**Educational Regulations
for full-time and part-time studies in English:**

**integrated master's degree studies and first- and second-cycle studies**

**at the Faculty of Medicine, CM UMK**

**applicable from the 2024/2025 academic year**

**I. General Information about the Faculty Unit and the Subject or Module Implemented**

– specified in the appendix to the regulations.

**II. Form(s) and Number of Hours of Classes Conducted in the Subject or Module Area**

– specified in the appendix to the regulations.

**III. General Provisions**

**§1**

Educational activities are conducted based on learning outcomes designed for subjects included in the module and in accordance with the topics contained in syllabi and the schedule of educational activities.

**§2**

The Subject Coordinator is responsible for the proper implementation of educational activities for a given subject within the module and for obtaining credits as part of the formative assessment.

**§3**

The course of the educational process, considering the prevention of the spread of the SARS-CoV-2 virus among members of the Nicolaus Copernicus University community, is regulated by internal legal acts issued by the Rector of UMK and the Dean of the Faculty of Medicine.

**§4**

The course of the educational process in the field of e-learning is defined by internal legal acts issued by the Rector of UMK and the Dean of the Faculty of Medicine.

**§5**

The educational process is identical for different forms of education.

**§6**

Attendance in all forms of educational activities is mandatory.

**§7**

Students are required to attend classes punctually.

**§8**

Educational activities not conducted due to rector's hours are not subject to make-up, but the learning outcomes assigned to them are subject to verification, as determined by the Subject Coordinator.

**§9**

Students are required to be substantively prepared for exercises on current topics outlined in the schedule and syllabus. The methods of verifying learning outcomes in the areas of knowledge, practical skills, and social competences are discussed by the instructor during the first class, specifying their detailed methods and criteria.

**§10**

During the first class, students familiarize themselves with the organization of the course, including the rules for consultations with the instructor, the educational regulations, health and safety rules, conditions for obtaining credit for the subject, and conditions for conducting classes in a remote manner. Familiarization with applicable health and safety regulations is confirmed by the student's handwritten signature.

**§11**

Violating health and safety regulations may result in exclusion or being banned from educational activities.

**§12**

Students should show respect to teachers, other university staff, colleagues, and patients, including appropriate attire for the occasion and dignified behavior.

**§13**

During all forms of learning outcome verification, the use of any aids, as well as devices allowing visual recording of exam or assessment cards or communication with others remotely, is prohibited. Behavior indicating possession of such aids or devices, or detection of such devices, will result in an automatic failing grade and may lead to referring the matter to the Student Disciplinary Committee.

**IV. Form and Conditions for Passing a Subject or Subjects in a Module**

§14

Attendance is mandatory for all forms of educational activities.

§15

Obtaining positive credits in formative assessment – in accordance with the learning outcome verification system specified in the subject syllabus or syllabi.

§16

A positive result in the final examination or assessment for the subject or module.

**V. Form and Conditions for Final Assessment of a Subject or Module**

**§17**

The condition for allowing a student to take the final examination or assessment of a subject/module is the prior completion of mandatory classes in the form of formative assessment (achieving the proper learning outcomes defined for the subject or all subjects in the module).

**§18**

The exam or final assessment date is announced to students at least two weeks in advance.

**§19**

The scope of topics for the exam or final assessment is consistent with the learning outcomes and content included in the syllabus and recommended literature.

**§20**

Students taking the exam or final assessment must present an identity document.

**§21**

The exam or final assessment is a theoretical and/or practical test, the details of which are specified in the appendix to the regulations.

**§22**

 Exam or final assessment results are announced no later than 14 days after the verification of the learning outcomes.

**§23**

Theoretical exams or final assessments are conducted in a manner that ensures student anonymity.

**§24**

Practical exams or final assessments, if specified for the subject or module, are based on criteria detailed in the appendix to the regulations.

**§25**

Practical exam or final assessment results – in point form, along with a detailed description of the criteria and rationale for awarding points – are documented in the learning outcome verification report.

**§26**

Each part of the exam or final assessment – theoretical and practical – is scored, and the final grade is determined by the number of points according to appropriately selected learning outcome verification rules.

**§27**

Criteria for obtaining a positive grade for the exam or final assessment in the subject or module are regulated by the Dean's Order and are detailed in the appendix to the regulations.

**§28**

The exam or final assessment is a summary verification method for learning outcomes and determines the final completion of the subject or module.

**§29**

Within 3 days of announcing the results, a student has the right to review their work, answer sheet, and the report from the practical part of the exam or final assessment, in the presence of an academic teacher. The answer key should indicate clear criteria.

**§30**

After the theoretical exam or final assessment, the student has the right to file a written objection regarding the substantive correctness of the questions or printing errors within 24 hours (the subject coordinator indicates the method for submitting these objections). The submitted objections will be verified before the results are announced. If the objection is accepted, the questioned items will be omitted, reducing the possible number of points to be obtained.

**§31**

 A student has the right to retake an exam or final assessment even if they received a positive grade, by submitting an application to the Head of the Unit, providing a suitable explanation. If the Head of the Unit deems the student's request justified, an additional date for the exam or final assessment may be set, with the score obtained on the second date being binding and constituting the final result of the learning outcome verification.

**§32**

A student who fails the exam or final assessment on the first or retake date does not pass the subject or module. Upon the student's request, in justified cases, the Dean may designate a committee exam or committee final assessment.

**§33**

Unexcused failure to appear for an exam or final assessment at the scheduled time is equivalent to receiving a failing grade.

**§34**

Upon the student's request, who did not take the exam at the scheduled time, the Dean may, in agreement with the examiner, set an additional date if the student proves that failure to take the exam or assessment was not their fault. In such a case, the exam or final assessment is treated as being taken for the first time. The request for an additional date must be submitted within 7 days from the cessation of the cause for missing the deadline.

**VI. Conditions for Making Up Missed Classes for Justified Reasons or Unpassed Classes for Other Reasons**

**§35**

Leaving classes, even during them, for unjustified reasons is prohibited. Unjustified absence from educational activities prevents the completion of the thematic block associated with the assigned learning outcomes.

**§36**

Absence from educational activities must be justified within no more than 7 days or immediately after the reason for the absence ceases. Failure to meet this condition will result in the lack of credit for the given classes and affect the failure to complete the subject.

**§37**

Absence due to health reasons requires a medical certificate, and in significant random cases, an appropriate certificate or statement.

**VI. Conditions for Making Up Missed Classes for Justified Reasons or Unpassed Classes for Other Reasons (continued)**

**§38**

A justified absence from exercises is treated as an uncompleted exercise, which does not exempt the student from covering the material and achieving the learning outcomes in the shortest possible time. The justification is made by the academic teacher conducting the class.

**§39**

The method and form of making up for deficiencies are as follows:

1. In the case of exercises – participation in additional classes verifying the appropriate learning outcomes, particularly in practical skills, is required.
2. In the case of lectures or seminars – a test verifying the appropriate learning outcomes, especially in terms of knowledge, is required.

**VII. General Health and Safety Rules Required During the Educational Process at the Faculty Unit**

**§40**

Students are required to leave their outer garments in the cloakroom before attending classes.

**§41**

The use of mobile phones during educational activities conducted by the Faculty Unit is strictly prohibited. In accordance with the recommendations for preventing the spread of the SARS-CoV-2 virus among members of the Nicolaus Copernicus University community, phones should remain in the cloakroom.

**§42**

Students are required to have and wear protective clothing and obtain small medical equipment, the specifications of which are detailed in the appendix to the regulations.

**§43**

 During educational activities, strict cleanliness must be observed, and the consumption of food, smoking, being under the influence of alcohol or intoxicating substances, and using fire are prohibited. A student who fails to comply with these recommendations will be removed from the class.

**§44**

It is forbidden to take photos and/or record educational activities during classes. There is also a ban on using devices that record only sound. The permissible forms and extent of recording the content provided during educational activities are specified by the academic teacher.

**§45**

Students are financially liable for any material damage caused by actions inconsistent with health and safety and fire safety regulations.

**§46**

Detailed health and safety rules reflecting the specifics of the Faculty Unit are specified in the appendix to the regulations.

**VIII. Method of Publishing Information in Units Implementing the Subject or Module**

**§47**

All organizational information regarding the educational process is posted on the University's website under the relevant unit link and in the noticeboards of the unit(s) implementing the given subject or subjects in the module.

**§48**

For internet security reasons, correspondence with students takes place through email addresses created on the University server – academic teachers use official email addresses (@cm.umk.pl), while students use email addresses containing their student ID numbers (@stud.umk.pl).