Appendix to Medical University of Lodz
Senate Resolution No 187/2018
of April 24th 2018

RULES AND REGULATIONS OF STUDIES OF THE MEDICAL UNIVERSITY OF LODZ

Łódź 2018

TABLE OF CONTENTS

I. BASIC PROVISIONS ……1
II. STUDENT RIGHTS AND RESPONSIBILITIES ……5
III. ORGANIZATION OF STUDIES ……..7
1. Program of Studies ……7
2. Organization of the academic year……7
3. Didactic activities and vocational placement trainings…….....……7
4. Student groups……8
5. Individual Organization of Studies (IOS)…….. 8
6. Individual Course of Studies (ITS) ……
7. Individual Interdisciplinary Studies (ISM)……..9
8. Conditions of studies for students enrolled following confirmation of learning outcomes…… 10
9. Decisions concerning organization and course of studies……..…… 10
10. Year Tutor.....10
11. Educational Board.....11
12. Curriculum Committee.....11
13. Electronic student service system (ESOS)……12

IV. CREDITING THE COURSE AND THE SEMESTER……...12
1. Crediting a course.....12
2. Credit and examination before Examination Board……..……14
3. Crediting the semester.....15
4. Conditional crediting of the semester…….....15
5. Re-enrolment for the same semester (repetition of a semester)……..…16
6. Studying courses in advance……..…17
7. Grading scale and mean grade……...17
8. Course of studies documentation…… .18

V. COMPLETION OF STUDIES.....18
1. Conditions for completion of studies……..…18
2. Diploma thesis.....19
3. Diploma examination……..…20
4. Open Diploma examination.....21
5. Final result of studies.....21
6. Diploma 22

VI. TRANSFER FROM ANOTHER UNIVERSITY, CHANGE OF FIELD OR FORM OF STUDIES……..…22
1. Transfer from another university……..……..22
2. Change of field or form of studies……..……23
3. Transfer and recognition of courses and vocational placement training……24
VII. TAKING LEAVE FROM STUDIES ……...25
VIII. AWARDS AND HONOURS……26
IX. STUDENT DISCIPLINARY RESPONSIBILITY……27
X. REMOVAL FROM THE STUDENT REGISTER…… 27
XI. RESUMING STUDIES……28
XII. TRANSIENT AND FINAL PROVISIONS……..29

APPENDICES…… 31

APPENDIX NO. 1 - REGULATIONS OF ADJUSTING THE TEACHING PROCESS TO THE NEEDS OF DISABLED OR CHRONICALLY ILL STUDENTS ……..…31

APPENDIX NO. 2 - INDIVIDUAL COURSE OF STUDIES (ITS) REGULATIONS……..38

I. BASIC PROVISIONS

§ 1

1. Studies at the Medical University of Lodz, hereinafter known as the ”Medical University” are conducted on the base of legally binding rules, especially:
   1) The Higher Education Act of 27 July 2005 (Journal of Laws of 2016, item 1842 with further amendments);
   2) The Medical University of Lodz Statute;
   3) The Rules and Regulations of Studies of the Medical University of Lodz.
2. The Rules and Regulations of Studies of the Medical University of Lodz, hereinafter known as the "Regulations", define the organization and the course of studies as well as student rights and responsibilities.
3. The Regulations apply to full-time and part-time (extramural) first and second-cycle courses, as well as long-cycle programs conducted by the Medical University in Polish or a foreign language.
4. The organization and the course of military education of students being candidates for professional soldiers are regulated by separate rules.
5. The Regulations apply to students and employees of the Medical University.
6. The Rector decides on issues not governed by the Regulations.

§ 2

Expressions used in the Regulations:

1) **Dean** – Head of the basic organizational unit of the Medical University;
2) **Education outcomes** – knowledge, skills and social competences acquired by the student during the education process in the system of higher education and third-cycle studies;
3) **Learning outcomes**– knowledge, skills and social competences acquired by the student during the learning process outside the study system;
4) **E-learning** – form of conducting classes using distance learning methods and techniques;
5) **ELS card** – electronic student identification card;
6) **ESOS** – electronic student service system including the information associated with the activity of the Medical University and with the course of studies
7) **EI -** electronic index - electronic documentation of student achievements.
8) **IOS** – Individual Organization of Studies (an individual schedule of courses, credit tests an examinations);
9) **ISM** - Individual Interdisciplinary Studies, comprising at least two disciplines of education and leading to a diploma in at least one of the selected fields of study;
10) **ITS** – Individual Course of Studies (an individual education program, including plan of studies);
11) **Didactic unit** – in most cases chair, department or clinic of the Medical University of Lodz;
12) **Course coordinator** – a member of the academic staff responsible for the content of the teaching course;
13) **Unjustified absence** – student's absence from classes, credit tests or examinations which has not been justified with a medical certificate given by a doctor or another written justification;
14) **Semester final grade** – a grade obtained at the end of the semester, entered into ESOS after completing classes in a given semester;
15) **Plan of studies** – an element of the Program of Studies stipulating certain areas of the

course: semesters, number of ECTS points and hours, forms of conducting classes, forms of obtaining credit and duration of studies;

16) **Schedule of classes** – a plan of didactic activities in a semester or a year;
17) **Confirmation of learning outcomes** – a formal process of verification of obtained outcomes of learning organized institutionally outside the system of studies and of learning not organized institutionally, carried out in the manner and with methods increasing knowledge, skills and social competences;
18) **Diploma Thesis** – Bachelor's or Master's thesis;
19) **Student vocational placement training** – integral, obligatory element of teaching included in the Plan of Studies and Education Program;
20) **Education Program** – a description of defined by the University coherent education outcomes and a description of education process leading to the achievement of these results, together with ECTS points assigned to each module of the process;
21) **Program of studies** – a description of the education process leading to achievement of education outcomes and defining the form of studies, the number of semesters, modes of education, assigned ECTS points, Plan of Studies and methods of verification of education outcomes achieved by the student;
22) **Promoter** – a member of the academic staff who supervises the writing of the diploma thesis;
23) **ECTS points** – points defined by the European Credit Transfer and Accumulation System as a measure of the average workload of the student necessary to obtain the projected education outcomes; they are used to evaluate the student's progress in the process of knowledge and skills acquisition;
24) **Faculty Board** – the Board of the basic organizational unit of the Medical University;
25) **Reviewer** – the reviewer of the diploma thesis;
26) **Senate** – the Senate of the Medical University;
27) **Statute** – the Statute of the Medical University;
28) **Syllabus** – a didactic guide to a course, defining the forms of conducting activities/classes, program of the course, conditions of crediting the courses as well as the list of textbooks;
29) **Course of Studies** – the whole cycle of studies;
30) **University** - Medical University of Lodz
31) **Act** – The Higher Education Act of 27 July 2005;
32) **Faculty** – a basic organizational unit of the Medical University of Lodz.

§ 3

1. Enrolment of students for the Medical University is held on the basis of the rules stipulated in the Medical University Senate Resolutions.
2. A person admitted to the University acquires student rights with matriculation and taking the Student's Pledge. The student confirms taking the Pledge by signing the Pledge Certificate.
3. After matriculation, the student receives an electronic student identification card (ELS), which is a document certifying their status.
4. Students have the right to possess the electronic identification card up to the day of the completion of studies, suspension in the student's rights or expelling them from the University, and in case of graduating students of the first-cycle studies – till October 31st of the graduation year.
5. The Rector is the superior and warden of all University students.
6. The Student Government is formed from among all students by election. Its authorities are the sole representation of all the students, appointed to protect their rights.

7. Student organizations within their legal and statute activity have the right to represent students and deal with their problems before the Medical University authorities.
8. Terms and the mode of payment for studies and educational services are stipulated by the Senate Resolution and the written contract between the Medical University and the student. The amount of tuition fees and the mode of calculating fees for educational services are defined in the Rector's Directive.

§ 4

The Teaching Quality Supervision System operates at the Medical University and is regulated in separate provisions.

§ 5

1. The Dean can give consent for a highly gifted secondary school student to participate in a course in the field of study which is appropriate to their talents. When the courses at the Medical University are held at the same time as school lessons, the secondary school student may continue attending the course on condition that they obtain a written schoolmaster's approval, and in case of a minor – also parental approval.
2. The secondary school student may receive credits according to the rules applied to the University students. The Dean, upon the request of a course lecturer, may define separate rules for receiving credits for such a student.

II. STUDENT RIGHTS AND RESPONSIBILITIES

§ 6

The student has the right to:

1) be informed of their rights and duties as stipulated by the Higher Education Act;
2) study according to the program of studies including the plan of studies - in compliance with the principles established by the Faculty Board in the education program;
3) develop professional and scientific interests associated with the field of studies; the student has the right to obtain help from Medical University lecturers and its associated bodies;
4) use the infrastructure of the Medical University, including the Library of the Medical University and sports facilities – according to the principles established by the authorities of the Medical University.
5) study according to the IOS or ITS modes described in § 12-14;
6) undertake part of their studies at other universities within national and international student exchange programs;
7) undertake studies in the fields of interdisciplinary studies, jointly run by the faculties of Medical University and the faculties of other universities;
8) be provided with access to the didactic materials and multimedia presentations necessary to meet the requirements for obtaining credits and passing examinations, in the language in which the course is conducted, according to the rule specified in § 7, item 2, point 13;
9) inspect their written tests, which are the basis for crediting a particular course or sitting an examination, according to the rules defined in § 28, item 6;
10) read the review of their thesis;
11) be awarded prizes and distinctions;
12) make evaluations of the Medical University employees, including evaluations of academic instructors, by means of electronic surveys available in ESOS;
13) join student cultural and sports organizations, especially student scientific societies, in compliance with the regulations included in the Higher Education Act and develop their cultural, tourist and sporting interests;

14) obtain leave from studies according to the rules stipulated in § 55-57;
15) be accommodated in a University hall of residence and be provided with financial help, as stipulated in separate regulations.

§ 7

1. The student is particularly obliged: to take full advantage of teaching opportunities provided by the Medical University, and act according to the Student's Pledge and the Regulations of the Studies.
2. The student, in particular, is expected to:
   1) sign a contract with the Medical University which determines payment terms for studies and educational services;
   2) collect an electronic student identification card (ELS), and in the case of its damage or loss, inform the Medical University immediately;
   3) collect login and password for access to the Medical University electronic student service system (ESOS) and not reveal them to third parties;
   4) actively participate in all forms of courses so as to be able to gain the number of ECTS points required according to the plan of studies for crediting each semester;
   5) acquire skills, knowledge and social competences defined by the education program;
   6) abide by dates related to obtaining credits and taking examinations, and complete vocational placement training scheduled in the plan of studies;
   7) promptly inform the Dean's Office of the change of their personal data, number of the identification document, place of residence and other personal contact data;
   8) pay tuition fees for studies and educational services in due time;
   9) show respect to the employees of the Medical University and behave in a civil manner to other students;
   10) respect student dignity and the good name of the Medical University;
   11) abide by the rules of the Student Code of Ethics;
   12) respect the property of the Medical University;
   13) honestly and independently pass all exams and credits during the course of studies, as well as during preparation of all the final projects and diploma theses to respect intellectual property rights, including copyrights, protecting electronic and printed publications (including dissertations, scientific papers, scripts), didactic materials received from academic teachers);
   14) fulfill individual arrangements and commitments towards the University:
   15) in the case of foreign students, to currently update their residence card or other documents required by law confirming the possibility of studying in Poland, and to timely deliver the above-mentioned documents to the appropriate organizational unit of the University. ";
3. Moreover, the student is obliged to submit to the requirements of the Medical University with regard to the additional provisions:
   1) Medical examination – in order to obtain medical confirmation of the capacity of the student to participate in classes during which the student may be exposed to factors which are harmful, hazardous or dangerous to health;
   2) Sanitary-epidemiological testing as well as vaccinations (if the student has not yet been vaccinated) – this is essential for students participating in classes during which there is a possibility that an infection or infectious disease may be transmitted to another person.
4. The student who will neither undergo medical nor epidemiological examinations and vaccinations mentioned in item 3, nor present a proper medical certificate before the commencement of courses nor will present a medical statement disallowing them from attending particular classes, will not be allowed to participate in the course and will not obtain a credit for it.

4a. The student may be required to get insurance against civil liability and the consequences of accidents in the case such insurance is required by medical institutions conducting didactic classes, internships, vocational placement trainings or other classes with practical elements, covered by the plan of studies;

5. The Student will be held financially responsible for deliberate destruction, loss or damage to the property of the University they use.

III. ORGANIZATION OF STUDIES

1. Program of studies

§ 8

1. The studies at the Medical University are conducted in accordance with the education outcomes with matching education programs and plans of studies worked out by the Faculty Boards, not later than 4 months before the commencement of the academic year, after consulting the appropriate student government body.
2. The plans of studies and education programs for each academic year are announced via the Medical University electronic system (ESOS) not later than 4 weeks before the beginning of the academic year.

2. Organization of the academic year

§ 9

1. The academic year starts on October 1st and lasts until September 30th of the next calendar year.
2. The academic year comprises two semesters:
   1) A winter semester including winter examination session, winter holidays and mid-semester break;
   2) A summer semester with Easter break, summer examination session and summer holidays.
3. The Rector arranges a detailed calendar for each academic year and announces it via ESOS not later than 6 months before the beginning of the academic year.
4. The Rector can announce days or hours off classes during the academic year. The decision can be made independently or upon the request of the Dean or the Student Government.

3. Didactic activities, vocational placement trainings

§ 10

1. Lectures at the Medical University of Lodz are open. Other forms of didactic activities are closed.
2. In justified cases, a lecture may be closed.
3. Classes can be carried out in a foreign language as well as in the form of e-learning, if determined in the education program, according to the rules defined by the Faculty Board.
4. Schedules of classes are announced via ESOS not later than 2 weeks before the commencement of the semester.
5. The student is obliged to participate in all forms of didactic classes scheduled in the plan of studies.

5a. The course coordinator decides about the form of verifying the student's attendance at classes. Electronic verification of the student's attendance during didactic classes is allowed.

6. The student's absence during the classes should be justified by producing a medical certificate confirming their temporary inability to attend the class or by producing another written justifiable excuse.
7. The student's absence during the course is justified and missed classes do not need to be made up for if the student:
   1) participates in the sessions of the Senate or meetings of the Faculty Board as a member of these bodies, in the sessions of committees appointed at the University or in the sessions of educational council;

2) studies in the mode of the Individual Course of Studies (ITS) and has taken a sabbatical leave;
3) represents the Medical University by participating in such events as sports competitions, symposia, and conferences;
4) participates in University ceremonies as a member of the University Color Guard;
5) participates in other organizational works for the sake of the Medical University.

8. Prior to the commencement of the course, the course coordinator defines and announces:
   1) Rules of attending and conducting the course;
   2) Mode and terms of crediting the course;
   3) Mode and terms of making up for missed classes;
   4) Consultation hours adjusted to the form and level of studies.
9. The course coordinator is obliged to enter the syllabus (i.e. a guide to a course) into ESOS not later than seven days before the beginning of the semester. The syllabus template is defined by the Rector's directive.
10. Student vocational placement training, scheduled in the plan of studies and the education program, is an integral and obligatory element of teaching. The rules and the mode of organization, as well as the criteria for obtaining credits for the vocational placement training are stipulated by the Faculty Board.
11. The terms of the teaching process defined in the Regulations can be modified for disabled or chronically-ill students, in compliance with Appendix No. 1 to these Regulations.

4. Student groups

§ 11

1. The number of students in groups for particular forms of the classes is specified in the Senate Resolution.
2. The student is allowed to move to another course group only after receiving the Dean's written consent. The change is registered in ESOS.
3. When the number of students in the group is changed or the group is closed down, the student can be moved to another student group.

5. Individual Organization of Studies (IOS)

§ 12

1. Individual Organization of Studies, hereinafter known as "IOS", is a mode of studies fixed according to an individual schedule of courses, credits and examinations.
2. Upon the request of the student, the Dean may give consent to study according to the IOS mode in a given academic year. Such consent may be given to the student who:
   1) attends selected courses in different fields of studies or specialties, or studies two or more fields;
   2) actively participates in scientific research, with the exclusion of students studying according to the Individual Course of Studies (ITS), mentioned in §14;
   3) is taking care of a child;
   4) presents a medical certificate testifying the degree of disability;
   5) has enrolled in other courses at other universities in Poland and abroad;
   6) represents the students in the Medical University collegial bodies;
   7) is a member of a national sports team or its reserve, or is a member of the Medical University sports team – no matter which sports club they belong to;
   8) was enrolled in the studies as a result of the confirmation of the studying outcomes;
   9) Fulfills any other justified criteria.
3. The students submits the application for consent to study in the IOS mode to the Dean. Before making the decision the Dean directs the student to the course coordinators to get their opinion.

4. After the positive opinion of the curse coordinators, given in a written form, the Dean approves the student's application for the IOS studies.
5. The Dean's decision to allow the student to study in the IOS mode cannot entail prolonging the whole university course of studies beyond the time assigned in the plan of studies.
6. If the student breaches the rules of the IOS mode, the Dean can revoke the consent for the IOS mode.
7. At the request of the student, the Dean may grant permission for completion of part of the classes covered by the plan of studies of subsequent semesters as part of the semester in which the student is being educated.

§ 13

1. In justifiable cases, upon the request of the student attending the program of medicine conducted in the English language, who, prior to the enrolment in the Medical University, had completed part of the required plan of studies at another university, including a foreign one, the Dean can give consent for completion of the remaining program of studies in the IOS mode, in compliance with the provision mentioned in § 12, item 4.
2. In the case described in item 1, prior to the commencement of each academic year, the student is obliged to establish the timetable and the schedule of credits and exams with the coordinators of particular courses.

6. Individual Course of Studies (ITS)

§ 14

1. The student with outstanding academic results and scientific achievements may apply to the Dean to obtain the Dean's consent for studying in the ITS mode.
2. The rules concerning the ITS mode are stipulated in Appendix No. 2 to the Regulations.

7. Individual Interdisciplinary Studies (ISM)

§ 15

1. Individual Interdisciplinary Studies, hereinafter referred to as ISM, comprise at least two disciplines of education and lead to a diploma in at least one of the selected fields of study;
2. The student may apply for consent for ISM in selected fields of study conducted at the University, subject to stipulation in item 3.
3. To apply for consent to do ISM entitled are the students of:
   1) full time long-cycle studies - not later than after completing the second year of studies;
   2) first- and second-cycle studies - not later than after completing the first year of studies.
4. The condition for applying for consent to do ISM is:
   1) the average grade of at least 4.75 obtained by the student at the currently completed stage of studies:
   2) In the case of applying for consent to do ISM in the fields of medicine and dentistry the student must meet the admission criteria defined for these fields in the recruitment resolution in force in the academic year in which the student is applying for consent to do ISM in these fields.
5. The consent for ISM is granted, at the student's request, by the Deans responsible for fields in which the student will be conducting the studies.
6. Upon consent, referred to in item 5, the Dean responsible for one of the fields in which the student will be doing ISM appoints a scientific tutor of the student from among academic teachers with at least a Doctor's degree.
7. The scientific tutor, in consultation with the student, determines the ISM program, including the plan of studies approved by the Deans responsible for the fields in the student's ISM.
8. The scientific tutor supervises the student for the entire duration of ISM.

9. The student may cancel ISM and transfer to one of the studied fields. The conditions for transfer are set by the Dean responsible for that field of studies.

8. Conditions of studies for students enrolled following confirmation of learning outcomes

§ 16

1. The terms, conditions and procedures for confirming the learning outcomes are specified by the Senate Resolution.
2. The student admitted to the studies by the confirmation of the learning outcomes studies in a given field of study based on the education program specified for this field, according to an individual study plan developed by the scientific tutor and approved by the Dean.
3. The academic supervision of a student admitted to the studies as a result of the confirmation of the learning outcomes is exercised by a tutor appointed by the Dean from among academic teachers, with at least a Doctor's degree.
4. As a scientific tutor the Dean may appoint a tutor of the year, who fulfills the condition referred to in item 3.
5. The student admitted to the studies as a result of the confirmation of the learning outcomes is released from participation in educational activities and vocational placement trainings credited as a result of the confirmation of the learning outcomes.
6. The documentation of the course of studies, including the examination and credit protocols and periodic evaluation charts, records credits of all courses and vocational placement trainings referred to in item 5.
7. Evaluation grades and ECTS points earned by the student as a result of the confirmation of the learning outcomes are entered in ESOS.
8. Grades obtained by the student as a confirmation of the learning outcomes are included in the mean grade, as referred to in § 34 item 3.
9. The Dean, at the request of the student enrolled in the studies as a result of the confirmation of the learning outcomes, can give the student consent for the IOS mode, according to the rules specified in § 12.

9. Decisions concerning organization and course of studies

§ 17

1. The Dean makes the decisions upon the issues concerning the organization and the course of studies, with the exception of issues reserved for other bodies' competences. The Dean's decisions are given in a written form.
2. The student has the right to appeal to the Rector against the decision made by the Dean within 14 days following the delivery of the decision to the student. The appeal is submitted via the Dean.
3. The Rector revokes the Dean's decision if it is considered against the Higher Education Act or other acts of universally binding law, the Statute, the Resolution of the Senate or the Faculty Board, the Regulations and other Medical University rules, or if it violates the interests of the Medical University.
4. The Rector's Directive specifies the list of issues concerning the course of studies to be dealt with by administrative procedures. The administrative procedures at the Medical University are stipulated in separate regulations.

10. Year Tutor

§ 18

1. The Dean, taking into account the opinion of students who are members of the Faculty Board, appoints a Year Tutor for each year of studies from the lecturers of that Faculty.
2. The Tutor's duties include:

1) encouraging students to work in compliance with the Student Pledge and the Student Code of Ethics;
2) helping the students with their current problems concerning economic situation as well as their education process;
3) co-operating with bodies of the Student Government in dealing with all problems concerning education process and the students' economic situation;
4) submitting the opinions and requests of the students to respective bodies of the Medical University in matters concerning the education process and the students' economic situation;
5) calling the Educational Board meetings;
6) presenting to the Dean the opinions and motions formulated and passed during the Educational Board meetings.

3. The Dean can remove the Year Tutor at the request of the students who are members of the Faculty Board, or for other important reasons.

11. Educational Board
§ 19

1. Educational Board is appointed by the Dean for a particular academic year.
2. The Educational Board is an advisory and consultative body for the Dean for all matters concerning the education process and the students' economic situation.
3. The Educational Board mainly deals with:
   1) analyzing results of the students in the education process and putting forward adequate proposals to the Dean;
   2) evaluating the coordination of the course schedules, credits and examinations;
   3) analyzing and issuing opinions on students' applications concerning the education process and their economic situation.
4. The Educational Board consists of:
   1) the Tutor of the particular year as the Educational Board Chairperson;
   2) the Vice-Dean or Vice-Deans;
   3) course coordinators;
   4) tutors responsible for student vocational placement training;
   5) Representatives of the Student Government.
5. Members of the Educational Board are obliged to attend meetings.

12. Curriculum Committee
§ 20

1. The Faculty Board appoints the Curriculum Committee in each field of studies for the time of its tenure.
2. The Curriculum Committee is an advisory and opinion-forming body for the Dean, which deals with the Education Program and improvement in the education process.
3. The Curriculum Committee consists of:
   1) Representatives of the Student Government - who should constitute not less than 10% of the Curriculum Committee;
   2) Faculty members and those outside the Faculty.
4. The Curriculum Committee particularly deals with:
   1) supervising the education program;
   2) analyzing the program of studies and plan of studies;
   3) supervising the proper organization of studies;
   4) evaluating the didactic base essential for realization of the education program.

13. Electronic student service system (ESOS)

§ 21

1. The University has the electronic student service system, hereinafter called ESOS, providing information associated with the activity of the Medical University and with the course of studies.
2. Within ESOS the student has access to their individual e-mail account and electronic index (EI). The student's access to ESOS is protected by an individual login and an access password.
3. The student is obliged to use and regularly check their individual e-mail account.
4. A disclosure of the individual login or the access password to ESOS to third parties is treated as a violation of the Regulations.
5. All information sent from the student's individual e-mail account or submitted to ESOS with the use of student's login and password will be treated as sent by the login and password owner.

§ 22

The student is responsible for any illegal activities performed at the University with the use of electronic devices. It is especially forbidden to:

1) install illegal copies of software on the Medical University computers;
2) download and provide access to any materials protected by copyright law or forbidden by other acts of law;
3) publish opinions which offend personal dignity of other people, including those with illegal content;
4) make any unauthorized attempts to gain access to the University resources and other units which are not parts of the Medical University;
5) destroy, or allow the Medical University equipment to be destroyed.

§ 23

1. It is recommended that the teaching materials, including multimedia presentations, be made available to students through ESOS whenever possible.
2. Didactic materials are provided to the students - in the form chosen by the course coordinator - to the extent necessary to prepare for credits or examinations in the plan of study, taking into account the principle specified in § 7, item 2, point 13.

IV. CREDITING A COURSE AND A SEMESTER

1. Crediting a course

§ 24

1. The course credit can be awarded in the form of credit without a grade, credit with a grade or as an examination with a grade. Credit without a grade is obtained only in the case of courses with no appointed ECTS points, i.e. Physical Education, Health and Safety Procedures and Library Training.
2. Credits for a course are awarded by the course coordinator.
3. The form of the course credit or examination is determined by the course coordinator and the Head of the didactic unit in which the course is conducted.
4. Credit tests and examinations can be conducted:
   1) in oral or written form;
   2) in the form of a practical credit test or examination;
   3) in a foreign language according to the principles defined by the Faculty Board;
   4) by using distance learning methods and techniques.
5. In studies conducted in a foreign language, credit tests and examinations are given in the language used during the courses.
6. In the case of witnessing the student's dishonest behavior during the credit test or examination the university teacher has the right to terminate credit test or examination, including ordering

the student to leave the room, and to issue an unsatisfactory grade, which is entered into ESOS as the assessment of the credit test or examination. This fact is noted in the course credit or examination protocol.

7. The course grade, known as the "semester final grade", has to be entered into ESOS after the course completion in a particular semester (also when the study course lasts longer than one semester).

§ 25

1. The student may have three attempts at passing each credit or examination; the second and third attempts are retakes.
2. Grades from all credits and examinations (also retakes), including failed ones, are entered into ESOS, subject to item 4 and § 29, item 2.
3. Dates of the retakes (second and third attempt) of a credit or examination in a given course should be arranged with a seven-day interval after the first or the second attempt.
4. At the request of the student, the course coordinator may give their consent to repeat the passed examination or a credit test in order to receive a higher grade. The procedure occurs only once - at the second attempt. The new grade is entered as the final grade into ESOS, also in the case when it is lower than the previous one.
5. Should the course coordinator fail to give such consent described in item 4, the student can appeal to the Dean within 7 days after obtaining the refusal.
6. The student who meets requirements for taking an examination at the first attempt may sit it at an individually arranged time, with the course coordinator's consent.
7. If the student is not allowed to take the credit test or exam, the student loses the designated attempt, which is reflected by the failed grade entered into ESOS.
8. When the reason for not allowing the student to take the credit test or examination does not cease, the student loses subsequent attempts, receiving subsequent failed grades.

§ 26

1. The student who has failed to sit a credit test or examination on the date arranged beforehand has to present a medical certificate issued by a doctor or, in justifiable cases, another written justification to the course coordinator, not later than within 5 working days after the reason for their absence ceased.
2. If the student has presented a medical certificate justifying their absence or if the course coordinator finds another written justification acceptable, he/she arranges another date for the credit test or examination.
3. The student who has not presented a justification for their absence during the credit test or examination, or whose absence is deemed not to be justifiable, receives a failed grade and loses that attempt to obtain the credit or pass the examination.
4. If the course coordinator does not find the justification acceptable and gives the student a failed grade, the student may appeal to the Dean within 7 days after receiving the failed grade.
5. In the case of longer illness or other justifiable unforeseen events, the Dean, upon the student's request, may give consent for the student to take credit tests and examinations at an individually determined time and date, which may be outside the examination session or retake examination session.

§ 27

1. The dates of credit tests, examinations as well as retake credit tests and examinations cannot interfere with the time when scheduled courses are conducted.
2. In justified cases, the Dean may agree to the extension of the retake session, but not more than two months after the end of the retake session.

3. The dates of credit tests and examinations should be announced by the course coordinator via ESOS at least 4 weeks before the beginning of the examination session.

§ 28

1. The course coordinator is responsible for conducting credit tests and examinations.
2. The course coordinator is obliged to enter the credit and examination results into ESOS within 7 working days following the day of holding the credit tests and examinations.
3. After the end of each semester, the course coordinator is obliged to submit the signed credit and examination protocols to the Dean's Office within 14 days from the end of the retake session.
4. The student is obliged to become acquainted with the results of course credits and examinations entered into ESOS.
5. All student work, in written or electronic form, including examination papers and other test papers, should be stored by the course coordinator at least until the end of the semester following the semester in which the course was finished.
6. The student has the right to inspect their written tests and examinations mentioned in item 5 in the presence of the course coordinator at least until the end of the semester following the semester in which the course was finished.

2. Credit and examination before Examination Board

§ 29

1. In exceptional cases, if there is a well-justified suspicion that the credit test or examination was not properly organized, the Dean, at the student's request, which has to be submitted within 5 days from entering the grade into ESOS, takes a decision to hold a credit test or an examination before the Examination Board.
2. The Board credit test or examination should be held within 5 working days from making the decision by the Dean. The Board credit or examination grade is a final course grade, which is entered into ESOS in the place of the questioned credit or examination grade, as stipulated in item 1.
3. The Board credit test or examination – in the oral form – is conducted by the Examination Board, consisting of:
   1) The President - The Dean or a person designated by the Dean (excluding the course coordinator);
   2) The course coordinator – who has no right to vote (when the course coordinator is the person conducting classes, he/she is replaced by another lecturer who has no right to vote);
   3) Another expert in the examined course - as an examiner appointed by the Dean;
   4) A representative of the Student Government;
   5) The Tutor of the particular year (his/her absence does not result in postponing the date of the credit test or the examination).
4. In justified cases, due to the course specificity, the credit test or examination before the Examination Board can have a written form.
5. An additional observer appointed by the student may be present during the credit or examination before the Examination Board. It can be anyone. The observer is not a member of the Board and has no right to vote. He/she has to leave the room after the examination and does not participate in the proceedings of the Board.
6. The details of the credit or examination taken before the Examination Board are written down in the examination protocol, which should include the questions asked by the Examination Board.
7. Credit or examination before the Examination Board may be video- or audio-recorded.

8. Only the Examination Board has the right to record the picture or sound during the credit test or examination. The recording is stored in the Dean's Office of the relevant faculty until the end of the semester following the semester in which the credit test or examination result was contested.
9. The Board decides by majority of votes cast about the result of the credit test or examination. In the event of a tie, the President of the Board has the casting vote.

3. Crediting the semester

§ 30

1. The credit period of studies is a semester, with the exclusion of didactic activities realized in the ITS mode. The credit period obligatory in the case of ITS is stipulated in Appendix No. 2 to the Regulations.
2. After the end of the examination session, the Dean awards the credits for a semester on the basis of the Student Achievement Chart, printed from ESOS, which after the Dean's approval, is included into the student's files. Crediting a semester is a requirement for the student's enrollment in the following semester.
3. The student may be awarded a credit for a semester if they have been awarded credits for all the courses and vocational placement training in a particular semester scheduled in the Education Program and have received the required number of ECTS points.
4. The criteria for enrolment in a consecutive semester are based on the European Credit Transfer and Accumulation System (ECTS):
5. A particular number of ECTS points are assigned to each course according to the Education Program.
6. One ECTS point corresponds to the learning outcomes obtained from 20 - 30 hours of student workload, and the number of study hours comprises classes organized by the Medical University according to the plan of studies and the student's individual study hours;
7. The number of ECTS points to be obtained amounts to at least 60 for each year of studies and it is recommended that they be evenly divided into two semesters.
8. To obtain the diploma, the student is obliged to obtain:
   1) in first-cycle studies – at least 180 ECTS points,
   2) in second-cycle studies – at least 90 ECTS points,
   3) in long-cycle studies – at least 300 ECTS points for a five-year study program and 360 ECTS points for a six-year study program.

4. Conditional crediting of the semester

§ 31

1. Upon the written request of the student who has not obtained the number of ECTS points required to be awarded enrollment in the next semester, the Dean may grant conditional crediting of the semester if the student obtained at least 70% of ECTS points required by the plan of studies to credit a given semester.
2. The Dean makes a decision to grant conditional crediting of the semester, taking into consideration the specificity of the field of study, continuity and proper course of the teaching process.
3. The Dean does not grant consent for conditional crediting of the semester if:
   1) the condition of participation in certain classes in the next semester of study is a prior crediting of the failed course or courses.
   2) in the next semester the student will continue education of the failed course or courses;
   3) the student repeats a semester;
   4) at the time of submitting the application, the student did not credit the course or courses from the previously conditionally credited semester.

4. The Dean does not grant the consent to include the course of the next semester of studies in the already existing conditional enrollment, even if the student fulfills the criterion of the number of ECTS points referred to in item 1.
5. The student is obliged to complete the credit for the course or courses from the previously conditionally credited semester according to the following rules:
   1) In the case of a missing credit or examination – the student is obliged to obtain credit or retake the exam within one month from the first day of the semester following the conditionally credited semester, unless the Dean appoints another term, however not later than during the academic year following the conditionally credited semester;
   2) In the case of failing any part of the course - the student is obliged to participate in classes of the course and make payment for repetition of the course according to the rules stipulated in the Senate Resolution and to obtain a credit or pass an examination not later than during the academic year following the conditionally credited semester;
   3) The student can have one attempt to retake credit test or examination of the failed course or courses.
6. In the case of the student's failing to obtain credit for the course or courses within the determined period, the Dean can decide:
   1) to enroll the student again in the same semester of studies (i.e. repetition of the semester) with the provisions stipulated in § 32, or
   2) to remove the student from the Student Register on the terms specified in § 61-63.

5. Re-enrolment for the same semester (repetition of a semester)

§ 32

1. Upon the written request of the student who has not obtained the number of ECTS points required to credit or conditionally credit the semester, the Dean may grant one-time consent for re-enrollment in the same semester (i.e. repeating the semester), if the student has obtained at least 50% of ECTS points required by the plan of studies to credit a given semester.
2. The Dean does not give consent for re-enrollment in the same semester if the student has not credited:
   1) the first year of studies in the case of one-cycle master studies and first-cycle studies;
   2) the first semester of studies in the case of second-cycle studies;
   3) the course of the previously conditionally credited semester;
   4) the third year of MD Advanced program.
3. The student may get the Dean's permission to repeat only once during the whole studies no more than two different semesters, unless the cause of failure for being awarded a credit for another semester is a long-term disease or other documented unforeseen event.
4. The student who repeats a semester is exempted from participating in courses credited prior to the re-enrolment for the same semester.
5. The student who has not been awarded a credit for a given course and repeats the semester may be obliged to participate in all forms of classes of the course so as to be awarded a credit for them.
6. In the case of program differences, the student repeating the semester is obliged to make up for them by the deadline designated by the Dean, however not later than by the end of the semester they were re-enrolled in. Terms and mode of inferring payments for completion of program differences in paid studies are governed by the Senate Resolution.
7. Repetition of certain classes due to unsatisfactory academic results by a student re-enrolled in the same semester is payable. The terms and mode of payments for the repetition of courses are determined by the Rector's directive.
8. In the event that the student is not granted consent for re-enrollment in the same semester or does not credit a course or courses due to failing which the student was re-enrolled in the same

semester, the Dean issues a decision to remove the student from the Student Register due to failure to credit the semester within the specified time frame.

6. Studying courses in advance

§ 33

1. In particularly justified cases, upon the written request of the student who obtained the Dean's consent for re-enrollment in the same semester (repetition of the semester), the Dean can allow the student to study some courses in advance, i.e. to attend selected courses which are scheduled for a higher semester or year of study.
2. The Dean gives consent to study in advance on condition that the courses selected by the student do not require knowledge or skills which the student acquires in earlier semesters and for which they have not yet been awarded a credit.
3. The request described in item 1 should be submitted to the Dean's Office at least 7 days before the beginning of the semester, or in special cases at a different date set by the Dean.
4. The mode of studies in advance is payable. The terms and mode of payments for the studies in advance are determined by the Senate Resolution; the way of fee calculation is determined by the Rector's directive.
5. A student who, in connection with re-enrollment for the same semester failed to complete the course or courses allowed to be done in advance, is obliged to pay the appropriate fees in connection with their re-implementation.

7. Grading scale and mean grade

§ 34

1. Course grades and examination results, as well as mean grades for the semester or year of studies, will be given according to the following scale:
   1) 5,0 – bardzo dobry;
   2) 4,5 – ponad dobry;
   3) 4,0 – dobry;
   4) 3,5 – dość dobry;
   5) 3,0 – dostateczny;
   6) 2,0 – niedostateczny.
2. The grades described in item 1 may be used in the English version:
   1) 5.0 – *excellent;*
   2) 4.5 – *very good;*
   3) 4.0 - *good;*
   4) 3.5 – *satisfactory;*
   5) 3.0 – *sufficient;*
   6) 2.0 – *failed.*
3. The mean grade for a semester or year of studies is calculated as an arithmetic mean of all semester grades (course final grades), obtained in all attempts of credit tests and examinations, including unsatisfactory grades (failed) of courses indicated by the Dean, subject to item 5 and 6.
4. The Dean decides on the choice of courses on which the grades will be included in the arithmetic mean, in a written form, not later than 5 months before the beginning of the academic year, according to the recommendations of the Curriculum Committee.
5. While calculating the mean for grades, mentioned in item 3, the following points are taken into consideration:
   1) In the case of a credit test or an examination before the Examination Board – the credit test or examination grade, entered into ESOS in the place of the credit or examination grade which was questioned in the manner specified in § 30, item 1;

2) In the case of a positive grade being improved – the grade awarded in the second attempt, entered into ESOS in place of the previous grade, according to the regulation given in § 25, item 4.

6. The mean grade is calculated to three decimal places, in accordance with the following rules:
   1) When the final digit after the decimal place is from 5 to 9, the value is rounded up;
   2) When the final digit after the decimal place is from 0 to 4, the value is rounded down.

8. Course of studies documentation

§ 35

1. The course of studies is documented in:
   1) Protocols of crediting the course, prepared as printouts of electronic data comprising:
      a) course name
      b) student data, including index number,
      c) grade awarded,
      d) date and signature of the course coordinator;

   2) Student Achievement Charts prepared after the end of the semester as printouts of electronic data, including:
      a) student data, including index number,
      b) forenames and surnames, titles and academic degrees or professional titles of the course coordinators or tutors of vocational placement training,
      c) course name,
      d) form of obtaining credit,
      e) grades and number of awarded ECTS points,
      f) Date and signature of the Dean confirming the enrolment in the next semester.
2. The procedure of recording the course of studies is specified in separate regulations.

V. COMPLETION OF STUDIES

1. Conditions for completion of studies

§ 36

1. The condition for graduation in Medicine or Dental Medicine, as well as being awarded the professional title of 'lekarz' or 'lekarz dentysta', is crediting all courses and vocational placement trainings given in the program of studies.
2. For the remaining fields of studies, the conditions for graduation and being awarded professional titles include:
   1) Crediting all courses given in the program of studies and being awarded a credit for vocational placement trainings and internships required in the program of studies;
   2) Submitting the diploma thesis and passing the diploma examination;
3. The date of completion of studies is:
   1) in the case of Medicine and Dental Medicine – the day of being awarded the final grade or passing the final examination as specified in the plan of studies;
   2) in the case of Pharmacy, Emergency Medicine and one cycle master studies in the field of Physiotherapy – the day of obtaining credit for the final vocational placement training required in the plan of study, subject to § 69, item 2;
   3) In the case of the remaining fields – the date of passing the diploma examination.
4. The professional training referred to in item 3 point 2, the student starts after completing the diploma thesis and the diploma examination - if required - however not later than on October 1st, subject to § 69 item 2.

§ 37

1. Students of the final year of Pharmacy, Emergency Medicine and one cycle master studies in the field of Physiotherapy are obliged to obtain the credits and pass examinations specified for

the semester of studies preceding their the final vocational placement training not later than on August 31st, subject to § 69 item 2.
2. Students of remaining fields in their final year of studies are obliged to obtain the credits and pass examinations required for the completion of the final semester of studies not later than on October 31st.
3. In justifiable cases, the Faculty Board may specify dates for obtaining credits and passing examinations, other than those given in items 1 and 2.
4. In justifiable cases, the Dean may give permission to extend the periods detailed in items 1 and 3, but for no longer than until the end of the calendar year.

2. Diploma thesis

§ 38

1. The deadline for submitting the Diploma thesis is given by the Faculty Board, taking into consideration the time required for testing the thesis with the anti-plagiarism software system compatible with the Polish National Repository of written theses.
2. Submitting the diploma thesis – if required – can take place after obtaining all the credits and examinations provided in the program of studies.
3. Unless the Faculty Board decides otherwise, the deadline for submitting the diploma thesis is:
   1) for Pharmacy and Emergency Medicine – August 31st; subject to § 69, item 2;
   2) for one cycle master studies in the field of Physiotherapy – February 28th
   3) for the remaining fields of studies –October 31st.
4. At the request of the student, and after consulting the student's Promoter, the Dean may give consent for the extension of the deadline for submission of the diploma thesis, described in items 1-3, but for no longer than 3 months, in the case of:
   1) long-term disease, confirmed by a medical certificate;
   2) inability to complete the diploma thesis within the required time limit due to causes beyond the student's control.
5. The Faculty Board may call Faculty Board Committee for diploma theses, which includes the respective Vice Dean for Didactics as Chairperson.
6. The Committee described in item 5 must submit to the Faculty Board for approval:
   1) the rules for preparing diploma theses;
   2) the topics of the diploma theses reported by the students.

§ 39

1. The student is obliged to submit both paper and electronic versions of the Diploma thesis to the Dean's office.
2. The Diploma thesis may be prepared in a foreign language – in line with the rules specified by the Faculty Board or the Faculty Board Committee for Diploma Theses, called by the Faculty Board.

§ 40

1. The student prepares their diploma thesis under the direction of the Promoter – an academic instructor holding the title of Professor or Dr. hab. (Habilitated Doctor), or the title of Doctor (by the Dean's permission).
2. For Nursing and Midwifery fields of study, an academic instructor with the right to practice as a nurse or midwife and holding at least a Master's degree may serve as the Promoter of a Bachelor's work, if is it a case report.
3. For experimental fields, the head of the didactic unit in which the diploma thesis is being written, may nominate – after consulting the Promoter – a supervisor for the diploma thesis from the personnel of the unit. The tasks of the supervisor are to assist in performing the experimental parts of the work, to solve technical problems and to ensure the student's safety.

4. In the event of an extended absence of the Promoter, which might result in the late submission of the diploma thesis by the student, the Dean is obliged to nominate a person who can take over the Promoter's task. A change of the Promoter within the final six-month period before the end of studies may be grounds for extending the deadline for submitting the diploma thesis, however not longer than for 3 months.
5. In a justified case, in the period preceding the determination and approval of the diploma thesis subject by the Faculty Board, the student may apply to the Dean for a change of the previous promoter of the diploma thesis, along with the justification of the reasons for the change. Changing the promoter in a later period is possible only if the previous promoter and the newly selected promoter agree on the change. The promoter change is made on the basis of the Dean's decision and cannot affect the date of submission of the diploma thesis.

§ 41

General principles of preparation and evaluation of diploma theses and guidelines for Faculty Boards concerning the establishment of detailed rules for the preparation and evaluation of diploma theses are specified by the Rector's directive.

3. Diploma examination

§ 42

1. The diploma examination is held no later than one month following the day of submission of the diploma thesis.
2. In justifiable cases, the diploma examination may be taken on a day other than the one given in item 1.

§ 43

1. The conditions of taking the Diploma examination include:
   1) crediting all courses and vocational placement trainings given in the program of studies with the exclusion of the final vocational placement training or internship required in the plan of studies, if the plan of studies allows for its completion after the diploma examination.
   2) Passing grade for the diploma thesis.
2. The diploma examination is an oral examination.
3. The rules and mode of administering the diploma examination, as well as the scope of knowledge covered by the diploma examination, are specified by the Faculty Board.
4. The diploma examination is taken in the language of the education in a given field.
5. The diploma examination can be taken in the foreign language – according to the rules specified by the Faculty Board.
6. For studies in a foreign language, the diploma examination is taken in the language of the education in a given field.
7. During the diploma examination, the student should demonstrate knowledge and skills within the area of the discipline associated with the diploma thesis, particularly with regard to the theme and methodology of work.
8. The result of the Diploma examination will be given on the scale described in § 34, items 1-2.

§ 44

1. The student who has failed to sit a credit test or examination on the date arranged beforehand has to present a medical certificate issued by a doctor or, in justifiable cases, another written justification to the Dean, not later than within 5 working days after the reason for their absence ceased.

2. If the student has presented a medical certificate justifying their absence or if the Dean finds another justification acceptable, he/she arranges another date for the first sitting of the diploma examination.
3. In the event of an unjustified absence from the first sitting of the diploma examination, or of an unsatisfactory grade being awarded, the Dean arranges a date for the second sitting of the diploma examination, which is the final date.
4. The second sitting of the diploma examination may take place after at least one month from the date of the first sitting of the diploma examination, but no later than two months.

§ 45

1. The diploma examination takes place before the Examination Board formed by the Dean, comprising:
   1) the Dean, or a lecturer nominated by the Dean, holding the academic title of Professor or Dr. hab. (Habilitated Doctor) – as Chairperson;
   2) the Promoter;
   3) the Reviewer, or another specialist in the discipline appropriate for the subject of the diploma examination.
2. The members of the Examination Board described in item 1, points 2-3 should hold at least the academic title of Doctor, subject to § 41, item 1-2.
3. The composition of the Examination Board may be expanded by including the thesis supervisor or a specialist from outside the Medical University, particularly a representative of an external institution (if the topic of the work is associated with the needs of this institution).
4. The protocol of the diploma examination is prepared and signed by all members of the Examination Board. The data entered into ESOS from the protocol of the diploma examination includes the following: date of diploma examination, composition of the Examination Board, title and grade of diploma thesis, grade of diploma examination, final result of studies, and professional title awarded to the student.

4. Open Diploma examination

§ 46

1. At the request of the student or the Promoter, the Dean may give permission for the diploma examination to be taken in the form of an open examination.
2. The request described in item 1 must be submitted by the student no later than 2 weeks before the arranged date of the diploma examination.
3. Information concerning the dates of open diploma examinations is given on the Medical University website.
4. The presence of people other than those on the Examination Board during the examination is noted in the Diploma examination protocol.
5. Those intending to be present during the open Diploma examination, other than those on the Examination Board, cannot be present during the Board's discussion and have no influence on the awarded grade.

5. Final result of studies

§ 47

1. The final result of the studies in Medicine or Dental Medicine is given as an arithmetic mean of the grades awarded to the student during the entire course of studies, including unsatisfactory (failed) grades, in accord with the regulations given in § 35, items 3 - 6.
2. The final result of the studies for the remaining fields are calculated according to the following formula: 3/5 A + 1/5B + 1/5C, where:

1) A – stands for arithmetic mean of all grades awarded to the student during the course of studies, including unsatisfactory grades, calculated according to the regulations given in § 35, items 3-6;
2) B – stands for the grade awarded for the diploma thesis;
3) C – stands for positive grade awarded for the diploma examination.

3. The final grade of studies is given in the following scale:
   1) to 3,24 – dostateczny;
   2) 3,25 – 3,75 – dość dobry;
   3) 3,76 – 4,10 – dobry;
   4) 4,11 – 4,50 – ponad dobry;
   5) 4,51 and above – bardzo dobry.
4. The English equivalents of the final grades described in item 3 are the following:
   1) to 3.24 – *sufficient*;
   2) 3.25 – 3.75 – *satisfactory*;
   3) 3.76 – 4.10 – *good*;
   4) 4.11 – 4.50 – *very good*;
   5) 4.51 and above – *excellent*.
5. The diploma includes the final result of studies, calculated according to the rules described in items 1-2, after the arithmetic mean is rounded according to the rules given in § 35, item 6.

6. Diploma

§ 48

1. Detailed rules for preparing and issuing a diploma, diploma supplement and their duplicates are specified by the Rector's directive.
2. Before receiving the diploma the graduate is obliged to:
   1) clear all financial obligations to the Medical University, including all payments connected with studies;
   2) submit a completed clearance chart to the Dean's office as well as electronic student identification card (ELS) with the exception in item 3.
3. The graduate of first-cycle studies maintains the student rights until October 31st of the year of graduation, together with the right to possess the electronic student identification card (ELS), with the exclusion of the right to financial assistance.

VI. TRANSFER FROM ANOTHER UNIVERSITY, CHANGE OF FIELD OR FORM OF STUDIES

1. Transfer from another university

§ 49

1. The student may change University upon the consent of the Dean of the admitting Faculty, on condition that they have fulfilled all the requirements arising out of the regulations and rules of the University they want to transfer from.
2. The transfer described in item 1 can be effected according to the following principles:
   1) The student can transfer to studies at the Medical University of Lodz provided they have credited at least the first year of studies.
   2) The transfer can be effected from the beginning of a new academic year, after the student has been awarded a credit for the previous year of studies;
   3) The student may continue his/her education in the same field of studies which they have studied in the primary university;
   4) Transfer to studies conducted in the English language is allowed only for students who have been studying in the English language;
   5) Transfer to studies conducted in the Polish language is allowed only for students who have been studying in the Polish language;

6) A student of part-time studies or other form of fee-paying studies is allowed to be admitted to part-time studies or other form of fee-paying studies.

3. In particularly justified cases, the Dean of the admitting Faculty may give consent for the student's transfer from another University, including a foreign one, during an academic year.
4. The Dean of the admitting Faculty gives consent for the student's transfer from another University, including a foreign one, to the Medical University of Lodz, after reviewing the student's results achieved at already completed stages of the studies, in particular the mean grade of the student, as well as education programs of both Universities, education outcomes and program differences.
5. The Dean of the admitting faculty may grant a transfer to a student from another university, including a foreign one, to study at the Medical University according to the principles referred to in item 1-4 if:
   1) The Dean determines the convergence of the education outcomes achieved by the student at the University which the student leaves with the education outcomes determined by the Medical University;
   2) The Medical University has vacancies in the field of study for which the student transfers within the framework of the number of admissions or limit laid down for that field of study respectively by the Senate Resolution or in accordance with the provisions of the Act.
6. The student applying for transfer from another University, including a foreign one, for the studies at the Medical University, submits the following documents at the Dean's Office of the admitting Faculty, not later than one month before the commencement of the academic year:
   1) Application for admission to the studies at the Medical University within the transfer;
   2) Student's personal data form;
   3) Certificate confirming the crediting of the year of studies at the university which the student is leaving;
   4) Certificate confirming the mean grade for the completed stages of studies;
   5) The student's transcript of record including the list of all credited courses and obtained grades;
   6) Certificate confirming that they have fulfilled all the obligations towards the university which the student is leaving;
   7) The syllabuses of credited courses.
   8) (annulled).
7. In the case of transfer from a foreign university to the Medical University, the student is obliged to submit the documents described in item 6 in a form of sworn translation in a language in which the courses at the Medical University are conducted.
8. The provisions presented in items 1-7 shall also apply to students pursuing at least part of their studies at another university, including a foreign one and transferring their academic achievements to fee-paying studies at the University in the field of medicine conducted in the English language.
9. The student can transfer from the Medical University to another university, with the consent of the head of the organizational unit of the admitting University, if they fulfilled all the requirements resulting from the regulations of the Medical University, including payment of fees required for their studies.

2. Change of field or form of studies

§ 50

1. The student may change the field of studies at the Medical University, upon the consent of the Dean of the admitting Faculty, provided that:
   1) the education outcomes of both fields of studies are similar;
   2) the student has been awarded a credit for the semester at the primary field of studies;

3) the student has fulfilled the requirements for the enrolment procedure (including on-line registration) obligatory for admission to the field of studies to which they are transferring, stipulated for the academic year in which the student commenced their studies.
4) education in the field the student wants to transfer to is conducted in the language of the education in the previous field of study.

2. The student has the right to change the form of studies:
   1) From part-time to full-time studies – via the enrolment procedure according to the provisions stipulated in the Senate Resolution;
   2) From full-time to part-time studies – upon the Dean's consent.

§ 51

The student who has been transferred from another university, including a foreign one, to the Medical University from a different field or form of studies, is obliged to make up for differences in the program of studies by the date designated by the Dean. The terms and mode of payment for differences in the program of payable studies are stipulated in the Senate Resolution.

3. Transfer and recognition of courses and vocational placement training

§ 52

1. Courses and vocational placement training completed by students in another university, including a foreign one, or in another field of studies at the Medical University may be transferred and recognized in the place of courses and vocational placement training in compliance with the education program of the Medical University. However, the transfer is possible only when the education outcomes conducted in both the universities or in both the fields of study are convergent.
2. The number of ECTS points granted to the student for the transferred course or vocational placement training corresponds to the number of points they would be granted for the education outcomes of the previous appropriate course or vocational placement training in the field of studies at the Medical University to which the student is transferring.
3. The regulations described in items 1-2 concern only students continuing studies after transferring to the Medical University from other universities, including foreign ones, or those transferring from other fields of studies at the Medical University.
4. The decision of transfer and recognition of courses or vocational placement training in compliance with the regulations presented in items 1-3 is made by the Dean at the student's request, submitted by the student before the beginning of the academic year. The decision is based on the documents submitted by the student regarding the course of studies carried out in another university or in another field of studies at the Medical University.
5. When the Dean makes a decision about the student's transfer and recognition of courses or vocational placement training, grades obtained by the student in given courses or vocational placement training outside the Medical University or in other fields of studies at the Medical University are included in the arithmetical mean grade. If the grades obtained by a student at another university are defined in a different grading scale than the one used at the Medical University, their equivalent grades are included in the mean grade assessment, as defined in the grading scale referred to in paragraph § 34, items 1 and 2.
6. The regulations described in items 1-5 also apply in the case of transfer and recognition of courses or vocational placement trainings completed by the student:
   1) at the University in a different field of study;
   2) at another university, including:
      a) a foreign one,
      b) national and international student exchange programs;
   3) changing the form of studies or readmitted to studies at the Medical University.

4) implementing at least part of the required plan of studies at another university, including a foreign one, and transferring achievements to fee-paying studies at the University in the field of medicine conducted in the English language.

§ 53

Completed vocational placement training, for which the student has been given a credit, related to the field of studies and organized by a student association, may be transferred and recognized in the place of vocational placement training stipulated in the program of studies according the rules adopted by the Faculty Board.

§ 54

1. Courses or vocational placement training that the student credited at another university, including a foreign one, prior to undertaking studies at the Medical University in the field of medicine conducted in the English language, can be transferred and recognized in the place of classes or vocational placement training stipulated in the education program for the field of studies in medicine conducted in the English language at the University where the student has undertaken studies.
2. The decision to transfer and recognize the courses or vocational placement training described in item 1 is made by the Dean.
3. In the case described in item 1 the student receives a corresponding number of ECTS points for the transferred and recognized classes or vocational placement training. The procedure of granting the points remains in compliance with applicable regulations.
4. The regulations given in § 52-53 do not apply to students described in item 1.

VII. TAKING LEAVE FROM STUDIES

§ 55

1. The Dean, upon the student's written request, may give consent to a leave from studies in the following circumstances:
   1) Long-lasting illness;
   2) Childbirth or child care;
   3) Other important circumstances or unforeseen events.
2. The student is obliged to apply for leave of absence immediately after having identified the circumstances referred to in item 1. In the application the student determines the planned date of commencement and termination of the leave.
3. In case of any doubts for granting the leave for reasons given in item 1 point 1, the Dean can call a committee consisting of Medical University lecturers who are also qualified Medical Doctors, and ask them for their opinion.
4. After completion of the leave granted for the reasons described in item 1 point 1, the student may be allowed to attend courses upon producing a medical certificate issued by a doctor stating the lack of any factors preventing them from continuing their education.
5. After completion of the leave granted for the reasons described in item 1 point 1, the Dean may call a committee mentioned in item 3 and ask for their opinion regarding the possibility of continuation of studies by the student.
6. The Dean grants a leave from studies to the student who has been given consent for re-enrollment in the same semester (repetition of the semester) in the subsequent academic year, until the beginning of that semester.
7. The Dean grants a leave from studies to the student who returns to the course of studies after the period of suspension in the student's rights if the suspension period expires before the beginning of the semester in which the student would continue the education program.

§ 56

1. To be entitled to apply for a leave the student must complete at least the first year of studies. The requirement to complete at least the first year of studies does not comprise students applying for a leave in cases stipulated in § 55, item 1, point 1-2.
2. The student is entitled to be granted leave only once during studies, subject to item 4.
3. In particularly justified cases, the Dean may give consent for another period of leave from studies.
4. Item 2 does not apply to the leave from studies granted according to § 55, item 6.
5. Leave may be granted for one semester or one academic year. The period of leave finishes on the final day of the semester.
6. The leave from studies is granted not earlier than from the day of applying for the leave by the student.
7. In particularly justified cases, the Dean, upon the written request of the student, may give consent for granting the leave from studies, with the omission of the principle of item 6.
8. The studies are automatically extended by the period of time for which the leave was granted.
9. The decision to grant the leave is entered into and kept in the student's study records and the fact of granting the leave is entered into the ESOS system.
10. While being on leave, the student keeps all their rights arising out of the student status, subject to item 11.
11. Terms of maintaining the right to financial assistance by a student on a leave from studies are determined by separate regulations.
12. In justified cases, the Dean, upon the request of the student on a leave, may allow the student to participate in classes from selected courses.
13. The rules of item 12 do not apply to the student being granted the leave for the reasons mentioned in § 55, item 1, point 1.
14. If program differences have been introduced into the studies before the student's return from the leave, the student is obliged to make up for them at the time assigned by the Dean. The terms and mode of payment for making up for the program differences at payable studies are stipulated in the Senate Resolution.

§ 57

1. The student can be granted a leave for a short period of time, the reason for which might be a trip abroad or within the country, organized by the Medical University, the Student Government, student organization or Student Scientific Societies. The Faculty Board decides about the period of time for which the short-term leave is granted.
2. § 56, item 5 does not apply to the leave described in item 1.
3. The rules concerning a sabbatical leave from studies for the student studying in the ITS mode are stipulated in Appendix No. 2 to the Regulations.

VIII. AWARDS AND HONOURS

§ 58

1. The student who is exceptionally outstanding in terms of study and who performs their duties perfectly can be granted:
   1) an award and distinction by the Rector;
   2) congratulations from the Dean;
   3) awards by public institutions, scientific societies, social organizations, and foundations;
   4) other awards and distinctions.
2. Rules and the mode of granting awards and distinctions described in item 1 are stipulated in separate regulations.
3. The information on granting awards and distinctions is entered into ESOS.

4. The graduate of the Medical University who has completed the studies with distinction is entitled to a single financial award, granted according to the regulations stipulated in the Rector's directive.

IX. STUDENT DISCIPLINARY RESPONSIBILITY

§ 59

1. The student accounts for any disgraceful behavior or violations of the Medical University regulations before the Disciplinary Committee or before a court of peers called by the Student Government.
2. The detailed procedure for disciplinary proceedings is specified in separate regulations.
3. (annulled)

§ 60

1) (annulled),
2) (annulled),
3) (annulled),
4) (annulled),
5) (annulled).

X. REMOVAL FROM THE STUDENT REGISTER

§ 61

1. The Dean removes the student from the Student Register in the following situations:
   1) Failure to undertake studies
   2) Resignation from studies;
   3) Failure to submit a diploma thesis or failure to attend the diploma examination within the defined time;
   4) Expulsion from the Medical University as a disciplinary measure;
   5) Failure to make payment of costs associated with the course of studies for a period longer than three months by the student who is not a Polish citizen.
2. The Dean may remove the student from the Student Register in the following situations:
   1) Confirmed lack of progress in studies;
   2) Failure to be awarded a semester credit within the defined time;
   3) Failure to make payments associated with the course of studies – after prior calls for making outstanding payments;
   4) Failure to sign the agreement presented by the Medical University on the conditions of payments for studies or educational services.
3. The student has the right to appeal to the Rector against the decision of the Dean, described in items 1 and 2, within 14 days of receiving the decision.

§ 62

1. Failure to undertake studies by a person enrolled in the first year of study via the recruitment process, is understood as the unjustified failure to take the Student's Pledge at the time appointed by the Dean.
2. Based on the evidence described in item 1, the Dean can declare failure to undertake studies within:
   1) one week from the beginning of the academic year - in the case of full-time studies;
   2) one month from the date of the beginning of the academic year - in the case of part-time (extramural) studies.
3. In justifiable cases the Dean may decide to extend the periods described in item 2.

4. The Dean may find that no progress has been made in studies if at least one of the following reasons occurs:
   1) the student fails to earn a minimum of 50% of the ECTS points specified in the plan of studies to credit the semester or;
   2) fails to fulfill their obligations resulting from conditional enrolment, after using their right to a single repetition of no more than two different semesters during the whole course of studies, as described in § 32 item 1, point 3, or;
   3) has been absent from classes for a period of at least 30 subsequent calendar days and fails to justify this absence, as described in § 10, item 6.
5. Resignation from studies must be submitted to the Dean's office in the form of a written statement.

§ 63

1. Before making the decision described in § 61, items 1-2, the Dean may seek the opinion of the Dean's Board.
2. At the request of the student, the Dean may revoke the decision regarding removal of the student from the Student Register for non-payment of fees associated with the course of studies, if this request is submitted within 14 days of the date of receipt of the Dean's decision, under condition that outstanding fees are settled in accordance with the regulations specified in the Senate Regulations.
3. In the event that of removal of the student from the Student Register, including the student's resignation from studies, the student is obliged:
   1) To fulfill all outstanding obligations to the Medical University, including fees associated with the course of studies, due to the date of submitting the student's written statement of their resignation from studies or the date of the student receiving the decision to be removed from the Student Register;
   2) To submit a completed clearance chart to the Dean's office as well as their electronic student identification card (ELS).

XI. RESUMING STUDIES

§ 64

1. Those who formally resigned from studies or were removed from the Student Register after obtaining a credit for at least the first year of studies may apply for resumption of studies.
2. Those who submitted their resignation or were removed from the Student Register during the first year of studies, may be readmitted to studies at the Medical University through the standard recruitment process, according to the regulations specified in the Senate Resolution.
3. The resumption of studies may take place in the same field and form of studies no later than three years from the date of resignation from studies or receipt of the decision to be removed from the Students' Register. This eligibility to resume studies can only be used once by the student.
4. Resumption of studies may take place in the same field but in another form of study, in case the University withdraws from the studies in the form in which the applicant for the resumption of studies began education at the University.
5. After the end of the period described in item 3, or after using the one-time eligibility to resume studies, any further entry to studies follows the standard recruitment process.
6. Resumption of studies can take place only before the commencement of the semester. Those who have failed to submit the diploma thesis or pass the diploma examination may resume their studies during the course of the semester.
7. Those who were removed from the Student Register as a result of the decision by the Disciplinary Committee may apply for resumption when the penalty of dismissal from the Medical University was expunged in the manner and the terms specified in the Act.

8. Those applying for the resumption of studies are obliged to submit the appropriate request form to the Dean's Office, as well as a current medical certificate of health status.
9. The decision on the student's resumption is made by the Rector at the request of the Dean. Although the Rector's decision may not be appealed, the applicant for readmission may submit a request to the Rector to review the matter again within 14 days from the date of receiving the decision.

§ 65

1. The condition of resuming studies is passing a readmission examination in the course or courses indicated by the Dean, specified in the plan of studies for the most recently-credited year of studies.
2. The Dean arranges the date of the readmission examination after considering the request submitted by the applicant.
3. The request concerning the resumption of studies, mentioned in item 2, should be submitted by the person applying for resumption of studies not later than 60 days before the commencement of the semester in which the resumption is to take place.
4. The readmission examination should be held not later than 2 weeks before the commencement of the semester in which the resumption is to take place.
5. The person applying for the resumption of studies is eligible to take the readmission examination only once.

§ 66

1. The person applying for resumption of studies who has failed to sit the readmission examination at the assigned time is obliged to provide the Dean with a medical certificate issued by a doctor or, in justifiable cases, another written justification, not later than within 5 working days after the reason for their absence ceased.
2. If the person described in item 1 has provided a medical certificate justifying their absence, or if the Dean finds another justification acceptable, he/she arranges another date for the readmission examination, which is the final date.
3. The right to apply for resumption of studies is irrevocably lost in case of failure to present any justification of absence on the first assigned term or absence on the second assigned term of the readmission examination.

§ 67

1. Courses and vocational placement training credited by the readmitted student before the resignation from studies or removal from the Student Register may be recognized by the Dean according to the regulations stipulated in § 52.
2. The readmitted student is obliged to make up for program differences, within the time assigned by the Dean. The terms and mode of payment for making up for differences in the program of payable studies are stipulated in the Senate Resolution.
3. The readmitted student does not have the right to repeat the semester later in the course of the studies if they were removed from the Student Register due to lack of academic progress or failure to obtain a semester credit within the required time limit.

XII. TRANSIENT AND FINAL PROVISIONS

§ 68

The Resolution of the Senate of the Medical University of Lodz no 385/2015 of April 23rd 2015 becomes ineffective, with the exception of § 65 and the regulations determining the conditions of completion of studies, which stay in force for the field of study of Emergency Medicine – for the cycles of study uncompleted by the day of entry into force of the Regulations.

§ 69

1. The Regulations come into force on October 1st 2017, subject to item 2.
2. The provisions of § 36 item 3 point 2 and item 4, § 37 item 1 and § 38 item 3 point 1 regarding the field of study of Emergency Medicine are applicable for training cycles beginning in the academic year 2017/2018 and in the following years.
3. Changes in the Regulations may be introduced exclusively according to the procedures intended for their creation.

R E C T O R
Prof. Radzisław Kordek, MD, PhD

UNIWERSYTET MEDYCZNY W ŁODZI

Regulations of adjusting the teaching process to the needs of disabled or chronically ill students

I. General Provisions

§ 1

1. The regulations set out the rules of adapting the conditions of the educational process at the Medical University of Lodz for the needs of students who are disabled or chronically ill.
2. The terms used in the Regulations mean:
   1) **Medical University** – Medical University in Lodz;
   2) **disabled student** – a disabled person within the meaning of the Act of 27 August 1997 on occupational and social rehabilitation and employment of the disabled (i.e. Journal of Law of 2016, item 2046, with amendments);
   3) **chronically ill student** - a chronically ill person whose health status, confirmed by a doctor's certificate (specialist in the relevant medical field), prevents their participation in the standard mode of the implementation of the learning process;
   4) **SON** - employee of the Medical University of Łódź employed as a specialist for the disabled;
   5) **Student's assistant** – a person accompanying a student with a disability or chronically ill during the didactic classes.
3. Whenever a student is referred to in the Regulations, it means a student of the Medical University who is a disabled or a chronically ill person.

§ 2

1. The student may submit a documented request to the Dean for approval to adjust the conditions for participation in didactic classes or to obtain credits and examinations for their specific needs arising from his/her state of health, in particular by modifying:
   1) Form of participation in classes;
   2) Form of recording didactic material and making notes
   3) Mode of obtaining credits and sitting exams;
   4) Organization of examination session;
   5) mode of studies.
2. The student is entitled to appeal to the Rector regarding the Dean's decision on matters referred to in item 1, within 14 days of receiving the decision.
3. Changes in the conditions for the implementation of the education process, referred to in item 1, shall not reduce the student's requirements related to the implementation of the education program, including the achievement of the intended education outcomes.

§ 3

1. The student submits the application form described in § 2, item 1 via the SON, together with a completed registration questionnaire (Appendix No. 1 to the Regulations) and a certification or a document confirming the relationship between the health status and difficulties encountered in the implementation of the education process, issued by:

1) District Disability Evaluation Board (or other appropriate body) - in the case of a decision defining the student's degree of disability;
2) A doctor (specialist in the relevant field of medicine) - in the case of a disability certification confirming a chronic illness of a student.

2. The application, aforementioned in § 2, item 1 requires approval by the SON.
3. The certificate referred to in item. 1 point 2, must be issued not earlier than 90 days prior to its submission to the SON.
4. In justified cases, at the request of the SON, the student may be required to provide an updated certificate referred to in item 1 point 2.

II. Modification of form of participation in classes

§ 4

1. If the student's disability or chronic disease prevents them from participating in Physical Education classes – the student has the right to submit a request to the Dean to exchange those classes for other classes enabling the realization of the education program.
2. The student may apply to the Dean for permission to attend the didactic classes with the student's assistant or with a properly trained and marked assisting dog.
3. In the case referred to in item 2, the student's assistant is obliged to sign the copyright declaration and not to share with third parties the material recorded during the didactic course (Appendix 2 to the Regulations).
4. The course coordinators are informed by the SON about the changes referred to in items 1 and 2 not later than 5 working days before the start of classes.

III. Alternative forms of recording teaching materials

§ 5

1. Should the intended use of teaching materials be precluded by disability or chronic illness, the student has the right to submit a request to the Dean to be allowed to get recordings in an alternative form, including, e.g.
   1) a document written in Braille script;
   2) a document in an enlarged font;
   3) an electronic file;
   4) audio recording.
2. After the Dean agrees for teaching materials to be prepared in one of the alternative forms of recording described in item 1, the SON will ask the teacher to immediately provide the materials.
3. The SON is responsible for preparing teaching materials in the alternative forms described in item 1.
4. If unable to make notes themselves, the student may apply to the Dean for permission to use technical equipment recording sound or sound and image during the classes.
5. In the event described in item 4, the student is obliged to act in compliance with the Copyright and Related Rights Act and sign a statement in which they will agree to use the recorded material exclusively for their own purposes (Appendix No. 3 to the Regulations).

IV. Change of mode of obtaining credits and sitting exams

§ 6

1. The student has the right to submit a request to the Dean for:
   1) the change of the form of examination or credit test:
   2) Extending time for taking an exam or a credit test (with the extension time determined by the Dean);
   3) Preparing examination materials in alternative forms of recording, described in § 5, item 1;

4) Using additional technical devices (e.g. audio computer software, Braille devices, alternative keyboards, electronic magnifying glasses, etc.);

2. After the Dean agrees for examination material to be recorded in the alternative forms described in § 5 item 1, the SON asks the examiner to provide the material not later than 10 working days prior to the exam.
3. The SON is responsible for the preparation of the materials in an alternative recorded form and safeguarding them during the processing procedure.
4. In the event that additional technical devices (e.g. audio computer software, Braille devices, alternative keyboards etc.) are needed during an examination or a credit test, the SON, after receiving the examinations or credit tests recorded in an alternative form from the examiner, records the examination or credit test in a printed form and returns them to the examiner.

V. Change of organization of an examination session

§ 7

The student has the right to request:

1) change of dates of credit tests and examinations – according to the rules stipulated by the Regulations of the Medical University of Lodz;
2) extension the examination session or postponement of the deadline for obtaining a credit, not later than 60 days from the last day of the retake examination session.

VI. Change of mode of studies

§ 8

Student may apply to the Dean for permission to study in a given semester or academic year in the mode of individual organization of studies, i.e. according to the individual timetable of classes, credits and examinations, according to the rules specified in the Regulations of studies at the Medical University of Lodz.

VII. Final provisions

§ 9

1. The documents referred to in § 2 item 1, § 3 item 1 and 4, are collected and stored by the SON for a period of two years, counting from the date of graduation by the student, and after that period passed to the Archives of the Medical University of Lodz according to the procedure set out in separate regulations.
2. The SON is responsible for safeguarding the documents and personal data contained therein in such a way as to prevent unauthorized access, destruction or unlawful disclosure.
3. The provisions of the Regulations shall apply respectively to participants of doctoral studies and postgraduate students.
4. The provisions of the Regulations of Studies of the Medical University of Lodz shall apply in matters not covered in the Regulations.

UNIWERSYTET MEDYCZNY W ŁODZI

APPLICATION FORM

We kindly inform you that under the Article 24 item 1 of Protection of Personal Data Act of 29 August 1997 (i.e. Journal of Laws of 2016, item 922), your personal data is administered by the Medical University of Lodz (al. Kościuszki 4, 90– 419 Łódź). Your data will be processed exclusively for the purpose of providing you with organizational help, which will facilitate your full participation in the realization of the teaching process. It will not be disclosed to third parties. You will have access to your personal data and the right to update it.

Giving your personal data is voluntary. However, should the student fail to give it, they will have no opportunity to obtain help for disabled or chronically ill students, offered by the Medical University of Lodz.

PERSONAL DATA

1. Forename and Surname…….. ..
2. Permanent address……
3. Correspondence address (if different from permanent address) …….
4. Telephone no …….
5. E-mail address……
6. PESEL (Polish Resident Identification Number…….…….....
7. Index number..……...
8. Preferred form of contact:
   - ☐ e-mail
   - ☐ telephone
   - ☐ text message
   - ☐ letter
   - ☐ letter in enlarged font

COURSE INFORMATION

9. Faculty…….
10. Field of studies ……
11. Year of studies ……....
12. Form of teaching
    - ☐ First-cycle studies
    - ☐ Second-cycle studies
    - ☐ Long-cycle studies
    - ☐ Doctoral studies
    - ☐ Postgraduate studies
13. Form of studies
    - ☐ Full-time
    - ☐ Part-time/extramural studies

INFORMATION ON DISABILITY/CHRONIC ILLNESS

14. Cause of disability (give the name of the illness):
……
……

15. Description of disability (Describe briefly your disability and give information on the kind of specialist equipment you use, your method of writing and reading, moving etc.)/Complaints related to the chronic illness.
.....
.....
.....
.....

16. Difficulty while studying (state what problems you face during study)
.....
.....
.....
.....

17. Form of expected help from the SON
.....
.....
.....
.....

I hereby agree for my data to be processed by the Medical University of Lodz for the purpose of analyzing the submitted application and providing me with organizational help so that I can fully participate in the realization of the teaching process, under the Protection of Personal Data Act of 29 August 1997 (consolidated text: Journal of Laws of 2016, item 922).

……... ……..…..……
(date and signature of the applicant) *(date and signature of the person receiving the application)*

Opinion of the SON:
……...
……...
……...
……...
……...
……...

UNIWERSYTET MEDYCZNY W ŁODZI

DECLARATION OF COPYRIGHT PROTECTION

PERSONAL DATA

First name and surname: …….....
PESEL (Polish Resident Identification Number) ……..
Index number: ……

According to the Copyright and Related Right Acts of 4 February, 1994 (Journal of Laws of 2016, item 666 with amendments) I hereby agree not to disclose the didactic materials concerning……. that are recorded in the form of ……., assigned for private purpose of the student…….. in the learning process at the Medical University of Lodz.
and to protect them from being available to third parties.

……..……..
(date and student's assistant's signature

UNIWERSYTET MEDYCZNY W ŁODZI

DECLARATION OF COPYRIGHT PROTECTION

PERSONAL DATA

First name and surname: …….....
PESEL (Polish Resident Identification Number) ……..
Index number: ……

I hereby declare that teaching materials concerning …….. that are recorded as ……. are assigned for private purpose and will be used exclusively in the learning process at the Medical University of Lodz.

According to the Copyright and Related Right Acts of 4 February, 1994 (consolidated text: Journal of Laws of 2016, item 666 with amendments) I hereby agree not to disclose the aforementioned materials and to protect them from being available to third parties.

……..……..
date and student's signature

UNIWERSYTET MEDYCZNY W ŁODZI

Appendix No. 2 to the Rules and Regulations of Studies
of the Medical University of Lodz

Individual Course of Studies (ITS) Regulations

I. General provisions

§ 1

1. The Individual Course of Studies, hereinafter referred to as the ITS mode, is a mode of studies according to an individually arranged program of studies and plan of studies.
2. The ITS mode makes it possible for a student with outstanding academic results to broaden their knowledge in a chosen specialty and prepare for a teaching or research career.

II. Formal requirements

§ 2

1. Entitled to apply for the ITS mode are the full-time students of:
   1) Long-cycle studies – after completing the second year of studies,
   2) First-cycle studies – after completing the first year of studies,
   3) Second-cycle studies – from the beginning of the first year of studies
2. Students who study at more than one faculty can obtain permission to study in the ITS mode, in no more than two fields of study.
3. To apply for the ITS mode, the student should obtain an mean grade of at least 4.25 for the previous year of studies in the field of study where the student plans to take up ITS studies.

III. Recruitment

§ 3

1. The qualification procedure for ITS mode of studies is conducted by the Committee for Organization and Coordination of Individual Studies (Zespół ds. Organizacji i Koordynowania Studiów Indywidualnych), hereinafter referred to as the "ITS Committee". The ITS Committee is appointed by the Rector.
2. The announcement concerning the form and deadlines for recruitment will be placed on the Medical University by the ITS Committee not later than 4 months prior to the commencement of the academic year for which the recruitment is conducted.
3. It is assumed that not more than 3.5% of students on each year of studies in each field can study in the ITS mode. If 3.5% of the students in a given academic year are already studying in the ITS mode, the recruitment is not conducted.

§ 4

1. A student applying for the ITS mode sends the following documents via e-mail or submits them directly to the President of the ITS Committee:
   1) An application for approval of the ITS mode, in which they provide the name and academic degree of the academic supervisor (according to the template application available at the website of the Medical University of Lodz);
   2) The written consent of an academic supervisor who agrees to provide academic support to the applying student;
   3) A certificate issued by the Dean's Office confirming that the student achieved the required average grade in the previous academic year;

4) The ITS program, signed by the academic supervisor, not exceeding three A4 sheets, including a description of envisaged scientific activity effects (publications, research papers presented at conferences, congresses, etc.)
5) The Student's Curriculum Vitae, not exceeding two A4 sheets, including the student's previous achievements and a description of their experience in academic work, as well as skills that would be useful in fulfilling the ITS plan.

2. In special, justified cases, the Dean may recommend, in writing, an outstanding student candidate for the recruitment procedure conducted by the ITS committee. The student recommended by the Dean is obliged to send via e-mail or present to the President of the ITS Committee the documents referred to in item 1.

§ 5

1. The documents submitted by the student applying for ITS mode are evaluated in terms of:
   1) Average grade for the previous academic year (0 - 10 points)
   2) Usefulness of academic achievements and skills acquired in the previous stages of studies for the ITS mode (0-15 points)
   3) Quality of the planned scientific research determined in § 4 item 1 point 4 (0-25 points).
2. Students who are winners of Scientific Olympic Competitions of the central level receive in the ITS recruitment procedure the maximum number of points (50 points).
3. The assessment aforementioned in item 1 is conducted by two independent reviewers chosen by the ITS Committee from the Medical University senior academic members.
4. After the evaluation, the reviewers will present the ITS Committee with a list of students applying for the ITS mode or summited by the Dean with their scores calculated according the mode described in item 1 and 2.
5. The ITS Committee approves the final list of students who have been qualified for the ITS mode in the following academic year. The result of the qualification procedure is known by the end of September. The list of students qualified for the ITS mode is submitted to the Dean's Office of the given faculty and to the Department of Educational Accounts (Dział Rozliczeń Dydaktycznych).
6. Students involved in the recruitment for the ITS program are notified of the recruitment results and the decision of the ITS Committee with its justification via email. The decision is final.
7. The register numbers (index numbers) of the students who have been approved for the ITS mode will be placed on the website of the Medical University.

§ 6

1. The ITS Committee gives approval for studying in the ITS mode for the period of two years.
2. Upon the student's request, the ITS Committee may extend the period of the ITS studies but not longer than for one year.
3. The ITS Committee gives the approval described in item 2 after the evaluation of the student's periodic report, described in **§** 12, items 2 and 3.
4. The applications for extension of the ITS period are processed by the ITS Committee before the commencement of a recruitment for the next academic year.

IV. ITS academic supervisor

§ 7

1. An independent Medical University senior academic member, holding at least a degree of Doctor can become academic supervisor of the ITS student. The academic supervisor is hereinafter referred to as "Supervisor".
2. The Supervisor is recommended by the student in their application described in § 4, point 1.
3. The Supervisor is obliged to:
   1) Provide the student with the possibility to undertake study envisaged in the ITS program and the research plan;
   2) Supervise the student's sabbatical leave, described in §11.
4. The Supervisor can supervise not more than two students.
5. The Supervisor can be changed upon the written request by the student or Supervisor, submitted together with a periodic report on ITS progress. The applications are processed by the ITS Committee. The new Supervisor recommended by the student is obliged to express their consent to perform this function in writing.

V. Realization of ITS

§ 8

1. The ITS program covers:
   1) classes on courses stipulated in the plan of studies for the field or fields of studies the student is enrolled for;
   2) additional classes that are realized within the extended course program referred to in point 1, carried out in different fields of studies;
   3) classes conducted as additional courses chosen by the student in the field of Pharmacy, Biology or Medicine, carried out in different fields of studies.
2. The classes referred to in item 1, points 2 and 3 make it possible for the student to:
   1) broaden their knowledge and skills in the selected specialty;
   2) become familiarized with the fundamentals of conducting scientific research and teaching methodology.

§ 9

1. The ITS student has the right to:
   1) attend classes included in the plan of studies on any day and with any student group – provided it has been consulted with the course coordinator not later than 5 working days before the beginning of the classes;
   2) obtain credits and sit examinations (with the exception of the final test exam) at dates individually arranged with the course coordinator – also outside the examination session, but not later than until the end of the academic year;
   3) participate in the classes described in §8, item 1, point 2, on condition that it has been consulted with the course coordinators not later than 5 working days before the beginning of the classes.
   4) participate in the classes described in §8, item 1, point 3, on condition that the form of participation and the mode of crediting classes has been consulted with the course coordinators not later than 5 working days before the beginning of the classes.
   5) borrow up to 50% more books from the Medical University of Lodz Library than the limits established by the library regulations, including the books from the medical doctors' collection;
   6) take elective courses as part of practical clinical teaching in units conducting classes of the courses of compulsory specializations;

7) priority in the selection of elective courses;
8) priority in the selection of the diploma thesis promoter.

2. The student participating in educational activities referred to in § 8 item 1 point 2 is released from the obligation to credit these classes.
3. Participation in additional classes referred to in § 8 item 1, point 2 does not result in an increase in the number of ECTS points obtained by the student according to the plan of studies and the education program.
4. The student can participate in educational activities referred to in § 8 item 1 point 3, without obligation to credit courses or on conditions that allow their credit, as defined by the Course Supervisors; no change in the declared forms of participation in activities is allowed during their implementation.
5. After completing the additional courses referred to in § 8 item 1 point 3, the student obtains grades for those courses and additional ECTS points, which are entered into the ESOS system; The grades for additional courses are included in the mean grade for the year of studies. If the student is studying in the ITS mode in two fields of studies, the ECTS points and grades for additional courses are included in the student's achievements in only one field of studies.
6. The course coordinator can disallow the student to participate in classes described in § 8, item 1, points 2 and 3 if two ITS students have already been enrolled in that student group
7. From the beginning of the second year of the ITS mode and onwards, the student has the possibility to conduct classes in the didactic unit in which they realize their ITS studies.

§ 10

1. The student has the right to resign from the ITS mode at any moment. After the resignation, the student continues studying according to the ordinary plan of studies.
2. The ITS Committee sends the information about resignation from the ITS mode to the Dean's Office of a given Faculty and to the Department of Educational Accounts.

VI. Student Sabbatical Leave (SUN)

§ 11

1. The ITS student is entitled to 8 days of student sabbatical leave, hereinafter referred to as "SUN", in each academic year.
2. If the student is studying in the ITS mode in two fields of studies, they are entitled to SUN in both fields of studies in a total amount not exceeding 8 days.
3. The absence from classes due to SUN cannot be longer than:
   1) 1 day – for blocks of classes lasting 4 to 9 days;
   2) 2 days – for blocks of classes lasting more than 9 days;
   3) 12 hours - for each 60-hour module of classes conducted as part of practical clinical teaching for the sixth year of studies in the field of medicine.
4. Upon the request of the student, the President of the ITS Committee gives consent for SUN.
5. In justified cases, the President of the ITS committee may agree to grant SUN in a greater extent than specified in item 1-3.
6. The ITS student informs the course coordinator, supervisor and the President of the ITS Committee about the planned SUN via email not later than 5 days before the beginning of SUN.
7. Through SUN, the student is allowed to miss classes, which makes it possible for the student to undertake research and participate in supplementary courses and conferences. The absence is justified and the student is not required to make up for the missed classes.
8. The student cannot use SUN on the days on which tests or examination have been planned.

9. The absence from classes due to SUN does not excuse the student from completing the course according to the regulations set by the course coordinator and the regulations of the Medical University of Lodz.

VII. Crediting the ITS program

§ 12

1. An academic year is the credit period for ITS programs.
2. Crediting the ITS program in a given year is based on the periodic report submitted by the student, endorsed by the Supervisor and accepted the ITS Committee.
3. The periodic report includes a description of research conducted by the student and the effects of their scientific activity (awards, publications, reports presented at conferences, congresses etc.) as well as the research program for the following year of the ITS studies.
4. The ITS Committee sends the list of students who completed the ITS studies in a given year to the Dean's Office of a given Faculty and to the Department of Educational Accounts.
5. The final report on the realization of the ITS studies, submitted by the student, endorsed by the Supervisor and accepted the ITS Committee, is the ground for final crediting of the ITS studies.
6. The final report should contain a summary of the realization of the ITS program, including a description of conducted research and achieved results of scientific work (publications, reports presented at conferences, congresses etc.).
7. The final and periodic reports, endorsed by the Supervisor, are submitted to the President of the ITS Committee by the student within the specified period of time in the electronic or paper versions.
8. The student is informed about the deadlines for submitting reports on the realization of the ITS program via email or website of the Medical University.
9. The student who has been awarded a final credit for the ITS program receives a Diploma and an opinion of the ITS Committee.

§ 13

Failure to submit the report on the realization of the ITS program results in:

1) In the case of a periodic report – failure to complete the ITS program in the given year of studies and resignation from further studying in the ITS mode;
2) In the case of a final report – failure to be awarded a final credit for the ITS program.

§ 14

1. In the case of failure of completion or resignation from ITS the student loses the status of the "ITS student' and the right to re-apply for permission to study in the ITS mode, in the field of studies in which they did not complete ITS or resigned from it.
2. The ITS Committee sends the information about the fact of losing the status of “ITS student” to the Dean's Office of a given Faculty and to the Department of Educational Accounts.