

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

I. GENERAL PROVISIONS

Art. 1

1. These School Regulations, hereinafter referred to as the "Regulations", define the organization and course of studies and the related rights and obligations of students of Poznan University of Medical Sciences, hereinafter referred to as PUMS.
2. The Regulations apply to all forms and programs of study offered at the University, with the exception of post-graduate studies and other forms of education to which separate regulations shall apply.
3. PUMS has a University Committee for the Quality Improvement and Assurance in Education, the rules of which are regulated by separate provisions.

Art. 2

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

Art. 3

1. The main language of instruction at PUMS is Polish.
2. PUMS can organize and conduct classes and tests of knowledge or skills, as well as diploma examinations in a foreign language. The scope and conditions for conducting classes in a foreign language are determined by the Rector's order.
3. At the University studies in English are also conducted.

Art. 4

1. All students enrolled at PUMS answer to the Rector.
2. The immediate superior of the students of a given Faculty is the Dean.
3. The immediate superior of the students studying in English language is the Director of the Center for Medical Education in English (CMEE).
4. The provisions relating to the Dean shall also apply to the CMEE Director.

Art. 5

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

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

Art. 6

1. The consultative body in the field of teaching is the University Teaching Council.
2. Matters not covered by the Regulations and concerning the course of studies and teaching process shall be governed by the Dean after consulting the Dean's Council.

II. STUDENT RIGHTS AND OBLIGATIONS

Art. 7.

The student has the right to:

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

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

Art. 8

1. It is the student's obligation to take full advantage of the educational opportunities offered by PUMS. The student is required to:

- 1) acquire knowledge and skills in order to prepare him or her for the future professional career;
- 2) fulfil his or her learning duties in accordance with the program and curriculum of the studies, including participating in classes and other courses organized in accordance with the Regulations, taking exams, participating in internships and meeting the requirements as provided for in the program of studies;
- 3) act in accordance with the oath, Regulations and other laws in force at PUMS in hospitals/clinical wards and other organizational units or institutions where classes are held;
- 4) take care of the good name of PUMS and observe good practices of the University community.

2. The student is also required to:

- 1) follow the principles of social interaction;
- 2) follow the rules of ethics and deontology;
- 3) show respect for the rights of other people to privacy and dignity;
- 4) tolerate cultural differences;
- 5) represent a high level of personal hygiene, appearance and clothing, and use appropriate protective clothing during classes;
- 6) comply with the catalogue of standards of proper behaviour, which is regulated by the Student's Ethics Code of PUMS.

3. The student is required to:

- 1) pay the fees required by PUMS in a timely manner;
- 2) in a timely manner, meet the following requirements of PUMS; in accordance with these separate provisions:
 - a) undergo a medical examination – in order to obtain a medical certificate to participate in classes during which the student is or may be exposed to harmful, disruptive or hazardous factors,
 - b) undergo sanitary-epidemiological examinations and vaccinations (if the student has not been vaccinated before), necessary to participate in classes during which there is a possibility of transmission of an infection or an infectious disease to other people,
- 3) wear badges with a photo and visible name and surname;
- 4) not to use any electronic equipment during classes for purposes other than associated with learning;

- 5) remain compliant with the requirements for the protection of personal data, in accordance with current regulations.
4. It is forbidden for a Student to participate in the classes under the influence of alcohol, drugs or other intoxicants.
5. Failure to undergo the tests and vaccinations referred to in Art. 8.3 (2a-b) results in preventing to participate in classes and professional internships.
6. Foreign students are required to legalize their stay in Poland, on the basis of generally applicable regulations, and provide a copy of a valid student visa or temporary residence card to the Dean's Office/University's Centre for Students Services until March 31 of the academic year in which they begin their studies, and provide any update of such documents.
7. English language program students are required to have health insurance which is valid in Poland and provide proof of a valid insurance policy to the Dean's Office no later than March 31 of the academic year in which they begin their studies, and provide any update of such a document.
8. Foreign students are required to provide University's Center for Students Services/the Dean's Office with their PESEL by 30 November of the academic year in which they begin their studies, at the latest.

Art. 9

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

Art. 10

1. The student is required to immediately inform University's Center for Students Services/the Dean's Office of any change of name, residence or correspondence address and of any change of financial conditions, if they affect the granting or the amount of financial aid.
2. Should the student fail to inform the Dean's Office of a change in his/her address, it is assumed that all correspondence sent to the student's last known address shall be treated as effectively delivered.

Art. 11

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

Art. 12

1. A student of Polish language program of another university may transfer to PUMS (Art. 11.2(1)), provided that:

- 1) he/she filed an application for an approval of a transfer from other University to PUMS, addressed to the Dean of respective field of study;
 - 2) the students fulfils all his/her obligations to the home university;
 - 3) obtaining from home university a consent for a transfer;
 - 4) the student obtains the grade point average of at least 4.0 in the courses ending with an end exam;
 - 5) he/she submitted a certificate of the course of study thus far (including: a list of completed courses with assigned learning outcomes, obtained credits/grades, ECTS points, completed years of study);
 - 6) the student meets the enrolment criteria in force at the accepting faculty in the academic year in which the student participated in the enrolment process;
 - 7) there are available places within the limit set by the Minister of Health, pursuant to the provisions of the Law on Higher Education and Science – if the student is transferring to the Medicine or Dentistry program;
 - 8) there are no ongoing disciplinary proceedings against the student or the student has not been previously punished by a disciplinary penalty;
 - 9) it is within the financial and teaching capabilities of PUMS;
 - 10) he/she filed copy of high school leaving certificate and certificate of secondary education certified by notary public;
 - 11) the student signs an appropriate agreement with PUMS, if required.
2. Detailed procedure and sample of documents referred to in Art. 12.1(1, 5) are posted on the website of respective faculties.
 3. The deadline for submitting application is set by the Dean of respective faculty and announced on PUMS website by the end of June of a given.
 4. The provisions of Para. 1 shall apply accordingly in the case of changing the program or form of study, as specified in Art. 11.2(2).

Art. 13

1. The decision to express consent or refusal to the transfer is made by the Dean after consulting the Dean's Council, with the stipulation that the refusal to the extent as specified in Art. 11.2(1) is an administrative decision made by the Dean under the authority of the Rector.
2. The decisions specified in Art. 11.2(1-2) shall be taken prior to the commencement of the academic year.
3. The decision mentioned in Art. 11.2(1-2) shall specify:
 - 1) the year of studies to which the student is transferred;
 - 2) a list of completed courses together with grades and ECTS points, wherein the number of ECTS points granted is determined by the number of points attributed to specific learning outcomes at the receiving faculty;
 - 3) a list of curriculum differences, ECTS points and number of hours of classes that need to be additionally completed, and the date and costs of its completion;
 - 4) moreover, information about the amount of tuition fees for part-time studies.
4. The Dean may approve a transfer imposing on a Student the obligation to take the classes in a mode the individual organization of classes or within leave of absence with the possibility of a verification of the acquired learning outcomes specified in the curriculum.

Art. 14

1. A student of the final year of part-time Medicine, Dentistry or Laboratory Medicine studies may, with the consent of the Dean, transfer to full-time studies in the last semester of studies.
2. A student of part-time Pharmacy program may, with the consent of the Dean, transfer to full-time studies for the period of the tenth semester of studies and the six-month-long professional training.

Art. 15

A student who is enrolled in the first year of a given English language program, may transfer to the first year of another English language program studies under the following conditions:

- 1) the student must go through the entire process of enrolment for a given program;
 - 2) the student is exempt from the fee for an interview, but needs to pay the administrative fee;
 - 3) in the event of a consent to the transfer, the student is exempt from the obligation to participate in the pre-study course and pay the associated fee, if the student has already taken the course.
2. The transfer from studies conducted in Polish to studies conducted in English is not allowed.
3. The University does not accept students who wish to transfer to English language program studies from other universities. This limitation shall not apply to the Faculty of Pharmacy and agreements concluded with other entities.

Art. 16

1. A student of Polish language programs has the right to have the learning outcomes achieved at PUMS or other universities, including foreign ones, recognized.
2. The decision on leaning outcomes recognition is taken be the Dean of respective faculty on a base of the opinion of the course coordinator issued upon a positive verification of the documents confirming that a student achieved
3. A student transferring a course completed at an education institution other than PUMS, including a foreign one, with ECTS points allocated, shall have the course included in the achievements expressed in ECTS points allocated to the student at PUMS.

Art. 17

1. A student of an English language program has the right to transfer and have courses completed at PUMS or other universities, including foreign ones, recognized.
2. The request for recognizing the completed courses should be submitted by the student to the CMEE Director by the end of December of a given academic year, but not later than 2 weeks before the start of a specific course.
3. In the event of exemption from a course, the student is required to pass the

final exam (NBME exam - if the course ends with such an exam) or to obtain a positive grade from the final test in order to complete the course which the student is to be exempt from. This obligation does not apply to students who have already passed the above mentioned exam or test at PUMS.

4. The University shall make no refunds for the courses the student is exempt from.

5. In duly justified cases, a Student of CMEE may apply for a deduction in his/her tuition fee, positive outcome is equal to the student's exclusion from the classes.

6. In the case of applying for recognizing a credit for a course, until the moment of obtaining the decision, the student is required to attend full-time classes.

7. Any student activities completed before the start of studies shall not be credited towards practical summer training that the student is required to complete during the course of studies.

8. In relation to Erasmus students, separate regulations shall apply.

III. ORGANIZATION OF STUDIES

Art. 18

1. The academic year starts on October 1 and ends on September 30 of the following calendar year.

2. Winter, spring and summer holidays last for a total of not less than 6 weeks, including at least 4 continuous weeks of summer holidays. Compulsory practical summer training should take place outside this period. This provision shall not apply to students going on the 3-month-long summer internship as a part of the European student exchange programs.

3. The principles for the organization of the next academic year shall be determined by the Rector after consulting the Student Government Council and published until February 28. In justified cases, the Rector, at the request of the Dean or the CMEE Director, may set a different date of the commencement and completion of classes.

4. During the academic year, the Rector may establish days and hours free from classes on his or her own initiative or at the request of the Student Government Council.

5. During the academic year, the Dean may establish days and hours free from classes on his or her own initiative or at the request of the Student Government Council.

6. Deans are required to ensure full implementation of the scheduled didactic hours.

Art. 19

1. Studies are held according to study curricula and programs adopted by the University Senate, after consulting the Student Government Council.

If it is necessary to conduct studies on the basis of a new curriculum, the Dean may order an obligatory supplementation of curriculum differences.

2. Lectures at the University are open, while the remaining classes are closed. In justified cases, a lecture may be closed by the Dean of a given faculty, at the request of the teacher.

3. Participation in the classes included in the curricula is mandatory. In justified

cases an excused absence is allowed, making-up missing portion of the course is decided in accordance with the binding course regulations.

In exceptional cases, a student may be absent from a part of the obligatory classes which have to be completed/made up in accordance with the regulations of a given course/learning module, for justified reasons.

4. The absence of students who are members of collective and electoral bodies and committees of these bodies due to their participation in the work of these bodies in classes is justified without the necessity to make up for the classes. The students must be able to sit an exam at another time.

5. In a case, when a reasonable suspicion occurred that a Student is under the influence of alcohol, drugs or other intoxicants and this may threaten the safety of people participating in the classes, the teacher, after consultation with the coordinator of the classes, may prevent him/her from taking the classes, at the same time specifying the form of their credit/make-up

6. Classes can be conducted using methods and techniques of distance learning, which is governed by separate regulations.

7. In the case of a planned absence of a student of an English language program exceeding the permissible number of days caused by the necessity to participate in a license exam or residency interview, the student may be allowed to make up for the absence by taking part in these classes with another group of students in a given academic year, free of charge. The student is required to report his or her absence to the Dean's Office before the first day of the planned absence. If making up for the missed classes is not possible, the student of an English language program shall be offered a possibility to make up for the missed classes in the following year or take an individual course in the current academic year, for an appropriate fee.

Art. 20

1. A student is required to choose optional courses in accordance with the framework curriculum, however given elective course may be chosen by a student only once during the course of studies.

2. The selection of optional courses is done by the student using the VISUS – SIGN UP electronic platform. The principles of enrolment are governed by separate regulations.

3. Participation in selected optional classes is mandatory and obtaining credit for them is governed on the rules specified in the regulations for specific optional courses, provided that attendance cannot be the sole criterion for granting the course credit.

Art. 21

1. The framework curricula and schedules, along with the division into groups, with the exception of the first year of studies, developed in cooperation with the Student Government bodies, is made available to students at least two weeks before the start of the semester on PUMS website.

2. A student is required to attend classes with the group which she/he was assigned to by University's Center for Students Services. Only for a justified reason, after obtaining the Dean's consent, the student may change the group during the academic year.

3. The number of students in groups for respective forms of didactic process is defined by separate provisions.

Art. 22

1. The didactic and educational process at the Faculty is organized by the Dean.
2. The procedure and conditions of didactic classes, including obtaining credit and passing exams, are determined by the didactic guide.
3. The integral part of didactic guide are course regulations which have to be prepared by course coordinator with a cooperation with head(s) of the unit(s) conducting the classes.
4. The didactic guide is approved by the Dean and provided to students via VISUS.
5. All classes and lectures are subject to anonymous evaluation by the students, expressed in the form of an electronic questionnaire, in accordance with the applicable Survey Procedures in force at PUMS.

Art. 23

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

Art. 24

1. The Dean of the faculty appoints:
 - 1) tutors for particular years or study programs;
 - 2) practical training supervisors;
 - 3) Program Councils for individual study programs;
 - 4) Teaching Councils.
2. Tutors are appointed by the Dean in consultation with the Student Government. A tutor is a university teacher. Tutors, after consultation with the Student Electoral Committee, initiate the election of year prefects.
3. The Teaching Council acts as an advisor and opinion-making role in all matters related to education in a given year of study.
4. A Teaching Council is composed of:
 - 1) the Dean or by appointed Vice-Dean;
 - 2) the year tutor/tutors as the Chairman;
 - 3) university teachers responsible for the implementation of the curriculum;
 - 4) course coordinators;
 - 5) the practical training supervisor;
 - 6) representatives of the Student Government and the Council dedicated for particular year of study;

- 7) representatives of the Faculty Committee for the Quality Improvement and Assurance in Education;
 - 8) a representative of the Program Council/Committee for a given program of studies.
4. Meetings of the Teaching Councils for specific years of studies should be held at least once a year. The year tutor should submit to the Dean a report summarizing the activities of the Board in the past academic year.

Art. 25

1. Practical training is an integral part of the studies and is implemented in accordance with the curriculum and framework curricula for a given program.
2. Practical training at PUMS is organized by the Dean.
3. The Dean is required to develop regulations for practical summer/professional training and training documentation in the form of a training program, training booklet or practical skills booklet.
4. With the consent of the supervisor or head of the practical training, it is possible to do the practical training outside the units designated by PUMS.
5. Detailed rules and forms of doing practical summer/professional training are determined by the Rector in a separate order.

Art. 26

1. A student can obtain the permission to study in accordance with an individual organization of studies. The consent is issued by the competent Dean on the terms set out in Para. 3 and 7.
2. An individual organization of studies is carried out as:
 - 1) an individual plan of study,
 - 2) an individual mode of study,
 - 3) an individual program of study.
3. The Dean may give his/her consent to:
 - 1) an individual plan of study in relation to gifted students with a grade point average of at least 4.50, after a successful qualification procedure and the absence of arrears to the University. Detailed rules of an individual plan of study are governed by separate provisions set out by relevant Faculty Boards;
 - 2) an individual mode of study in relation to students who are members of sports national teams, pregnant students, students bringing up a child, students with disabilities, students who have transferred from other universities, students admitted as a result of the confirmation of learning outcomes, and in other justified cases, with the provision that the consent given to pregnant students and students who are parents, if they attend full-time studies, cannot be refused,
 - 3) an individual program of study in relation to students returning from the Erasmus exchange programs and studying as part of the Mostum student exchange.
4. In the cases referred to in Para. 3, the Dean has the right – on the basis of a request submitted by the student in writing and properly justified and documented – to grant the student an individual mode of study, final exams, examinations and practical trainings outside the schedule and exam sessions provided for the student group, taking into account the possibilities of units realizing particular courses.

5. In justified cases, a student studying according to an individual mode of study, may obtain the Dean's consent to transfer specific courses to a different year of studies than determined in the general curriculum, thus obtaining an Individual Education Program.
6. The individual plan of study and individual mode of study include classes, lectures, examinations and final exams that apply to all students.
7. In the event of a breach of specified rules of implementation of individual plan of study by the student, or the lack of progress in learning, the Dean may withdraw his or her consent to such a form of study.
8. An individual organization of studies cannot result in extension of the period of studies and increase in the cost of classes.

Art. 27

1. Exceptionally gifted secondary education students can participate in theoretical classes and lectures included in the course of studies at PUMS in programs consistent with their special talents.
2. The right to participate in classes and lectures shall be granted by the Dean of the appropriate Faculty upon the request of the head of the school the secondary education student attends, after obtaining the opinion of the head of the unit providing the course that the secondary education student is supposed to attend.
3. If the secondary education student is given consent to participate in the classes, the competent Dean determines the type of classes that the secondary education student has the right to participate in, and the rules for gaining credit for such classes or lectures.
4. The secondary education student allowed to participate in the classes is required to comply with the regulations of the unit organizing the classes, rules of occupational health and safety and fire safety, and to respect the property of PUMS.

Art. 28

1. PUMS shall ensure the organisation and proper implementation of the teaching process, taking into account special needs of students with disabilities, including the adaptation of the conditions of study to the type of disability.
2. With the consent of the teacher conducting classes, with the exception of clinical classes, such classes may be attended by assistants for students with disabilities, including sign language interpreters.
3. A student with a disability, in justified cases and depending on the type and degree of disability, may use sound or image recording equipment in the classroom, in the manner and form agreed with the teacher.
4. At the request of the competent Dean, as approved by the Faculty Board, the Rector may determine conditions of studies different from those adopted in these Regulations, tailored to the individual special needs of a student with disability.

Art. 29

1. A student who has completed the first year of studies may obtain the Dean's consent for conditional commencement of studies in the following semester/year

once during the whole period of studies. Such consent entitles the student to take up studies at a higher semester/year of studies, while fulfilling the conditions necessary to complete the previous semester/year of studies.

2. Subject to the provisions of Para. 3, the consent referred to in Para. 1 cannot be granted to a student who has not obtained credit for more than one course and the lack of the credit refers to a course that the student has already once failed to gain credit for in the past.

3. The limitation specified in Para. 2, concerning the number of failed courses, does not apply to students returning from studies carried out in the framework of the ERASMUS program and students who have not gained credit for a course due to serious random events.

4. Should the student fail to meet the obligations under the conditional enrolment specified in the consent, the Dean makes a decision on expelling the student. The student may apply for repeating the semester/year.

Art. 30

1. The principles of charging fees for tuition and educational services provided, as well as the procedure and conditions for exemption from such fees, in whole or in part, shall be laid down by the Rector.

2. The amount of tuition fees is established by the Rector; for English language program students – no later than by March 31, and for the rest of the students, no later than by June 30 of the calendar year in which the academic year begins.

3. The conditions for charging fees for part-time studies or educational services, as well as studies conducted in English, may be determined in the agreement between PUMS and the student.

IV. CONDITIONS FOR GAINING CREDIT

Art. 31

1. The grading period for classes shall be determined by the Rector. Grading periods shall be semesters and academic year.

2. The condition for passing a year is to obtain credit for all classes and practical trainings provided for in the framework curriculum for a given year of studies. Students who carry out Individual Organization of Studies in the form of Individual Mode of Study or Individual Plan of Study, are required to obtain all the credits included in the program.

3. The minimal score for completing a specific course should not be lower than 60% and not higher than 75%.

4. A student's participation in the work of a research camp may be the basis for obtaining credit for entire course or part of a course, as long as the program of the camp is compatible with the scope of the course program.

5. Detailed conditions of obtaining credits and passing examinations are defined in internal regulations of respective courses which must comply with these Regulations.

Art. 32

1. A student taking an exam or final test is required to present a proof of identity.

2. During exams and final tests it is forbidden to:

- 1) use mobile phones, cameras or other electronic devices;
 - 2) possess and use prohibited items or books;
 - 3) copy the answers from another student's examination sheet;
 - 4) use the help of another person;
 - 5) provide assistance to another person (does not apply to health and/or life emergencies).
3. Failure to observe the principles mentioned in Para. 32.2 shall be treated as a disciplinary offence and may result for a student with an immediate completion of the test/exam with failing grade/points.
 4. Such occurrence will be registered in student's file and may be the subject of further disciplinary proceedings.

Art. 33

1. The results of course completion tests and examinations are provided in the PUMS computer system.
2. Course coordinators are required to report the results of the course completion test/examination no later than within 5 working days and to submit to University's Center for Student Services signed protocols with credits/grades no later than September 15.
3. A student has the right to review any of his/her written assignment and to discuss its result in the period of 5 subsequent working days from the date of announcing the results, with the exception of works on the OpenOLAT platform.
4. During exams, retake exams and course completion tests, the following grade scale shall be applied:
 - 1) very good: 5.00
 - 2) better than good: 4.50
 - 3) good: 4.00
 - 4) fairly good: 3.50
 - 5) satisfactory: 3.00
 - 6) unsatisfactory: 2.00.

Art. 34

1. A student who failed to complete the courses of a given year of studies is required to complete them in the next academic year, having paid the fee in the amount specified by the relevant order of the Rector.
2. This provision shall not apply to first-year students of long-cycle studies and first-year students of first degree studies who, in the case of a failure to complete the courses in a given year, shall be expelled.
3. A student referred to in Para. 1 may upon submitting a petition to the Dean and upon receiving Dean's approval:
 - 1) repeat the failed courses without proceeding to the next year of studies;
 - 2) repeat the failed courses while continuing his/her studies, taking some courses from the next year of studies;
 - 3) conditionally continue his or her studies in the next year of studies on conditions specified in Art. 29 of these Regulations.
4. In the cases referred to in Para. 3.1 and 3.2, a failure to gain credit for the repeated courses results in expelling the student.
5. A student who have to repeat year of study, do not need to take and pass

courses that he/she previously completed/passed.

6. The decision regarding the necessity of completing year of study once again, can be issued to a Student only once during his/her course of study, unless the reason for repeating the year of study was prolonging illness or other, important and formally confirmed issues.

Art. 35

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

- 1) a student who has not completed the courses from a given academic year has (in justified cases) the opportunity to complete the missing courses in the next academic year (having obtained the consent of the CMEE Director);
- 2) if the repeated courses interfere with the schedule for the next academic year, the student's status shall be changed to "half-time". This means that the student repeats the courses from the previous academic year and, at the same time, continues his or her studies attending (approximately) half of the courses from the following year;
- 3) in the next year of studies, the student shall still have the "half-time" status and complete only the missing courses from the previous year of studies, without the possibility of attending courses from the following year;
- 4) in exceptional cases, the CMEE Director may authorize the student to attend courses from the following year;
- 5) The University reserves the right to change the student's status to "half-time" if s/he starts studying two or more weeks after the date of the beginning of the academic year;
- 6) the tuition fee for a "half-time" student is calculated proportionally to the number of course hours that the student attends in a given academic year;
- 7) the "half-time" status shall be granted only once during the course of studies.

Credits

Art. 36

1. Completing a course is a confirmation of achieving by a Student learning outcomes assigned to respective courses,
2. In the case of classes credited on the basis of component grades, the student has the right to remedy any fail grade with the teacher conducting classes at a mutually agreed date, twice. If the student does not obtain the number of positive component grades required to obtain credit for a specific course until the end of classes in an academic year, the student has the right to sit a test (integrative test) comprising the entire material of the course. If the student fails the test, the student has the right to retake the test once.
3. In the case of clinical courses credited solely on the basis of:
 - 1) a final test – receiving a fail grade entitles the student to retake the test twice at a date agreed with the course coordinator or authorized by the head of the teaching unit;
 - 2) a system of credits obtained throughout the whole course – obtaining an insufficient number of credits by the end of the course in a given academic year

entitles the student to sit a test comprising the entire course material; should the student fail, the student has the right to retake the test once.

4. A student who has not met the conditions for receiving credit for a course, has the right to appeal the decision within 5 working days to the Dean, who may order to verify the student's results during a final retake exam by an Examination Board. The Examination Board composed of the Dean or an appointed Vice-Dean, course coordinator and another specialist in the course subject matter and, at the request of the student, also the year tutor and/or representative of the Student Government. The result of the final retake exam before the Examination Board is final.

5. Gaining final credit for a course by sitting a test takes place on the dates specified in the detailed schedule and curriculum of studies agreed with the representatives of the Student Government of a specific year.

6. A student performing research as a part of research teams pursuing topics included in the PUMS schedules, may gain credit for a course or part of a course, if the research is thematically related to the corresponding part of the study curriculum.

Examinations

Art. 37

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

2. The condition for completing the continuous session shall be:

- 1) passing all the exams included in the program of studies for this period;
- 2) gaining credit for all courses that do not end with an exam and for internships included in the program of studies for this period;
- 3) approval of the examination card in the student e-book (e-index) by September 15th.

3. A student shall not be allowed to continue his or her studies in a higher year of studies without completing the continuous session lasting for more than one year.

4. The division of the course of studies into continuous examination sessions is determined by the Faculty Board.

5. With regard to selected courses/group of courses included in the program of studies for the period of a specific continuous session, the Faculty Board may decide about an obligation to pass the exams within the prescribed period.

6. With regard to selected courses/group of courses included in the program of studies for the period of a specific continuous session, the Faculty Board may decide to transfer the obligation to take the exam to the period of the subsequent continuous session.

Art. 38

1. The exam is a test of a student's knowledge of the material specified in the course syllabus and a test of a level of achieving by a Student the learning outcomes specifies in the field of study.

2. The prerequisite for taking the exam is the prior completion and realization of the compulsory classes defined in their regulations.

3. A student who took an exam without providing a medical certificate may not demand invalidating of the exam result.
4. With the exception of NBME exams and subject to being a member of a student group, the date of the exam is agreed by the student:
 - 1) individually with the examiner, if the conditions of taking the exam at an earlier date are met;
 - 2) by registering for one of the dates suggested by the examiner, having taken into account that the number of dates on which each student may take the exam as his or her first attempt is not less than 2 in the academic year, and the precise determination of the dates of each attempt shall be made in agreement with the authorities of the Student Government for a given year. The period between the suggested dates of exams must be at least 5 working days. In a case of mutually binding agreement, it is possible to shorten the given period. The form and principles for the exam evaluation shall be settled by the examiner and provided to the students in the Syllabus.
5. The exam date cannot coincide with other classes.

Art. 39

1. The following persons shall be authorized to conduct examinations:
 - 1) university teachers holding an academic title, the degree of associate professor or the professor of PUMS;
 - 2) in exceptional cases, on the basis of an annual authorization by the Faculty Board, also assistant professors and lecturers holding a doctoral degree;
 - 3) language teachers in the field of practical knowledge of foreign languages.
2. During carrying out onsite examination or examination conducted with a use of methods and techniques of distance learning other staff members employed in the teaching unit, appointed by the head of the unit may take a part in the examination.
3. For examinations from courses carried out by several examiners an examiner is decided by a draw with participation of representatives of the Council dedicated for particular year of study.

Art. 40

1. The exam may consist of two parts: theoretical and practical one.
2. The result of the OSCE exam shall be presented using a scoring system – the number of points gained against the maximum score.
3. A student is entitled to raise objections in writing to the examination questions on a day of the exam by midnight on that day at the latest.
4. The regulations of exams held in electronic form are specified by the Test Exam Regulations (OpenOLAT).

Art. 41

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

education. Both grades obtained by the student are taken into account in the calculation of the grade point average.

Art. 42

1. In the case of failing an exam, the student has the right to two retake exams in each course. The form of make-up examinations is announced to the students together with their dates. At least 7 working days must elapse between the announcement of the exam result and the date of the retake exam, unless an earlier date is agreed upon by both parties.
2. The dates of retake exams shall be agreed by the examiner with the student or year/class representative.
3. Rules pertaining to carrying out NBME exams and their retakes are defined by separate provisions.
4. In duly justified cases, the CMEE Director may take the decision on changing form of the exams during the academic year.

Art. 43

1. Not taking an exam within the agreed period shall be justified no later than within 7 working days. An unexcused absence shall be equivalent to the loss of the right to take the exam on a specific date and gaining a "fail" grade by the student.
2. If the absence is deemed excused, the student, together with the examiner, shall appoint a new date for the exam which shall be treated as taken on that date.

Art. 44

Non-standard exams for foreign students studying in English:

1. NBME Comprehensive Basic Science exam (for M.D. students)
 - 1) NBME Comprehensive Basic Science (CBS) exam is an exam finishing the basic science block and it is compulsory for all students;
 - 2) the first attempt to pass the CBS exam shall take place after completing the Basic Science Review Course;
 - 3) the result of the exam is recorded in the transcript in the form of the obtained points;
 - 4) passing the CBS exam is a condition for taking clinical sciences courses;
 - 5) number of points required to pass the CBS examination will be announced yearly in the Directive of the Program Board of the CMEE;
 - 6) students are required to take the CBS exam on the date set by the Dean's Office;
 - 7) students meeting the Step 1 exam eligibility criteria (see below) may be also allowed to start clinical sciences courses;
 - 8) it is also possible to obtain a consent to start clinical sciences courses under a separate procedure. Details in this regard shall be announced annually at the beginning of each academic year in the Directive of the Program Board of the CMEE.
2. Certification of application for USMLE Step 1 (for M.D. students):
 - 1) a student's application for USMLE Step 1 exam shall be approved by the

CMEE Director after the student has completed all basic science courses included in the curriculum (which means obtaining all the credits and passing all the exams) and after passing (in accordance with criteria of the USMLE Step 1 exam) the NBME Comprehensive Basic Sciences (CBS) exam which ends the basic sciences courses;

2) the CBS exam date is set after the completion of all basic sciences courses;

3) students who decide to take the USMLE Step 1 license exam shall receive all the necessary signed documents and the consent of the CMEE Director, provided that the student has obtained a CBS exam score at the level of the forecasted threshold for passing the USMLE Step 1 exam for a given academic year;

4) a student has the right to retake the CBS exam five times, while there shall be charged a fee for the fourth, fifth and sixth attempt .

5) In the event that a student fails to obtain the required score, the consent to take the license exams shall be granted only after obtaining the diploma of higher education;

6) for outstanding students, it is possible to apply for Step 1 earlier, before taking the NBME CBS exam;

7) the conditions to be met by the student to make an early application shall be announced at the beginning of each academic year in the Directive of the Program Board of the CMEE;

8) application for USMLE Step 2 shall be signed solely after passing the USMLE Step 1 exam;

9) A student/graduate is required to disclose the result of the USMLE license exam to the University.

3. Dental Comprehensive Basic Science Examination - DCBSE (applies to D.D.S. program students):

1) Dental Comprehensive Basic Science Examination (DCBSE) is an exam that assesses the level of the student's knowledge and preparation for the "National Board Dental Examination (NBDE) Part 1";

2) to complete the third year of studies, all students must take the "Dental Comprehensive Basic Science Examination";

3) the exam is taken at the end of all basic sciences courses;

4) the result of the exam is recorded in a separate certificate issued to the student.

Art. 45

1. A student who has reservations about the correctness of a conducted examination, may submit to the Dean, within 7 working days of the announcement of the examination results, a request for a commission examination. In the application, the student is required to detail the irregularities noticed during the examination.

2. In justified cases, the Dean may order a commission examination on its own initiative.

3. In the event that the validity of any objections raised by the student (in accordance with the provisions of Para. 1) are recognised, the Dean shall set a date of the commission examination not later than 14 working days after the date on which the student submitted an application for a commission

examination.

4. The examination commission appointed by the Dean consists of:

- 1) the Dean or Vice-Dean as a Chairperson;
- 2) an academic teacher authorized to conduct examination;
- 3) an examiner who conducted the previous examination, as an observer, in an advisory capacity;
- 4) another academic teacher authorized to conduct examination who represents the same discipline or one closely related to it;
- 5) at the student's request, as an observer, a selected academic teacher and/or a representative of the Student Government.

5. The examiner who conducted the previous examination must not be the Chairperson of the Examination Commission.

6. The form of the commission examination is determined by the Dean.

7. At the student's request, the Dean, may appoint a person named by the student to be other specialist examiner referred to in Para. 4.

8. The result of the commission examination is final and is not subject for a retake.

9. Not taking the commission examination in the mutually agreed date shall be formally justified by a Student within two working days. An unexcused absence in such situation. is equal to a loss of a right to apply for commission examination and with receiving an unsatisfactory grade.

10. In a case of accepting by the Dean an excuse note, the Dean shall appoint a new date for commission examination, which shall be treated as taken for a first time. New date of the examination, shall be set, no later by than 14 days within the decision of the Dean, with an exception for student's whose absence caused by the circumstances being beyond thier control.

11. All grades obtained by the student shall be included in the grade point average, except for the questioned grade which shall be replaced by the grade obtained at the commission examination

Re-admission

Art. 46

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

2. A student expelled after completing at least the first year of studies, in exceptional situations, is allowed to be re-admitted to the University to the same program of studies, after obtaining the Dean's consent issued after a consultation with the Dean's Council.

3. Re-admission to the University shall not be possible, if the University no longer offers a specific program of studies at the same level of study.

4. A student shall file an application for resuming his/her studies no later than 4 months before the start of the academic year, in which the reinstatement shall take place.

5. In Dean's decision allowing a student a reinstatement following shall be determined:

- 1) the year of studies and for of studies in which the student is enrol;
 - 2) re-activation examinations, if required in order to resume studies, but from no more than two courses;
 - 3) the list of courses to be completed in the year which the student resumed his/her studies;
 - 4) potential curricular disparities to be completed, including the content, number of didactic hours, ECTS points, the deadline and the tuition payment terms;
 - 5) potential requirement of signing an agreement.
6. A person resuming his/her studies can complete the studies if he/she obtains the same learning outcomes as other students in the given year of enrolment.
7. A student who resumed his/her studies shall be subject to the provisions of Art. 34.5 hereof.
8. A student who, after completing at least the first year of studies, discontinued his/her studies or was expelled, shall have the right to apply for re-admission no later than after 3 years from the 1st day of the semester in which he/she was expelled. This term does not apply to the right to take the diploma examination and defend the diploma thesis after being rejected from the list of students due to the failure to thesis submission.
9. A person applying for readmission shall have the right to one attempt to pass the re-activation exam.
10. A person applying for re-admission who does not take the re-activation exam within the prescribed period, is required to present, no later than 5 days from the end of the circumstances that caused the person's absence, a medical certificate or - in justified cases - another written justification to the Dean.
11. If the person referred to in Para. 10 presents a medical certificate, or if the written justification presented by the person is deemed sufficient, the Dean shall set a date for the reactivation exam once again, and it shall be the final date.
12. Unjustified absence from the first re-activation exam or absence from the second attempt to pass the re-activation exam shall be tantamount to the loss of the right to apply for re-admission to the University.

V. AWARDS AND DISTINCTIONS

Art. 47

1. A student with very good academic performance, scientific work achievements, active social behaviour or outstanding cultural, scientific and sports performance, may be distinguished in the following ways:
 - 1) by a public oral praise by the Rector or Dean/CMEE Director;
 - 2) by a congratulatory letter from the Rector or Dean/CMEE Director;
 - 3) by an occasional reward in kind or cash;
 - 4) by a priority in being qualified for foreign internships, expeditions, scientific or sports camps.
2. The number of awards and the pool for these awards shall be determined annually by the Rector upon the request of the CMEE Director with respect to the English language program students, and upon the request of the Deans with respect to other students.

3. Persons referred to in Para. 2 shall submit applications for awards to the Rector until October 31 for the previous academic year.

Art. 48

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

Art. 49

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

Art. 50

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

VI. LEAVE OF ABSENCE

Art. 51

1. A student may be granted a leave of absence.
2. A student may be granted a leave of absence in the following cases:
 - 1) a prolonged illness;
 - 2) delegating a student to studies and other trips abroad;
 - 3) pregnancy, birth of a child or taking care of it;
 - 4) a difficult financial situation;
 - 5) other important life circumstances;
 - 6) transfer from other university.
3. Leave of absence is granted by the Dean at the request of the student.
4. During the leave referred to in Para. 2 (2-6), the student may, with the Dean's consent, take part in some classes and proceed with the verification of the obtained learning outcomes.
5. Detailed conditions for the verification of learning outcomes specified in the study program are determined by the Dean.
6. Granting a leave of absence shall be confirmed by an entry in the documents recording the student's course of study.
7. The granted leave of absence may extend the planned date of the completion of the student's studies.
8. During the leave period, the student retains his/her student's rights, a valid student ID card and the right to medical care, unless the regulations applying to

the use of medical care provide otherwise.

9. A pregnant student is granted a leave of absence for the period until the child's birth.

10. A student being a parent is granted a leave of absence for up to one year.

11. If the end of the leave of absence takes place during a semester, the leave may be extended until the end of the semester upon the student's request.

12. A pregnant student and a student being a parent cannot be refused a leave of absence.

13. In case of a leave of absence granted to a part-time student, the payment made for the courses which the student does not attend shall be transferred to the following year of studies, and it must be supplemented by any increase in the paid amount. In the event of a change, the student or PUMS, accordingly, are required to make payment adjustments.

14. After the end of the leave of absence granted for health reasons, the student is required to provide a medical certificate from the Occupational Medicine Outpatient Clinic confirming his/her ability to continue studies no later than 2 weeks before the start of classes, and in the case of a one-year leave due to health reasons, no later than on September 15.

15. For the duration of an active military service, a student shall be granted a special leave of absence.

Art. 52

1. The leave of absence shall be granted for a period of no longer than 12 months.

2. The Dean's leave of absence shall not be granted for a period of the previous semester or academic year, except for a situation where the grounds for granting the leave arose earlier, but for important and independent reasons, the student could not submit an appropriate application within the time frame.

3. A student may be granted a leave of absence only 2 times during the study period, unless the reason for applying for the leave is a prolonged or repeated illness, pregnancy or childcare.

Art. 53

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

Art. 54

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

VII. GRADUATION

Art. 55

1. The condition for obtaining a diploma of 'lekarz' (medical doctor), 'lekarz

dentysta' (doctor of dental surgery) is completing all courses and practical trainings, and passing all exams provided for in the curriculum.

2. The condition for obtaining the diploma of '*magister farmacji*' (doctor of pharmacy) is completing all courses and practical summer trainings, and passing all exams provided for in the curriculum, preparation of a diploma thesis, passing the diploma examination with a positive result, and obtaining credit for the six-month professional internship in a generally available pharmacy and hospital pharmacy after defending the master's thesis.

3. The condition for obtaining a diploma of the completion of first and second level degree studies, uniform Master's degree studies, as well as Bachelor's, Bachelor's of Engineering or Master's degree, is completing all courses and practical trainings, and passing all exams provided for in the curriculum, as well as presenting the diploma thesis and passing the diploma examination.

4. The student ID card is valid for no longer than until the date of graduation, suspension of student's rights or removal from the list of students, and in the case of first-cycle graduates - until October 31 of the year of graduation.

Art. 56

1. The Dean, acting under the authority of the Rector, shall expel a student if:

1) the student does not begin the studies which is understood as failure to meet formal conditions for the commencement of studies, including failure to sign the agreement, if required, failure to take the oath within 3 months from the date of the commencement of studies, or unjustified failure to enrol in classes provided for in the curriculum within 14 days from the beginning of the classes, ending the leave of absence or break from studies;

2) the student submits his or her resignation in writing; the date of resignation shall be the date of the receipt of the student's letter;

3) the student fails to submit his/her thesis or pass the final examination within the prescribed deadline;

4) a disciplinary penalty of expulsion from PUMS is imposed on the student.

2. The Dean, acting under the authority of the Rector, may expel a student if:

1) the student shows lack of academic progress in his/her studies which is determined when the level of the completion of the curriculum excludes the possibility of obtaining credit for the year of studies, unless the student is entitled to repeat the year of studies or the course;

2) the student does not attend compulsory classes;

3) the student fails to complete the year or the period of continuous session within the prescribed period;

4) the student fails to pay the applicable study fees.

3. Student expulsion is done by way of an administrative decision.

4. The documents shall be returned to an expelled Student or send to the address of correspondence, after returning his/her student ID card and clearance form to the University's Center for Students Services, and after settling all eventual financial obligations towards PUMS. The authenticity of the signature is confirmed by the officer of University's Center of Students Services or by a notary public.

Art. 57

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

Art. 58

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

Art. 59

1. Assessment of the thesis, using the grading scale specified in Art. 33.4, shall be done by a reviewer. In the event of a student questioning a negative grade given by the reviewer, the Dean, who may consult the other reviewer, decides whether to admit the student to the diploma examination. A thesis reviewer may be a person holding at least doctor's degree. In such situation, unsatisfactory grade received from first reviewer is not taken into account while calculating the diploma thesis grade.
2. A respective University body declares the proceedings pertaining to the conferring of the degree invalid, if the degree candidate in the thesis, which forms the basis for conferring the degree, assign to himself/herself the authorship of substantial part or other elements of someone else's work or research findings.

Art. 60

1. The student submits his or her thesis at the University's Center for Students Services, prepared in accordance with the Regulations for Diploma Theses in force at the Faculty, no later than September 15.
2. At the request of the thesis supervisor or the student, the Dean may postpone the deadline for submitting the thesis in the event of:
 - 1) the student's prolonged disease confirmed by an appropriate certificate;

2) the student's inability to complete the thesis within the deadline for justified reasons beyond the student's control. The deadline for submitting the thesis in such cases may be postponed for a maximum of three months from the deadline specified in Para. 1.

3. In the case of a prolonged absence of the thesis supervisor that may delay the submission of the thesis by the student, at the student's request, the Dean shall appoint a person to take over the duties of the thesis supervisor. Change of the thesis supervisor within 6 months before the deadline for completing the studies may be the grounds for extending the deadline for submitting the thesis under the rules laid down in Para. 2.

4. A student who has not submitted the thesis within the deadlines specified in Para. 1 and 3 shall be expelled. In this case, the Dean, at the request of the person concerned, submitted within one year from the date of removal, may allow for the resumption of studies only for the purpose of submitting the diploma thesis and the diploma examination and defending the diploma thesis, without the need to apply the procedure provided for in Art. 46 of these Regulations.

Art. 61

1. The condition for being admitted to the final exam is:

1) obtaining credit for all courses and practical trainings included in the schedule and submitting to University's Center for Students Services the examination card for the final year;

2) obtaining at least a satisfactory grade from the diploma thesis.

2. The final exam in first level degree studies with major in nursing and midwifery consists of a practical and theoretical part and defence of the thesis. The practical and theoretical part of the exam are governed by separate regulations.

3. For major fields of study in nursing and midwifery, the practical and theoretical part of the exam shall be carrying by an Examination Board appointed in accordance with the procedure specified in Para. 2.

4. The final exam shall be conducted by an Examination Board appointed by the Dean and composed of:

1) the Dean or Vice-Dean (in justified cases – the head of the unit) as the Chairman,

2) thesis supervisor and thesis advisor;

3) thesis reviewer.

5. If the thesis supervisor is a university teacher holding doctor's degree, the board may additionally be composed of an independent researcher from the unit in which the thesis was prepared.

6. The final exam shall take place within a period not exceeding three months from the date of submitting the thesis, but no later than on September 30.

7. In the case of an extension of the deadline for submitting the thesis, the final exam shall take place within a period not exceeding one month from the date of submitting the thesis.

8. The final exam may be conducted in a foreign language after obtaining the consent of the appropriate Dean of a given faculty.

Art. 62

1. At the request of the student or thesis supervisor a final (diploma) examination

may be open to public.

2. The mode of conducting the examination is as follows:

- 1) student files an application for conducting an open to public final examination to the Dean at the latest on the day of submitting the thesis;
- 2) the Dean informs the thesis supervisor and the student about the open to public final examination;
- 3) University's Center for Students Services posts information about the open final examination on the University website at the latest two weeks before the scheduled date of the final examination providing the information on the composition of the Examination Board, date and place of the examination, name and surname of the student taking the examination and the subject of the thesis;
- 4) The open final examination consist of an open and closed proceedings; the open proceedings includes:
 - a) opening of the examination by the Head of the Examination Board,
 - b) introducing the members of the Examination Board,
 - c) introducing the degree candidate,
 - d) providing the board with the subject of the thesis,
 - e) announcing the grade for the thesis,
 - f) providing the degree candidate with an oral justification of the thesis grade,
 - g) announcing the result of the examination by the Head of the Examination Board.
- 5) during the open proceedings of the diploma examination the student:
 - a) presents his/her thesis,
 - b) takes part in the discussion pertaining to the thesis,
 - c) answers questions posed by the members of the Examination Board.
- 6) persons taking part in a public diploma examination who are not member of the Examination Board are not allowed to pose examination questions to the degree candidate and participate in the Board deliberations during the closed proceedings, evaluating the examination. However, they are allowed to participate in the discussion pertaining to the subject of the thesis.
- 7) during closed proceedings the Board determines the following:
 - a) the final result for the thesis calculated in accordance with the School Regulations,
 - b) the grade for the diploma examination (based on the answers provided by the degree candidate relating to the thesis and problematic questions).

Art. 63

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

Art. 64

1. In case of receiving an unsatisfactory grade in a final diploma examination, or failing to attend an examination on the appointed date without a justified case, the Dean sets the second date for the examination as the final one. The second examination cannot be held earlier than one month and not later than three months since the original examination date unless an earlier date was appointed jointly by mutual agreement of the parties.

2. In the case of failing the final examination on the second attempt, the Dean decides whether:

- 1) the student may repeat the final year of studies, or;
- 2) the student is dismissed from the University in accordance with the provisions of Art. 56.1(3).
3. The person referred to in Para. 1 loses his/her student rights.

Art. 65

1. Each of PUMS graduate receives a diploma confirming that he/she obtained a respective degree as well as a diploma supplements according to the format approved by the University Senate. The issuing of the diploma is possible only after fulfilment of all obligations towards PUMS and after positive review of an on-line degree clearance form.

2. The diploma, diploma supplements and high school leaving examination certificate/diploma of secondary education can be returned to the graduate upon his/her request or to the person authorized by the graduate which possess notary authorization for picking up these documents.

3. The basis for calculating the final grade from the studies is the average of all exam grades obtained during the entire course of study which represents 70% of the final grade, while the thesis and final diploma examination represent 15% of the final grade, respectively. In the fields of study where there is no obligation to submit the diploma thesis or to pass final diploma examination, the basis for calculating the final grade from the studies is the arithmetical average of all examination grades obtained throughout the entire course of study.

4. When calculating the grade point average, the provisions of Art. 33.4 and of Art. 41.1 shall apply.

5. In the diploma supplement, there should be included all final grades from all the exams and all the obtained credits, pursuant to the resolution of the Faculty Board, and the final grade from studies shall be calculated in accordance with the provisions of Para. 3 and 4.

6. The diploma and the diploma supplement include the final grade determined through the rounding off of the arithmetical average up to whole number according to the following rule:

- 1) *satisfactory* – up to 3.20
- 2) *fairly good* – 3.21-3.70
- 3) *good* – 3.71-4.20
- 4) *better than good* – 4.21-4.50
- 5) *very good* – 4.51-5.00.

7. Rounding the grade to a whole number applies only to the diploma and the supplement to the diploma, while the actual result of studies shall be registered in all the other documents, as calculated according to Para. 3 in accordance with the generally accepted mathematical rules.

Art. 66

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

Art. 67

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