students who wish to transfer to English program from other universities where they studied in English. This limitation shall not apply to agreements concluded with other entities.

#### Art. 16

1. A student of programs taught in Polish has the right to have the learning outcomes achieved at PUMS or other universities, including foreign ones, recognized.
2. A student should submit an application for recognition of such courses by 31 October of the relevant academic year, or, in the case of courses taking place before that date, no later than two weeks before their commencement.
3. The decision on learning outcomes recognition is taken by the Dean of respective faculty on the basis of the opinion of the course coordinator issued upon a positive verification of the documents confirming that a student completed them.
4. A student transferring a course completed at a university other than PUMS, including a foreign one, with ECTS credits allocated, shall have the course included in the achievements expressed in ECTS credits allocated to the student at PUMS.

#### Art. 17

1. A student of programs taught in English:
  - 1) has the right to transfer and have courses completed at PUMS or other universities, including foreign ones, recognized.
  - 2) the request for recognizing the completed courses should be submitted by the student to the CMEE Director by the end of October of a given academic year, but not later than 2 weeks before the start of a specific course;
  - 3) in the event of exemption from a course, the student is required to pass the final exam, if the course ends with NBME exam (National Board of Medical Examiners). This obligation does not apply to students who have already passed the above mentioned exam or test at PUMS.
  - 4) in particularly justified cases, a Student may apply for an exemption from the tuition fee for classes or courses, the Student has been exempted from; obtaining such exemption is equivalent to the exclusion from the participation in those classes;
  - 5) by the time of obtaining the decision concerning the recognition of the transferred course, the student is required to attend all classes.
2. Separate regulations shall apply to students covered by the Erasmus program.

### III. ORGANIZATION OF STUDIES

#### Art. 18

1. An academic year starts on October 1 and ends on September 30 of the following calendar year.
2. Winter, spring and summer holidays shall last in total no less than 6 weeks, including at least 4 continuous weeks of summer holidays. Compulsory practical summer training should take place outside this period. This provision shall not apply to students attending 3-month summer internship under European student exchange programs, and students of the Center of Medical Education in English upon consent of CMEE Director.
3. The principles for the organization of the next academic year shall be determined by the Rector after consulting the Student Government Council and published until 31 January. In justified cases, the Rector may, at the request of the Dean or CMEE Director, set a different date of the commencement and completion of classes.



4. During an academic year, the Rector may establish days and hours free from classes on his or her own initiative or at the request of the Student Government Council.
5. During an academic year, the Dean may establish days and hours free from classes on his or her own initiative or at the request of the Student Government Council.
6. Deans are required to ensure full implementation of the scheduled teaching hours.

#### Art. 19

1. Studies are held according to study curricula adopted by the University Senate, after consulting the Student Government Council. If it is necessary to conduct studies on the basis of a new curriculum, the Dean may order an obligatory supplementation of curriculum differences.
2. Lectures at PUMS are open, while the remaining classes are closed. In justified cases, a lecture may be closed by the Dean of a given faculty, at the request of the lecturer.
3. Participation in the classes included in the curricula is mandatory. In justified cases an excused absence is allowed, passing/making-up missing portion of the course is decided in accordance with course regulations.
4. The absence of students who are members of University collective and electoral bodies and committees of these bodies due to their participation in the work of these bodies in classes is justified without the necessity to make up for the classes. The students must be able to sit an exam at another time.
5. In case there is a reasonable suspicion that a Student is under the influence of alcohol, drugs or other intoxicants or his/her behaviour may threaten the safety of people participating in the classes, or interrupt the classes, the teacher may not admit or remove the Student from the class. The teacher shall notify in writing the class coordinator and the Dean of such incident. The Student shall be entitled to submit written explanation concerning the incident, on the basis of which the class coordinator shall decide whether the absence will be excused or not, at the same time specifying the form of passing/making-up for the missed class.
6. Classes can be conducted using methods and techniques of distance learning, stipulated in separate regulations.
7. In case of a planned absence of a Student of an English program caused by the necessity to participate in a license exam or residency interview, the student may be allowed to make up for the absence by taking part in these classes with another group of students in a given academic year, free of charge. The student is required to report his or her absence to the CMEE Office at least 30 days before the first day of the planned absence. If making up for the missed classes is not possible, the student of an English program shall be offered a possibility to make up for the missed classes in the following year or take an individual course in the current academic year, for an appropriate fee.

#### Art. 20

1. A student is required to choose elective courses in accordance with the framework curriculum, however given elective course may be chosen by a student only once during the education at PUMS.
2. The selection of elective courses is done by the student using the VISUS – SIGN UP electronic platform. The principles of enrolment are governed by separate regulations.

3. Participation in selected elective classes is mandatory and obtaining credit for them is governed on the rules specified in the regulations for specific elective courses, provided that attendance cannot be the sole criterion for granting the course credit.
4. A student is obliged to select classes from the list of subjects specified as elective classes. Detailed regulations for the selection of subjects, paths or specialities are specified by the respective Faculties.

#### Art. 21

1. The framework curricula and schedules, along with the division into groups, with the exception of the first year of studies, developed in cooperation with the Student Government bodies, is made available to students on PUMS website at least two weeks before the start of the semester.
2. The schedule of classes with group breakdown, excluding 1st year of study, prepared in cooperation with course coordinators and class representatives of respective programs is made available to students at least two weeks before the beginning of the semester on the VISUS platform.
3. A student is required to attend classes with the group she/he was assigned to by the CMEE. A student may change the group during an academic year only for a justified reason, after obtaining the Dean's consent.
4. The number of students in groups for respective forms of didactic process is defined by separate provisions.

#### Art. 22

1. The didactic and educational process at the Faculty is organized by the Dean.
2. The procedure and conditions of didactic classes, including obtaining credits and passing exams, are specified in the didactic guide.
3. An integral part of the didactic guide are the course regulations which must be prepared by the course/ course group coordinator in cooperation with the head(s) of the unit(s) conducting the classes.
4. The didactic guide is approved by the Dean and published for the students via VISUS before the start of an academic year.
5. All classes and lectures are subject to anonymous evaluation by the students, expressed in the form of an electronic survey, in accordance with the applicable Survey Procedures in force at PUMS.

#### Art. 23

1. The course of studies is documented in:
  - 1) examination cards prepared in the form of printed data from the PUMS computer system;
  - 2) credit or exam reports prepared in the form of printed data from the PUMS computer system;
  - 3) the PUMS computer system.
2. Documents certifying the course of studies, their copies or extracts are provided personally to students, graduates or, at their request, to authorized persons or are sent by post to the address specified with a confirmation of receipt requested. The authenticity of the signature on the authorisation is confirmed by an officer of the CMEE or by a notary public.

#### Art. 24

1. The Dean of the faculty appoints:
  - 1) tutors for the respective years or study programs;
  - 2) the manager of practical classes and representatives for practical classes at a given study program;
  - 3) Program Councils for individual study programs; 4) Faculty Councils.
- 1a. The Dean of the Faculty may appoint a tutor for transferred students mentioned in Art. 13a of these Regulations.
2. Tutors are appointed by the Dean upon consultation with the Student Government bodies. A tutor is a university teacher. Tutors, after consultation with the Student Electoral Committee, initiate the election of class representatives.
3. The Faculty Council performs an advisory and opinion-making role in all matters related to education in a given year of study.
4. The Faculty Council consists of:
  - 1) the Dean or a Vice-Dean appointed by the Dean;
  - 2) the year tutor(s) as the Chair;
  - 3) university teachers responsible for teaching curricular subjects of the particular year of study;
  - 4) course coordinators;
  - 5) the representative for practical training of a given program of studies;
  - 6) representatives of the Student Government and the Council dedicated to a particular year of study;
  - 7) representatives of the Faculty Committee for Education Quality Improvement and Assurance;
  - 8) a representative of the Program Council for a given program of studies.
5. Meetings of the Faculty Councils for specific years of studies should be held at least once during a semester. The year tutor should submit to the Dean a report summarizing the activities of the Council in the past academic year.

#### Art. 25

1. Practical training is an integral part of the studies and is carried out in accordance with the curriculum and framework plan for a given program.
2. Practical training at PUMS is organized by the Dean.
3. The Dean is required to draw up regulations for the practical summer/professional training and provide for the documentation of the training in the form of a training program, training diary or practical skills booklet.
4. With the consent of the tutor or manager of practical training, it is possible to perform the training outside the units designated by PUMS.
5. Upon student's request, approved by the representative for practical training, the Dean may approve as professional practice the activities performed by the student under employment contract, internship or voluntary service if, in the manner documented by the student, they allowed the achievement of the teaching effects specified in the curriculum for professional practice.
6. General rules and forms of completing student summer/professional training are determined by the Rector in a separate regulation.

#### Art. 26

1. A student may obtain consent for pursuing his/her studies in accordance with an individual organization of studies. The consent is given by the respective Dean under the conditions defined in paragraphs 3 and 7.
2. An individual organization of studies is carried out as:
  - 1) individual plan of study,
  - 2) individual arrangements,
  - 3) individual program of study.
3. The Dean may approve:
  - 1) an individual plan of study for students who are highly accomplished and whose grade point average is at least 4.50, who successfully completed application procedure and have no overdue financial obligations towards PUMS. Detailed rules of an individual plan of study are governed by separate provisions set out by relevant Faculty Boards;
  - 2) individual arrangements for students who are members of sports national teams, pregnant students, students bringing up a child, students with disabilities, students who have transferred from other universities, students admitted with recognition of learning outcomes, and in other justified cases, with the reservation that the consent given to pregnant students and students who are parents, if they attend full-time studies, cannot be refused,
  - 3) an individual program of study for students coming back to the University after taking part in the Erasmus exchange program and pursuing their studies as a part of the Mostum student exchange program, and English-speaking students after recognition of learning outcomes achieved in a college.
4. In cases referred to in paragraph 3, the Dean has the right – on the basis of a request submitted by the student in writing and properly justified and documented – to grant the student an individual organization of studies - including credits, examinations and practical trainings outside the schedule and examination session provided for the student's group, while also taking into account the capabilities of particular teaching units.
5. A student pursuing his/her studies under individual arrangements may, in duly justified cases, obtain consent from the Dean to take some courses in an academic year different than the one defined in the student schedule, and thus receiving an individual program of study.
6. The individual plan of study and individual arrangements include the same classes, exams, and credits as those required of all other students.
7. In case a student does not follow the rules set for the individual organization of studies or in case of lack of academic progress, the Dean may withdraw the permission for such study arrangements.
8. An individual organization of studies cannot result in extension of the period of studies and increase in the cost of classes.

#### Art. 27

1. Exceptionally talented secondary education students can participate in theoretical classes and lectures included in the course of studies at PUMS in programs consistent with their abilities.

2. The right to participate in classes and lectures shall be granted by the Dean of the relevant Faculty upon the request of headmaster of the school the secondary education student attends, after obtaining the opinion of the head of the unit providing the course that the secondary education student is supposed to attend.
3. Should the student be allowed to participate in the classes, the relevant Dean determines the type of classes that the secondary education student has the right to participate in, and the rules for obtaining credit for the classes.
4. The secondary education student allowed to participate in the classes is required to comply with the regulations of the unit organizing the classes, rules of occupational health and safety and fire safety, and to respect the property of PUMS.

#### Art. 28

1. PUMS shall ensure the organisation and proper implementation of the teaching process, taking into account special needs of students with disabilities, including the adjustment of the conditions of study to the type of disability.
2. Decision on the adjustment of the didactic process to the needs associated with disability, shall be made by the Dean of a Faculty, after the students application has been approved by the Disabled Office (Plenipotentiary of the disabled).
3. Detailed conditions for granting support in the form of the adjustment of the didactic process to the needs resulting from the disability shall be specified by the Rector.

#### Art. 29

1. A student may obtain the Dean's consent for conditional commencement of studies in the following semester/year once during the whole period of studies. Such consent entitles the student to take up studies at a higher semester/year of studies, while fulfilling the conditions necessary to complete the previous semester/year of studies.
2. Subject to the provisions of paragraph 3, the consent referred to in paragraph 1 cannot be granted to a student who has not obtained credit for more than one course and the lack of the credit refers to a course that the student had already failed to gain credit for in the past.
3. The limitation specified in paragraph 2, concerning the number of failed courses, does not apply to students returning from studies carried out under the ERASMUS program and students who have not gained credit for a course due to serious random events.
4. Should the student fail to meet the obligations under the conditional enrolment specified in the consent, the student may apply for repeating the year. Application must be submitted by September 15 of a given year, otherwise the Dean shall expel the student.

#### Art. 30

1. The principles of charging fees for tuition and educational services provided, as well as the procedure and conditions for exemption from such fees, in whole or in part, shall be laid down by the Rector.
2. The amount of tuition fees is established by the Rector no later than by March 31 of the calendar year in which the academic year begins.
3. The conditions for charging fees for part-time studies or educational services, as well as studies conducted in English, may be specified in the agreement between PUMS and the student.

## IV. CONDITIONS FOR OBTAINING CREDITS

### Art. 31

1. The grading period for classes shall be determined by the Rector. Grading periods shall be semesters and academic year.
2. The condition for passing a year is to obtain credit for all classes and practical trainings provided for in the framework curriculum for a given year of studies. Students with individual organization of studies in the form of individual arrangements or individual plan of study, are required to obtain all the credits included in the program.
3. The threshold for completing a specific course is 60%.
4. Research works performed by a student within research teams carrying out the tasks specified in PUMS plans may be the basis for obtaining credit for the entire course or part of a course, as long as they allow the achievement of the teaching outcomes covered by the scope of the course syllabus.
5. Detailed conditions of obtaining credits and passing exams are defined in internal regulations of respective courses which must comply with these Regulations.
6. In the event that 70% of students of a given year fail the course, the Dean of the Faculty is entitled to verify the correctness of the rules for crediting the course and provide their recommendations to the coordinator.

### Art. 32

1. A student taking an exam or final test is required to present a proof of identity.
2. During exams and final tests it is forbidden to:
  - 1) use a mobile phone, camera or other electronic devices;
  - 2) possess and use prohibited items or books;
  - 3) copy examination questions and disclose them;
  - 4) copy the answers from another student's examination sheet;
  - 5) use the help of another person (through conversation or another method of communication);
  - 6) provide assistance to another person (does not apply to health and/or life emergencies).
3. A breach of the principles mentioned in paragraph 2 shall form the grounds for immediate termination of the test/exam with "fail" grade/points and filing a motion for taking disciplinary action.
4. A failing grade awarded as a result of a breach of the regulations is not subject to change and is considered final.

### Art. 33

1. The results of end-term tests and exams are announced in PUMS computer system.
2. Course teachers are required to announce the results of end-term test/exam no later than within 5 working days and to submit to CMEE the signed reports with credits/grades no later than by September 15.
3. A student has the right to review any of his/her written assignment and to discuss its results in the period of 5 subsequent working days from the date of announcing the results, with the exception of works on the OpenOLAT platform.
4. During exams, retake exams and end-term tests, the following grade scale shall be applied:

- 1) *very good*: 5.00 (91-100%)
  - 2) *better than good*:4.50 (84-90%)
  - 3) *good*:4.00 (76-83%)
  - 4) *fairly good*: 3.50 (68-75%)
  - 5) *satisfactory*: 3.00 (60-67%)
  - 6) *unsatisfactory*: 2.00 (below 60%).
5. In justified cases, at the request of students or the course coordinator, or on his/her own initiative, the Dean, after making an evaluation analysis, in consultation with the coordinator, may decide to cancel a given exam date.

#### Art. 34

1. A student who failed to complete the course of a given year of studies is required to complete it in the next academic year, having paid the fee in the amount specified by the relevant order of the Rector.
2. The student referred to in paragraph 1 may, upon submitting a request to the Dean and upon receiving the Dean's approval:
  - 1) repeat the failed course without proceeding to the next year of studies;
  - 2) repeat the failed course while continuing his/her studies, taking some courses from the next year of studies;
  - 3) conditionally continue his/her studies in the next year of studies on conditions specified in Art. 29 of these Regulations.
3. In the cases referred to in sections 2.1 and 2.2, a failure to obtain credit for the repeated courses results in expelling the student.
4. A student who has to repeat a year of study does not need to take and pass courses that he/she has previously completed/passed.
5. The permission to repeat a year of study can be issued to a Student only once during his/her course of study, unless the reason for repeating the year of study was prolonged illness or other serious circumstances.

#### Art. 35

Students learning in English may be granted the "HALF-TIME" status:

- 1) a student who has not completed the courses from a given academic year has (in justified cases) the opportunity to complete the missing courses in the next academic year (having obtained the consent of CMEE Director);
- 2) if the repeated courses interfere with the schedule for the next academic year, the student's status shall be changed to "half-time". This means that the student repeats the courses from the previous academic year and, at the same time, continues his or her studies attending (approximately) half of the courses from the following year;
- 3) in the next year of studies, the student shall still have the "half-time" status and complete only the missing courses from the previous year of studies, without the possibility of attending courses from the following year;
- 4) in exceptional cases, CMEE Director may authorize the student to attend courses from the following year;

- 5) the University reserves the right to change the student's status to "half-time" if she/he starts studying two or more weeks after the date of the beginning of the academic year;
- 6) the tuition fee for a "half-time" student is calculated proportionally to the number of course hours that the student attends in a given academic year;
- 7) the "half-time" status shall be granted only once during the course of studies.

## Credits

### Art. 36

1. Completing a course is a confirmation of achieving by a student learning outcomes assigned to respective courses.
2. In case of courses credited on the basis of component grades, the student has the right to remedy any fail grade with the teacher conducting classes at a mutually agreed date, twice. If the student does not obtain the number of positive component grades required to obtain credit for a specific course until the end of classes in an academic year, the student has the right to sit a test (integrative test) comprising the entire material of the course. If the student fails the test, the student has the right to retake the integrative test once.
3. In the case of courses credited solely on the basis of:
  - 1) a final test – receiving a failing grade entitles the student to retake the test twice at a date agreed with the teacher or person authorized by the head of the teaching unit;
  - 2) a system of credits obtained throughout the whole course – obtaining an insufficient number of credits by the end of the course in a given academic year entitles the student to sit a test comprising the entire course material; should the student fail the test, the student has the right to retake it once.
4. A student who has not met the conditions for receiving credit for a course, has the right to appeal against the decision within 5 working days to the Dean, who may request that a commission verifies the student's knowledge. The commission shall consist of the following persons: Dean or a Vice-Dean appointed by the Dean, two teachers out of which at least one has taught the class, and at the student's request, also the tutor for that year and/or a representative of the Student Government Council. The result of the commission verification of student's knowledge is final.
5. The final test takes place on the dates specified in the detailed schedule and curriculum of studies agreed with the representatives of the Student Government of a specific year.
6. A student participating in the work of a science camp may obtain credit for practical training or its part, provided that the camp's program corresponds to the practical training curriculum.

## Examinations

### Art. 37

1. The exam grading period is a continuous session comprising one term or year of study, within which the student can take the exam at any time.



2. The condition for completing the continuous session is fulfilment of all of the following requirements:
  - 1) passing all the exams included in the curriculum for this period;
  - 2) obtaining credit for all courses that do not end with an exam and for internships/trainings included in the curriculum for this period;
  - 3) approval of the examination card in the student e-book (e-index) by September 15.

#### Art. 38

1. The exam is a test of the student's mastery of the learning outcomes specified in the curriculum.
2. The prerequisite for taking the exam is prior completion and obtaining credit for the compulsory classes defined in their regulations.
3. Taking an examination without fulfilling the required conditions, regardless of the exam result achieved, is treated as an unexcused absence and will result in a failing grade for that examination.
4. A student who took an exam without providing a medical certificate may not request invalidating of the exam result.
5. With the exception of NBME exams and subject to being a member of a student group, the date of the exam is agreed by the student:
  - 1) individually with the examiner, if the conditions of taking the exam at an earlier date are met;
  - 2) by registering for one of the dates suggested by the examiner, having taken into account that the number of dates on which each student may take the exam as his or her first attempt is not less than 2 in the academic year, and the precise determination of the dates of each attempt shall be made in agreement with the authorities of the Student Government for a given year. The period between the suggested dates of exams must be at least 5 working days. If both the students and the examiner approve it, this period may be shorter.
6. The form and principles for exam evaluation shall be set by the course/group coordinator and disclosed to the students in the Syllabus.
7. The exam dates should be consulted with class representative of a given year of study and cannot coincide with other classes.

#### Art. 39

1. The following persons shall be authorized to conduct examinations:
  - 1) university teachers holding an academic title, the degree of associate professor or the professor of PUMS;
  - 2) in exceptional cases, on the basis of an authorization by the Faculty Board, also assistant professors and lecturers holding a doctoral degree;
  - 3) language teachers in the field of practical knowledge of foreign languages.
2. The written examination is supervised by persons appointed by the head of the unit or the subject coordinator appointed from among the University staff trained by the staff of the Centre for Innovative Teaching Techniques (CITT).
3. In the case of examinations in courses carried out by several lecturers the examiner is decided by a draw with participation of representatives of the Council dedicated for particular year of study.

4. OSCE examination rules are governed by separate regulations applicable to the Faculties.

#### Art. 40

1. The exam may consist of two parts: theoretical and practical.
2. Only the student who participated in an exam is entitled to raise objections in writing to the examination questions by 23:59 pm on a day following the day of the exam.
3. The regulations of exams held in electronic form are specified by the Test Exam Regulations (OpenOLAT).

#### Art. 41

1. When calculating the grade point average, the total of positive and negative grades obtained from the exams is divided by the total number of exams.
2. Students of the final year, with the consent of the examiner and the Dean, may retake an exam in one course conducted in the last year of studies, if obtaining a higher grade may change the final grade on the diploma of higher education. Both grades obtained by the student are taken into account in the calculation of the grade point average.

#### Art. 42

1. In the case of failing an exam, the student is entitled to two retake exams in each course. The form of retake examinations is announced to the students together with their dates. At least 7 working days must elapse between the announcement of the exam result and the date of the retake exam, unless an earlier date is agreed upon by both parties.
2. The dates of retake exams shall be agreed by the examiner with the student or year representative.
3. The rules of carrying out NBME exams and their retakes are stipulated in separate provisions - NBME Examination Regulations and CBS Course and Examination Regulations.
4. In duly justified cases, the Dean may make the decision on changing the form of final exams during an academic year.

#### Art. 43

1. Failure to take an exam on the agreed date shall be justified no later than within 7 working days. An unexcused absence shall be equivalent to the loss of the right to take the exam on a specific date and obtaining a "fail" grade by the student.
2. If the absence is deemed excused, the student, together with the examiner, shall appoint a new date for the exam which shall be treated as taken on that date.

#### Art. 44

1. Reservations to an exam may only be submitted by a student taking the exam, and the Dean, within 7 working days of the announcement of the examination results. Reservations to examinations held at CITK are governed by separate regulations.
2. A student who has reservations about the correctness of a conducted examination, may submit to the Dean, within 7 working days of the announcement of the examination results, a request for a commission examination. In the application, the student is required to detail the irregularities noticed during the examination.

3. In justified cases, when the student obtains the “fail” grade, the Dean may order a commission examination on its own initiative. The Dean sets the date of the commission examination not later than 14 days after the date of the Dean’s decision.
4. In the event that the validity of any objections raised by the student is recognised, the Dean shall set a date of the commission examination not later than 14 working days after the date on which the student submitted an application for a commission examination.
5. Such examination is taken in front of an examination commission appointed by the Dean and consisting of:
  - 1) the Dean or Vice-Dean as the Chair;
  - 2) an academic teacher authorized to conduct examination;
  - 3) the examiner who conducted the previous examination, as an observer, in an advisory capacity;
  - 4) another academic teacher authorized to conduct the examination who represents the same discipline or one closely related to it;
  - 5) at the student's request, as an observer, a selected academic teacher and/or a representative of the Student Government. The student should indicate the name of such person in the application for the commission examination.
6. The absence of persons playing the roles of observers, as provided for in paragraph 5.3 and 5.5, shall not be considered an obstacle to hold the examination.
7. The examiner who conducted the previous examination must not be the Chairperson of the Examination Commission.
8. The form of the commission exam is determined by the Dean.
9. At the student's request, the Dean, may appoint an academic teacher named by the student to be the other specialist examiner referred to in paragraph 5. The student should include such request in the application for the commission examination.
10. The result of the commission examination is final and is not subject for a retake.
11. Not taking the commission examination on the mutually agreed date shall be formally justified by the Student within two working days. An unexcused absence in such situation. is equal to the loss of right to apply for the commission examination and with the “fail” grade.
12. If the excuse note is accepted by the Dean, the Dean shall set a new date for the commission examination, which shall be treated as first attempt. The new date of the examination shall be set no later by than within 14 days from the decision of the Dean, with the exception of a situation where the student’s absence was caused by circumstances beyond their control.
13. All grades obtained by the student shall be included in the grade point average, except for the questioned grade which shall be replaced by the grade obtained at the commission examination.

## Re-admission

### Art. 45

1. Re-admission to a program of studies of a person who was expelled from the first year of studies takes place on the basis of general principles of enrolment at PUMS.

2. A student expelled after completing at least the first year of studies, in exceptional situations, is allowed to be re-admitted to the University to the same program of studies, after obtaining the Dean's consent issued after a consultation with the Dean's Council.
3. Re-admission to the University shall not be possible if the University no longer offers a specific program of studies at the same level of study.
4. A student shall file an application for resuming his/her studies no later than 4 months before the start of the academic year, in which the reinstatement shall take place.
5. The Dean's decision specifying the conditions of the reinstatement shall include:
  - 1) the year of studies and form of studies in which the student is enrolled;
  - 2) the list of courses to be completed in the year in which the student resumed his/her studies;
  - 3) potential curricular disparities to be completed, including the subject matter, number of didactic hours, ECTS credits, the deadline and the tuition payment terms;
  - 4) potential requirement of signing an agreement (if required).
  - 5) reactivation examinations (no more than two) which must be passed within the deadlines indicated in the decision, as the prerequisite of reinstatement.
6. A person resuming the studies can complete the studies if he/she obtains the same learning outcomes as other students in the given year of enrolment to which he/she was reinstated.
7. The student who resumed his/her studies shall be subject to the provisions of Art. 34.5 hereof.
8. The student who, after completing at least the first year of studies, discontinued the studies or was expelled, shall have the right to apply for re-admission no later than 3 years after the 1<sup>st</sup> day of the semester in which he/she was expelled. This condition does not apply to the right to take the diploma examination and defend the diploma thesis after being expelled from the list of students due to the failure to submit the thesis.
9. A person applying for re-admission shall have the right to take the re-activation exam on one day. Failure to pass any of the re-activation exams shall result in the loss of right to resume the studies.
10. A person applying for re-admission who does not take the re-activation exam on the set date is required to present a medical certificate or - in justified cases - another written justification to the Dean no later than 5 working days from the end of the circumstances that caused the person's absence.
11. If the person referred to in paragraph 10 presents a medical certificate, or if the written justification presented by the person is deemed sufficient, the Dean shall set a date for the re-activation exam once again, and it shall be the final date.
12. Unjustified absence from the first re-activation exam or absence from the second attempt to pass the re-activation exam shall be tantamount to the loss of the right to apply for re-admission to the University.

## **V. AWARDS AND DISTINCTIONS**

### Art. 46

1. A student with very good academic performance, scientific work achievements, active social behaviour or outstanding cultural, scientific and sports performance,

may be distinguished in the following ways:

- 1) by a public oral praise by the Rector or Dean;
  - 2) by a congratulatory letter from the Rector or Dean;
  - 3) by an occasional reward in kind or cash;
  - 4) by priority in being admitted to foreign internships, expeditions, scientific or sports camps.
2. The number of awards and the pool for these awards shall be determined annually by the Rector upon the request of CMEE Director with respect to the students of programs run in English, and upon the request of the Deans with respect to other students.
  3. Persons referred to in paragraph 1 shall submit applications for awards to the Rector until October 31 for the previous academic year.

#### Art. 47

Information on granting an award or distinction shall be recorded in the student's personal file.

#### Art. 48

1. Alumni who have distinguished themselves by their achievements in community service, academic achievements, artistic or sporting activity, may receive a PUMS Medal for their academic merit and social service, if their final grade on the diploma is not lower than 4.00.
2. The Medal is granted by the Rector on his or her own initiative or upon the request of the Dean, Student Government Council or student organizations, after consulting the Dean's Council.
3. The Medal is awarded during a diploma or graduation ceremony.
4. The Medal can only be obtained once in the course of studies.

#### Art. 49

Alumni with outstanding achievements in the work for student scientific organizations, or in organizational work and sport, may receive a congratulatory letter from the Rector.

## VI. LEAVE OF ABSENCE

#### Art. 50

1. A student may be granted a leave of absence.
2. A student may be granted a leave of absence in the following cases:
  - 1) a prolonged illness;
  - 2) delegating a student to studies and other trips abroad;
  - 3) pregnancy, childbirth or taking care of a baby;
  - 4) difficult financial situation;
  - 5) other important life circumstances;
  - 6) transfer from other university.
3. Leave of absence is granted by the Dean at the request of the student.

4. During the leave referred to in paragraph 2 points 2-6, the student may, with the Dean's consent, take part in some classes and proceed with the verification of the obtained learning outcomes.
5. Detailed conditions for the verification of learning outcomes specified in the study program are determined by the Dean.
6. Granting a leave of absence shall be confirmed by an entry in the documents recording the student's course of study.
7. The granted leave of absence may extend the planned date of the completion of the studies.
8. During the leave period, the student retains his/her student's rights, a valid student ID card and the right to medical care, unless the regulations applying to the use of medical care provide otherwise.
9. A pregnant student is granted a leave of absence for the period until the date of childbirth.
10. A student being a parent is granted a leave of absence for up to one year.
11. If the end of the leave of absence takes place during a semester, the leave may be extended until the end of the semester upon the student's request.
12. A pregnant student and a student being a parent cannot be refused a leave of absence.
13. In case of a leave of absence granted to a part-time student, the payment made for the courses which the student does not attend shall be transferred to the following year of studies, and it must be supplemented by any potential increase in the fee. If the fee changes, the student or PUMS, accordingly, are required to make payment adjustments.
14. After the end of the leave of absence granted for health reasons, the student is required to provide a medical certificate from the Occupational Medicine Outpatient Clinic, and if required a medical certificate from a specialist doctor (in the field due to which the leave of absence has been granted) confirming his/her ability to continue studies no later than 2 weeks before the start of classes, and in case of a one-year leave due to health reasons, no later than on September 15.
15. A student shall be granted a special leave of absence for the duration of an active military service.

#### Art. 51

1. The leave of absence shall be granted for a period no longer than 12 months.
2. The leave of absence shall not be granted for a period of the previous semester or academic year, except for a situation where the grounds for granting the leave arose earlier, but for important and independent reasons, the student could not submit an appropriate application within the set deadline.
3. A student may be granted a leave of absence only 2 times during the study period, unless the reason for applying for the leave is a prolonged or repeated illness, pregnancy or childcare.

#### Art. 52

The Dean may grant the student a short-term leave of absence for 14 days in connection with domestic or foreign trips organized by PUMS, Student Government and student organizations.

#### Art. 53

A student who has completed at least the first year of study may discontinue his/her studies once for no longer than one year, losing his/her student rights during that period; the student is required to inform the Dean of the fact by submitting a written statement and return his/her student ID card.

### VII. GRADUATION

#### Art. 54

1. The condition for obtaining a diploma of '*lekarz*' (doctor of medicine), '*lekarz dentysta*' (doctor of dental surgery) is completing all courses and practical trainings, and passing all exams provided for in the curriculum.
2. The condition for obtaining the diploma of '*magister farmacji*' (doctor of pharmacy) is completing all courses and practical summer trainings, and passing all exams provided for in the curriculum, preparation of a diploma thesis, passing the diploma examination with a positive result, and obtaining credit for the six-month professional internship in a generally available pharmacy and hospital pharmacy after defending the master's thesis.
3. The condition for obtaining a diploma of the completion of first and second cycle programs, long cycle Master's programs and the Bachelor of Engineering or Master's degree, is completing all courses and practical trainings, and passing all exams provided for in the curriculum, as well as presenting the diploma thesis and passing the diploma examination.
4. The student ID card is valid for no longer than until the date of graduation, suspension of student's rights or removal from the list of students, and in the case of first-cycle graduates - until October 31 in the year of graduation.

#### Art. 55

1. The Dean, acting under the authority of the Rector, shall expel a student if:
  - 1) the student does not begin the studies, which is understood as failure to meet formal conditions for the commencement of studies, including failure to sign the agreement, if required, failure to take the oath within 3 months from the date of the commencement of studies, or unjustified absence from the classes provided for in the curriculum within 14 days from the beginning of the course, not ending the leave of absence or break from studies;
  - 2) the student submits his/her resignation in writing; the date of receipt of the student's letter shall be deemed as the date of resignation;
  - 3) the student fails to submit his/her thesis or pass the diploma examination within the prescribed deadline;
  - 4) a disciplinary penalty of expulsion from PUMS is imposed on the student.
2. The Dean, acting under the authority of the Rector, may expel a student if:
  - 1) the student shows lack of academic progress, which is determined when the level of achievement of credits required by the specific program of study precludes the possibility of completing the year of study;
  - 2) the student does not attend compulsory classes;
  - 3) the student fails to complete the year or the period of continuous session within the set deadline;
  - 4) the student fails to pay the applicable tuition fees.

3. Student expulsion is done by way of an administrative decision.
4. The documents shall be returned to an expelled Student after returning his/her clearance form to the Dean's Office, and after settling all potential financial obligations towards PUMS. The documents are returned to the expelled person, or upon their request, to an authorized person or are sent by mail with the confirmation of receipt requested. The authenticity of the signature on the authorization is confirmed by the officer of the Dean's Office or by a notary public.

#### Art. 56

1. The diploma thesis shall be written by a student under the supervision of a university teacher holding at least the doctor's degree, with possible cooperation of a thesis advisor holding at least master's degree. The diploma thesis supervisor for first cycle degree students (case study) with major in Nursing can be a university teacher with the right to practice as a nurse and holding at least master's degree, and with major in Midwifery, a university teacher with the right to practice as a midwife and holding at least master's degree.
2. The Dean, after consultation with the Dean's Council, can authorize an expert from outside PUMS, holding at least doctor's degree, to become a thesis supervisor. The procedure of appointment of external thesis supervisor is governed by separate regulations.
3. The thesis may be written in a foreign language after obtaining the consent of the relevant Dean. The thesis must include a comprehensive summary in Polish.

#### Art. 57

1. When determining the topic of the thesis, the student's scientific interests should be taken into account. The topic discussed should be linked to the field of study.
2. If the student receives a funded scholarship, has entered into a preliminary agreement or is an employee, the needs of a specific institution should be taken into account, as far as possible.
3. The topic of the thesis approved by the Program Committee for a specific field of study should be set three semesters before graduation.
4. In justified cases, it is possible to change the thesis topic with the consent of the thesis supervisor and the Dean.

#### Art. 58

1. The thesis may be given a "classified" status.
2. The procedure for awarding "classified" status to a thesis at PUMS is defined by separate regulations.

#### Art. 59

1. Assessment of the thesis, using the grading scale specified in Art. 33.4, shall be done by a reviewer. In the event of a student questioning a failing grade given by the reviewer, the Dean, who may consult another reviewer, decides whether to admit the student to the diploma examination. A thesis reviewer may be a person holding at least doctor's degree. In such a situation, the failing grade received from first reviewer is not taken into account while calculating the diploma thesis grade.



2. A competent PUMS body shall declare the proceedings pertaining to the conferring of the degree invalid if the degree candidate in the thesis which forms the basis for conferring the degree assigns to himself/herself the authorship of substantial part or other elements of someone else's work or research findings.

#### Art. 60

1. The student submits his or her thesis at the University's Center for Students Services, prepared in accordance with the Regulations for Diploma Theses in force at the given Faculty, no later than on September 15.
2. At the request of the thesis supervisor or the student, the Dean may postpone the deadline for submitting the thesis in the event of:
  - 1) the student's prolonged disease confirmed by relevant certificate;
  - 2) the student's inability to complete the thesis within the deadline for justified reasons beyond the student's control. The deadline for submitting the thesis in such cases may be postponed for a maximum of three months from the deadline specified in paragraph 1.
3. In case of a prolonged absence of the thesis supervisor that may delay the submission of the thesis by the student, at the student's request, the Dean shall appoint a person to take over the duties of the thesis supervisor. Change of the thesis supervisor within 6 months before the deadline for completing the studies may be the grounds for extending the deadline for submitting the thesis under the rules laid down in paragraph 2.
4. A student who has not submitted the thesis within the deadlines specified in paragraphs 1 and 3 shall be expelled. In such case, the Dean, at the request of the person concerned, submitted within one year from the date of expulsion, may allow for the resumption of studies only for the purpose of submitting the diploma thesis and the diploma examination and defending the diploma thesis, without the need to apply the procedure provided for in Art. 45 of these Regulations.

#### Art. 61

1. The condition for being admitted to the diploma exam is:
  - 1) obtaining credit for all courses and practical trainings included in the curriculum of a given program of study and submitting to University's Center for Students Services/ Dean's Office the examination card for the final year;
  - 2) obtaining at least a satisfactory grade from the diploma thesis.
2. The diploma exam in first cycle nursing and midwifery and medical rescue program consists of a practical and theoretical part and defence of the thesis. The diploma exam in unified cycle physiotherapy program consists of a practical part and defence of the diploma thesis. The practical and theoretical parts of the exam are governed by separate regulations.
3. The diploma exam shall be conducted by an Examination Board appointed by the Dean and composed of:
  - 1) the Dean or Vice-Dean (in justified cases – the head of the unit) as the Chair,
  - 2) thesis supervisor and thesis advisor;
  - 3) thesis reviewer.

4. If the thesis supervisor is a university teacher holding doctor's degree, the board may additionally be composed of an independent researcher from the unit in which the thesis was prepared.
5. The diploma exam shall take place within a period not exceeding three months from the date of submitting the thesis, but no later than on September 30.
6. Provisions of paragraphs 3-5 and Art. 62-64 apply to the diploma exam at first cycle nursing, midwifery and medical rescue programs.
7. In the case of extension of the deadline for submitting the thesis, the diploma exam should take place within a period not exceeding one month from the date of submitting the thesis. This provision does not apply to first cycle nursing, midwifery and medical rescue programs.
8. The diploma exam may be conducted in a foreign language after obtaining the consent of the relevant Dean of the faculty.

#### Art. 62

1. At the request of the student or their supervisor, the diploma examination may be open to the public.
2. The mode of conducting the examination is as follows:
  - 1) student files an application to the Dean for conducting the final examination open to the public no later than on the day of submitting the thesis;
  - 2) the Dean informs the thesis supervisor and the student about the final examination open to the public;
  - 3) University's Center for Students Services posts information about the open final examination on the University website at the latest two weeks before the scheduled date of the diploma examination providing the information on the composition of the Examination Board, date and place of the examination, name and surname of the student taking the examination and the topic of the thesis;
  - 4) diploma examination open to the public includes open and closed proceedings; the open proceedings involve:
    - a) opening of the examination by the Head of the Examination Board,
    - b) introducing the members of the Examination Board,
    - c) introducing the degree candidate,
    - d) providing the topic of the thesis,
    - e) announcing the grade for the thesis,
    - f) providing the degree candidate with an oral justification of the thesis grade,
    - g) announcing the result of the examination by the Head of the Examination Board.
  - 5) during the open proceedings of the diploma examination, the student:
    - a) presents his/her thesis,
    - b) takes part in the discussion pertaining to the thesis,
    - c) answers the examination questions asked;
  - 6) Persons taking part in a public diploma examination who are not members of the Examination Board are not allowed to ask examination questions to the degree candidate and participate in the Board deliberations during the closed proceedings, evaluating the examination. However, they are allowed to participate in the discussion pertaining to the topic of the thesis.

- 7) during closed proceedings the Board determines the following:
  - a) the final result for the thesis calculated in accordance with the School Regulations,
  - b) the grade for the diploma examination (based on the answers provided by the degree candidate relating to the thesis and research questions).

Art. 63

1. The diploma examination is an oral exam.
2. When assessing the examination results, the grades specified in Art. 33.4 shall apply.

Art. 64

1. In the case of obtaining a failing grade in the diploma examination or failing to attend an examination on the appointed date without a justified cause, the Dean shall set the second date for the examination as the final one. The second examination cannot be held earlier than one month and not later than three months after the original examination date unless an earlier date was appointed jointly by mutual agreement of the parties.
2. In case of failure to pass the diploma exam on the second date, the Dean decides to:
  - 1) allow the student to repeat the final year of studies,
  - 2) expel the student from the University in accordance with the provisions of Art. 55.1(3).
  - 3) The person referred to in paragraph 1 loses his/her student rights.

Art. 65

1. PUMS alumni receive a diploma confirming that he/she obtained a relevant degree as well as diploma supplements in the format approved by the PUMS Senate. The diploma can be issued only after fulfilment of all obligations towards PUMS and after positive review of an online degree clearance form.
2. The diploma, diploma supplements and high school leaving examination certificate / diploma of secondary education can be returned to the graduate in person upon his/her request or to the person authorized to collect the said documents confirmed by a notary public.
3. The basis for calculating the final grade from the studies is the average of all exam grades obtained during the entire course of study which represents 70% of the final grade, while the grades obtained for the thesis and diploma examination represent 15% of the final grade each. In the fields of study where there is no obligation to submit the diploma thesis or to pass diploma examination, the basis for calculating the final grade from the studies is the arithmetical average of all examination grades obtained throughout the entire course of study.
4. When calculating the grade point average, the provisions of Art. 33.4 and of Art. 41.1 shall apply.
5. The diploma supplement should include all final grades from all exams and all the obtained credits, pursuant to the curriculum, and the final grade from studies shall be calculated in accordance with the provisions of paragraphs 3 and 4.

6. The diploma and diploma supplement include the final grade determined through the rounding off of the arithmetical average up to the whole number according to the following rule:
  - 1) *satisfactory* – up to 3.20
  - 2) *fairly good* – 3.21-3.70
  - 3) *good* – 3.71-4.20
  - 4) *better than good* – 4.21-4.50
  - 5) *very good* – 4.51-5.00.
7. Rounding the grade to a whole number applies only to the diploma and diploma supplement, while the actual outcome of the studies shall be registered in all the other documents, calculated according to paragraph 3 in accordance with the generally accepted principles of mathematics.

#### Art. 66

In connection with the protection of personal data, University's Center for Students Services shall not disclose any information about adult students and their academic progress to third parties (including parents) without the student's formal, written consent.

#### Art. 67

Electronic mail is the official way of communication between the University employees and students. Each student receives his/her own e-mail account on PUMS server, where information from the University is sent.

### **VIII. JOINT STUDIES**

#### Art. 68

1. Terms and conditions of organization of studies jointly with other universities and the conditions of issuance of the graduation diploma are specified in the agreements concluded with relevant universities.
2. The university to which the student has been admitted is still called the home university.
3. Students of joint studies are bound by the regulations of their home university.
4. Graduation diploma is issued by the student's home university.