



PRINCE MIESZKO I POZNAŃ MEDICAL UNIVERSITY OF APPLIED SCIENCES

STUDY REGULATIONS OF THE PRINCE MIESZKO I POZNAŃ MEDICAL UNIVERSITY OF APPLIED SCIENCES

Poznań 2025

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1. General Provisions

§1

1. The Study Regulations of the Prince Mieszko I Poznań Medical University of Applied Sciences, hereinafter referred to as the "University", define the organization and course of studies as well as the associated rights and obligations of a student.
2. The University is a vocational University within the meaning of Art. 15 sec. 1 of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended; hereinafter referred to as the "Act").
3. Studies are conducted under a practical profile, in which more than half of the ECTS credits are assigned to classes shaping practical skills, subject to sec. 4 below.
4. Studies in the field of Medicine are conducted under a general academic profile, in accordance with Art. 15 sec. 2 in conjunction with Art. 68 sec. 1 items 1, 2, and 3 of the Act.
5. Studies are conducted in the form of:
 - 1) full-time studies, where at least half of the ECTS credits covered by the study program are obtained through classes with the direct participation of academic teachers or other persons conducting classes and students;
 - 2) part-time studies indicated in the resolution of the Senate, where less than half of the ECTS credits covered by the study program may be obtained with the direct participation of academic teachers or other persons conducting classes and students.
6. The provisions of these regulations apply to first-cycle, second-cycle, and long-cycle Master's degree students, conducted in full-time and part-time forms.

§2

1. The provisions of these regulations shall be interpreted and applied in accordance with the statutory and charter tasks of the University.

2. Providing a binding interpretation of the regulations belongs to the competence of the Senate.

§3

1. Admission to the student body of the University takes place upon taking the oath, the text of which is determined by the Statute of the University.
2. The student receives a student ID card certifying student status.
3. A student loses student rights upon:
 - 1) passing the diploma exam with a positive grade, with the exception of persons who completed first-cycle studies and retain student rights until October 31 of the year in which they graduated – excluding the right to benefits referred to in Art. 86 sec. 1 items 1–4 of the Act;
 - 2) obtaining a diploma of completion of studies and the professional title of medical doctor (lekarz) – with regard to students of the medical program;
 - 3) transferring to another University;
 - 4) removal from the student list.

2. Organization of Studies

§4

1. The organization of the academic year is determined and announced by the Rector by May 30 of the year preceding a given academic year.
2. In particular, the Rector specifies the dates of:
 - 1) classes within the semester;
 - 2) examination sessions;
 - 3) retake examination sessions;
 - 4) holidays and study breaks.
3. The credit period is a semester.

4. The academic year lasts from October 1 to September 30 of the following calendar year and is divided into two semesters.
5. Studies at the University are conducted on the basis of a study program containing a description of the process leading to the achievement of learning outcomes referred to in the Act of 22 December 2015 on the Integrated Qualifications System (Journal of Laws of 2020, item 226, as amended), as well as regulations issued on the basis of Art. 7 sec. 3 of that Act, taking into account universal level 1 and level 2 descriptors specified in that Act, together with ECTS credits assigned to individual classes and groups of classes.
6. Study programs are made available on the University's website in the BIP tab within 14 days from their adoption.
7. The study program is completed: in Bachelor's degree studies over six semesters; in second-cycle degree studies over four semesters; in long-cycle Master's degree studies excluding Medicine over ten semesters; in long-cycle Master's degree studies in Medicine over twelve semesters.

§5

1. For first-year students, the Dean of the Faculty appoints a year tutor from among the academic staff and defines their scope of duties.
2. Supervision of the overall instructional process at the faculty is exercised by the Dean.
3. The University adapts the organization and proper implementation of the teaching process to the special needs of students with disabilities, including adjusting study conditions to the nature of the disability.
4. Supervision over the implementation of tasks specified in sec. 3 is exercised by the Plenipotentiary for Persons with Disabilities appointed by the Rector.
5. Conditions for undertaking studies by students admitted as a result of the verification of learning outcomes, including an individual study program and scientific guidance, are determined by the Senate of the University by way of a resolution published on the website.

§6

1. The basis for organizing the teaching process in a given field of study is the study program, an integral part of which is the study program implementation schedule.
2. The study program implementation schedule specifies:
 - 1) classes or groups of classes, internships, and training camps mandatory for every student;
 - 2) the sequence of classes/groups of classes and breakdown of hours together with ECTS credits;
 - 3) methods of verification and assessment of learning outcomes achieved by the student during individual classes;
 - 4) methods of verification and assessment of learning outcomes achieved by the student throughout the entire educational cycle (individual semesters).
3. The total number of examinations in an academic year for a given field of study may not exceed 8, including the diploma exam, and 5 in a single examination session.
4. The detailed schedule of examinations and credits is established by the Dean in consultation with examiners and made available on the website and notice boards.
5. The Dean may make changes to the schedule (suspend or postpone implementation dates) with the consent of the Senate.
6. To obtain a graduation diploma: first-cycle students are required to obtain at least 180 ECTS credits; second-cycle students at least 90 ECTS credits; long-cycle Master's students lasting 10 semesters at least 300 ECTS credits; long-cycle Master's students in Medicine (12 semesters) at least 360 ECTS credits.

3. Student Rights and Obligations

§7

A student has the right to:

- 1) training on student rights and duties conducted by the Student Government in consultation with the Students' Parliament of the Republic of Poland;
- 2) acquire knowledge and skills in the chosen field(s) of study at the Prince Mieszko I Poznań Medical Academy of Applied Sciences and develop their own scientific, artistic, and athletic interests;
- 3) receive awards and distinctions;
- 4) benefit from financial aid under the "Regulations for Awarding Financial Aid Benefits to Students of the Prince Mieszko I Poznań Medical Academy of Applied Sciences";
- 5) participate in decisions of University bodies through representatives who are members of collegial University bodies;
- 6) conduct student government and social activities;
- 7) associate in University student organizations, scientific, cultural, sports, and tourist associations;
- 8) submit proposals to University bodies regarding the teaching process, living conditions, and other student community matters;
- 9) use the library, University facilities, and equipment, as well as assistance from academic staff and University bodies under rules defined by applicable regulations;
- 10) transfer and recognize ECTS credits;
- 11) pursue studies according to an individualized course of study;
- 12) justify absences from classes, take leaves of absence with the possibility of taking verifications of learning outcomes specified in the program;
- 13) change the field of study;
- 14) transfer to full-time or part-time studies;
- 15) take a board examination (exam before a commission) with an observer designated by the student;
- 16) repeat specific classes due to unsatisfactory academic performance under rules set out in the regulations.

§8

The basic duties of a student include:

- 1) acting in accordance with the oath and rules in force at the University;
- 2) obtaining credits, passing exams, completing internships/camps on time, and fulfilling other duties specified in the program schedule;
- 3) participating in educational classes;
- 4) respecting the good customs of the University community;
- 5) caring for the good name of the University and the dignity of a student;
- 6) promptly notifying the Dean's Office in writing of changes in personal data, marital status, or address;
- 7) notifying the Dean's Office in writing of the loss or destruction of the student ID card or other status document;
- 8) notifying the Dean in writing of resignation from further studies;
- 9) participating in the life of the University;
- 10) submitting a clearance slip (karta obiegu) to the Dean's Office upon completion, resignation, or removal from the student list;
- 11) paying required fees on time.

§9

1. For conduct breaching the dignity of a student and violation of University regulations, the student bears disciplinary liability before the disciplinary committee.
2. Disciplinary penalties are:
 - 1) admonition;
 - 2) reprimand;
 - 3) reprimand with a warning;
 - 4) suspension of specific student rights for up to 1 year;
 - 5) expulsion from the University.

3. In the event of a breach of University regulations or acts breaching student dignity, the student faces disciplinary proceedings before the disciplinary committee.
4. Two committees operate at the University:
 - 1) Disciplinary Committee for Students;
 - 2) Disciplinary Appeals Committee for Students.
5. Members of both committees are appointed by the Rector from academic teachers upon request of the Dean, and from students upon request of the Student Government.
6. The Disciplinary Committee adjudicates in a panel comprising a presiding chair (an academic teacher) and an equal number of academic teachers and students.
7. The term of office of the committees lasts 4 years and starts at the beginning of the University Senate's term.
8. The Disciplinary Ombudsman for Students is appointed by the Rector from among the University's academic teachers.
9. The Rector may appoint several Disciplinary Ombudspersons for Students.
10. The term of office of the Disciplinary Ombudsman lasts 4 years and begins on January 1 of the year following the year in which the Rector's term began. Detailed procedures are governed by the Regulation of the Minister of Science and Higher Education of 28 September 2018 on the detailed procedure for explanatory and disciplinary proceedings in student cases.

4. Passing a Semester and Academic Year

§10

1. A student is obliged to obtain grades and credits for achieved learning outcomes from classes, including completing mandatory professional internships within deadlines set by the University.
2. The condition for enrollment in the next semester is passing all exams and obtaining credits (including required internships) from the previous semester, confirmed by an

entry of a passing grade in the student periodic achievement card and exam/credit protocol.

§11

1. The following grading scale applies at the University:

- a) bardzo dobry (very good / 5.0)
- b) dobry plus (good plus / 4.5)
- c) dobry (good / 4.0)
- d) dostateczny plus (satisfactory plus / 3.5)
- e) dostateczny (satisfactory / 3.0)
- f) niedostateczny (unsatisfactory / 2.0).

§12

- 1. The conditions for conducting an examination or obtaining a credit are determined by the academic teacher in consultation with the Dean and announced to students at the beginning of the course.
- 2. In particularly justified cases, at the student's request, the Dean may exempt a student from class attendance with the instructor's consent.
- 3. The scope and conditions for conducting classes, tests, and diploma examinations in a foreign language, as well as preparing theses in a foreign language, are specified by the Senate.
- 4. Dates for credits and exams are announced at least 14 days in advance.
- 5. Results are announced within 14 days of the date they were held.
- 6. A student has the right to receive an oral justification of the grade received.
- 7. Rules for student professional internships are set out in University and Faculty internship regulations.

§13

1. Classes and lectures at the University are mandatory.
2. Classes may also be conducted using distance learning methods and techniques.

§14

1. A student must justify an absence from lectures or classes in accordance with the rules below.
2. An absence may be excused upon presenting an appropriate supporting document during the first class/lecture following the cessation of the cause of absence. The decision rests with the teacher.
3. An absence – even an excused one – does not exempt the student from the obligation to pass the class.
4. An unexcused absence from a credit, test, or exam results in an unsatisfactory grade (2.0), provided that the student may submit a written justification within 7 days.

§15

1. Classes in the schedule are divided into:
 - 1) ending with a credit and an exam;
 - 2) ending with a graded credit (except physical education, which ends with an ungraded credit - "zal.").
2. A student who did not receive a passing grade in the regular period may take retakes in the first or second retake mode.

§16

1. A student who raises objections regarding the correctness of an examination or the grade obtained may apply to the Dean within 7 days of the announcement of results for a board examination (exam before a commission).
2. The board examination is oral and takes place on a date set by the Dean.
3. The examination board consists of: the instructor, the Dean, and a specialist in the given subject designated by the Dean. Upon the student's request, a representative of the Student Government attends as an observer.
4. In justified cases, the Dean may delegate another specialist instead of the regular instructor.
5. The grade obtained in a board exam is final.

§17

1. Conditional registration for the next semester means that the student must pass the overdue course by a date specified by the Dean.
2. In the absence of consent for conditional entry or failure to meet the conditions, the Dean directs the student to repeat the semester.
3. A student is entitled to two conditional registrations per academic year.
4. Regardless of circumstances in sec. 1–3, the Dean may direct a student to repeat a semester.

§18

Classes may be conducted using distance learning methods if all of the following conditions are met:

- 1) Teachers are prepared to conduct distance learning, and implementation is monitored by the University;

- 2) IT infrastructure enables synchronous and asynchronous interaction;
- 3) Electronic teaching materials are provided;
- 4) Students have access to personal consultations at the University premises or branch;
- 5) Verification of learning outcomes occurs via ongoing progress monitoring;
- 6) Students underwent training preparing them for distance learning.

For practical skill classes, distance methods may only be used as an auxiliary tool.

5. Individualized Course of Study

§19

1. Consent for an Individualized Course of Study (IOS) in a given semester is issued by the Dean upon a justified student application.
2. IOS consists of establishing individual dates for credits, exams, and internships.
3. IOS may be granted to a student who meets one of the following criteria:
 - 1) is raising a young child;
 - 2) goes on an international scholarship;
 - 3) studies in more than one field of study;
 - 4) is a member of a sports national/representative team;
 - 5) cannot study under the regular track due to special needs, illness, random event, or professional work confirmed in writing by the employer.
4. Pregnant students and student-parents (full-time and part-time) are granted consent for IOS until graduation under Art. 85 sec. 2 item 1 of the Act.
5. The IOS schedule is agreed between the student and academic teachers and approved by the Dean.
6. IOS does not exempt the student from passing all classes and exams scheduled in the study program.

§20

A student loses the right to IOS if they fail to meet the agreed deadlines for that semester.

6. Change of University, Change of Field of Study, Additional Studies

§21

1. A student of the University may transfer to another university if they have fulfilled all obligations, including:
 - 1) notifying the Dean in writing at least 14 days prior;
 - 2) submitting a clearance slip;
 - 3) returning the student ID card.
2. A student from another university may transfer to the University with the consent of the receiving Dean if they met all obligations at their home university.
3. The receiving Dean determines the conditions, ECTS credits, and deadlines for completing curriculum differences.

§22

1. After completing the first year, a student may study an additional field or specialty with the Dean's consent if fulfilling all primary duties.
2. Decisions are made by the Dean of the second faculty after consulting the Dean of the primary faculty.
3. Students may apply to transfer between full-time and part-time modes.

§23

1. A student may apply to change their field of study.
2. The decision is made by the Dean of the destination faculty after consulting the primary faculty Dean.
3. Conditions for transfer are determined by the Dean.

7. Removal from the Student List

§24

1. The Dean removes a student from the student list in the case of:
 - 1) failure to undertake studies;
 - 2) resignation submitted as per the educational contract;
 - 3) failure to submit the thesis or take the diploma exam on time;
 - 4) disciplinary expulsion.
2. The Dean may remove a student from the list in the case of:
 - 1) lack of academic progress;
 - 2) non-attendance in mandatory classes;
 - 3) failure to pass a semester/year on time;
 - 4) non-payment of tuition fees for at least 2 months (effective at the end of the semester);
 - 5) failure to pass all exams covered by the program, including practical training.
3. Non-undertaking of studies may be stated based on a 3-month unexcused absence from the start of the academic year.
4. Lack of progress is stated if a student fails two consecutive semesters.
5. Removed individuals cannot attend classes; credits/grades obtained after removal are invalid.
6. An appeal against removal lies with the Rector.

7. Appeals must be filed within 14 days of receipt via the Dean.
8. The Rector's decision is final.

8. Resumption of Studies

§25

1. By decision of the Rector, a student removed in the second year or higher may resume studies in the semester following the last passed semester.
2. Reinstatement applications must be submitted within 3 years of the final decision. This period may be extended by the Rector in justified cases.
3. The Rector and Dean determine the list of curriculum differences and completion deadlines.
4. If removed due to financial arrears or random events, the Rector may restore the student after arrears are cleared.

§26

1. If program differences are significant, the Rector may approve resumption in a lower semester.
2. Resumption is not granted if:
 - 1) the person was disciplinarily expelled;
 - 2) more than 3 years have passed since removal (subject to §24 sec. 2).

9. Leaves of Absence

§27

1. A student may apply to the Dean for:

- 1) health leave (due to illness);
 - 2) compassionate/special leave (birth/care of a child, studying at another university, or emergency life circumstances).
2. Medical leave requires a medical certificate.
 3. After medical leave, the student must provide a fit-to-study medical certificate.
 4. For multi-degree students, leave is granted by the primary faculty Dean and covers all studies.
 5. Compassionate leave may be granted twice during studies.
 6. For leave shorter than one semester, fee exemptions do not apply.
 7. Student rights are retained during leave, except for financial aid (unless leave is shorter than 1 semester).
 8. Pregnant students and student-parents are entitled to statutory parental leaves.

§28

1. Leave may be:
 - 1) short-term (up to 1 month, does not postpone graduation);
 - 2) long-term (up to 1 academic year, automatically extends graduation deadline).

10. Diploma Thesis

§29

1. Students prepare a thesis (mandatory for 2nd-cycle and long-cycle Master's; for 1st-cycle if required by the curriculum) under a supervisor chosen from an announced list.
2. The examination procedure is set by Dean's order.
3. First-cycle thesis supervisors must hold at least a Master's degree (for Nursing: Master's in Nursing with practice license).

4. Second-cycle and long-cycle Master's supervisors must hold at least a Ph.D. degree (doktor).
5. The topic must be set within the first two months of the diploma seminar.
6. Topics require approval by the Dean and Faculty Topic Committee.
7. Writing the thesis in a foreign language requires Dean approval.
8. The thesis must be submitted by June 30 (2 physical copies: 1 hardbound, 1 softbound; 1 electronic copy).
9. The submission deadline may be extended by the Dean up to the end of the academic year.
10. Acceptance requires completing all courses, exams, and practical training.
11. Written theses are checked via the Uniform Anti-Plagiarism System (JSA).

§30

A change of supervisor requires Dean approval upon justified application.

§31

1. The thesis is evaluated by the supervisor and a reviewer appointed by the Dean.
2. Reviews are public.
3. Reviewers must hold at least a Master's degree (for Nursing: Master's in Nursing with license).

11. Diploma Examination

§32

1. Prerequisites for taking the exam: passing all courses/internships, submitting required documents, no financial debts, and a positive thesis grade.

2. The exam is held before a board appointed by the Dean.
3. The Nursing (1st cycle) vocational diploma exam consists of 3 stages:
 - 1) Theoretical: written test or online test on TestPortal;
 - 2) Practical: conducted in hospital wards or OSCE simulated conditions;
 - 3) Theoretical: thesis defense (case study). Passing each stage is required to proceed to the next.
4. The examination board includes: Dean/Vice-Dean/designated full-time faculty member (Chair), supervisor, and reviewer.
5. The exam should take place within 3 months of thesis submission.
6. Open diploma exams may be organized upon request.

12. Awards, Distinctions, and Scholarships

§33

1. Students with outstanding results may receive:
 - 1) Minister's scholarships;
 - 2) State/society awards;
 - 3) Rector's awards or congratulatory letters.
2. The Senate may establish other distinctions.

13. Graduation

§34

1. Graduation occurs upon passing the diploma exam with a grade of at least "dostateczny" (satisfactory).

2. For Medicine, graduation occurs upon completing all required classes/internships and exams.
3. The graduation date is the day of the successful defense (for Medicine: the date of the final required exam).
4. Graduates receive an official university completion diploma.
5. The final overall result for programs ending with a thesis is calculated as:
 - 1) $\frac{1}{2}$ of the arithmetic mean of all exam grades and final course credits;
 - 2) $\frac{1}{4}$ of the diploma exam grade;
 - 3) $\frac{1}{4}$ of the diploma thesis grade.
6. For programs NOT ending with a thesis:
 - 1) $\frac{1}{2}$ of the arithmetic mean of course grades;
 - 2) $\frac{1}{2}$ of the diploma exam grade.
7. For the Medical program: the sum of all exam and final credit grades divided by the total count of graded components.
8. Diploma final grades scale:
 - 1) 3.00 to 3.20 – dostateczny (Satisfactory)
 - 2) 3.21 to 3.70 – dostateczny plus (Satisfactory Plus)
 - 3) 3.71 to 4.20 – dobry (Good)
 - 4) 4.21 to 4.50 – dobry plus (Good Plus)
 - 5) 4.51 to 5.00 – bardzo dobry (Very Good).
9. Diploma final grades scale for Medicine:
 - 1) 3.00 to 3.20 – dostateczny (Satisfactory)
 - 2) 3.21 to 3.70 – dość dobry (Fairly Good)
 - 3) 3.71 to 4.20 – dobry (Good)
 - 4) 4.21 to 4.50 – ponad dobry (Above Good)
 - 5) 4.51 to 5.00 – bardzo dobry (Very Good).

14. Final Provisions

§35

1. The Dean has the authority to resolve matters not regulated by these Study Regulations.
2. An appeal against any decision of the Dean may be submitted to the Rector via the Dean within 14 days of receipt.
3. Furthermore, the provisions of the Act of 14 June 1960 – Code of Administrative Procedure and regulations on appealing decisions to administrative courts apply accordingly to individual student decisions.

§36

These Regulations shall enter into force on March 28, 2025.