

Medical University of Lodz
Faculty of Medicine

Regulations
of the PREMED Premedical Preparatory Course
for Candidates for Medical Studies in English
in the Field of Medicine and Dental Medicine

§1
General provisions

1. The PREMED Premedical Preparatory Course, hereinafter referred to as the "Course", is intended for people interested in starting studies in the field of medicine or dental medicine at the Medical University of Lodz.
2. The Regulations describe the general principles of the Course organization and the rights and obligations of the Course Participant.
3. The course is organized by the Administrative Center for Studies in English.

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The terms used in the regulations mean:

- 1) **Main Course Coordinator** – Vice-Dean of the Faculty of Medicine for Studies in English of the Medical University of Lodz;
- 2) **Candidate** – a person applying for admission to the PREMED Premedical Preparatory Course;
- 3) **Subject Coordinator** - an academic teacher responsible for teaching the subject implemented as part of the Course;
- 4) **Administrative Coordinator** – a person appointed by the Administrative Center for Studies in English to administer the Course;
- 5) **Course** – the PREMED Premedical Preparatory Course conducted in English;
- 6) **Participant** – a person participating in the PREMED Premedical Preparatory Course;
- 7) **University** – the Medical University of Lodz.

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1. Admission to the Course is possible for a candidate who has:
 - 1) a secondary school leaving certificate or a secondary school leaving certificate and a certificate of the results of the secondary school leaving examination in individual subjects, referred to in the regulations on the education system;

- 2) a secondary school leaving certificate and a diploma confirming professional qualifications in a profession taught at the technician's level, referred to in the regulations on the education system;
 - 3) a secondary school leaving certificate and a vocational diploma in the profession taught at the technician's level, referred to in the regulations on the education system;
 - 4) a secondary school leaving certificate and a certificate of the results of the secondary school leaving examination in individual subjects and a diploma confirming professional qualifications in the profession taught at the technician's level, referred to in the regulations on the education system;
 - 5) a secondary school leaving certificate and a certificate of the results of the secondary school leaving examination in individual subjects and a vocational diploma in a profession taught at the technician's level, referred to in the regulations on the education system;
 - 6) a certificate or other document recognized in the Republic of Poland as a document entitling to apply for admission to studies in accordance with Art. 93 sec. 3 of the Education System Act;
 - 7) a certificate and other document or diploma referred to in Art. 93 sec. 1 of the Act referred to in point 6;
 - 8) a certificate or a diploma recognized in the Republic of Poland as a document entitling to apply for admission to studies in accordance with a bilateral agreement on mutual recognition of education;
 - 9) a certificate or other document recognized as equivalent to the Polish secondary school leaving certificate under the provisions in force until March 31st, 2015.
2. On the school certificate, the candidate must have grades in two of the following science subjects: chemistry, biology, mathematics, physics.
 3. The candidate must have at least B2 level of English, confirmed by a diploma or school certificate.
 4. The candidate is required to have a valid visa, residence card or other document authorizing legal stay in the territory of the Republic of Poland for the duration of the course.
 5. The candidate is obliged to pay a one-time fee for educational services related to education at the PREMED Premedical Preparatory Course in the amount specified in the Rector's Directive before issuing the certificate of admission of a foreigner to the course, but no later than by October 31st, 2023, to the University bank account.
 6. In the case of candidates who are foreigners, their participation in the course must stay in accordance with the acts specified in Art. 323 sec. 1 of the Act of July 20th, 2018 - Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), also, among others, with the administrative decision of the Rector.
 7. In the case of Participants with Polish citizenship, qualification to participate in the course takes place by being entered on the list of Course Participants.
 8. A candidate who is a foreigner and does not meet the condition referred to in item 6 cannot be qualified to participate in the Course.
 9. A candidate who has completed the PREMED Premedical Preparatory Course cannot re-apply for admission to the same Course.

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Course organization

1. The course lasts from November 14th, 2023 to June 30th, 2024 and contains 960 didactic hours (one "didactic hour" lasts 45 minutes):
 - 448 hours of basic subjects (160 hours of biology, 160 hours of chemistry, 128 hours of physics);
 - 280 hours of medical English;
 - 140 hours of Polish;
 - 30 hours of introduction to anatomy;
 - 50 hours of introduction to academic professionalism, social competences and study skills;
 - 12 hours of basic life support.
2. The Main Course Coordinator is the Vice-Dean of the Faculty of Medicine for Studies in English of the Medical University of Lodz.
3. The minimum number of Participants required to run the PREMED Premedical Preparatory Course is 20.
4. The details of the Course organization are determined by the Administrative Center for Studies in English; the person appointed by the Center to administer the course is the Administrative Coordinator.
5. The University will create an individual e-mail address in the umed.pl domain for each Course Participant.
6. The classes are conducted at the University premises and online using the distance learning methods and techniques via tools used at the Medical University of Lodz.
7. The University provides the Course Participants with teaching materials in the form of the Polish language textbooks and access to the Mastering Pearson e-learning platform. Both paper and electronic materials are used during the Course. The Course Participants are required to have their own electronic devices (laptop/tablet) for the use of the electronic materials.
8. The Course Participants are assigned to groups based on a test checking their knowledge of English. Changing the group is possible only in justified cases. The decision on the group change is made by the Main Course Coordinator.
9. In the event of natural disasters, exceptional political situations and other undesirable events over which the Course organizers have no influence (for example the Covid-19 pandemic), the Main Course Coordinator may decide to change the form of conducting classes and examinations. The Course Participants will be informed about changes in the organization of classes and/or examinations directly, by communication tools used at the Medical University of Lodz.
10. The University is not responsible for the inability to implement the PREMED Premedical Preparatory Course program due to force majeure, especially natural disasters, exceptional political situations and events over which the University has no influence and which it cannot prevent.

11. In matters not regulated by these Regulations, all decisions are made by the Main Course Coordinator.

§5

Crediting classes and completing the course

1. The condition for completing the Course is:
 - active participation in classes and meeting the conditions for crediting the subject specified in the teaching guide;
 - obtaining positive final grades in all subjects completed as part of the Course.
2. Attendance at all classes and lectures is mandatory.
3. The rules for justifying absences at individual classes are described in the teaching guides.
4. The Course Coordinator may order the Course Participant who persistently disrupts the order to leave the class, which will result in an unjustified absence at the classes.
5. In order to justify an absence, the Course Participant must present a medical certificate of temporary inability to participate in classes or - in justified cases - another written excuse, no later than within 5 working days from the date on which the circumstances causing the absence ceased.
6. Absences resulting from reasons other than those described in item 5 that may be scheduled outside of the classes timetable (e.g. a check-up visit to the dentist) will be treated as unjustified.
7. If the permitted number of absences is exceeded and if the justification is accepted by the Subject Coordinator, the Subject Coordinator makes a decision on how to make up for the absences.
8. If the permitted number of absences is exceeded or if there is no progress in learning, the Course Participant will receive a written warning – a "Warning Letter". In the event of no improvement and subsequent unjustified absences, the Main Course Coordinator may decide to initiate administrative proceedings to remove the Participant from the Course.
9. The classes start on time in accordance with the classes timetable available on the University website. One lateness of up to 15 minutes is allowed without consequences in each subject during the Course. Any subsequent lateness up to 15 minutes will be recorded by the Subject Coordinator, and may be treated as an unjustified absence at classes. Any unjustified lateness of more than 15 minutes will be treated as an absence at classes.
10. The Subject Coordinator prepares the subject teaching guide which contains information on the subject content and the form of crediting the classes.
11. The crediting of the subject may take the form of a credit test with a grade or an examination with a grade.
12. The subject is credited by the Course Coordinator.
13. The credit tests and examinations may be conducted:
 - 1) in oral and/or written form;
 - 2) in a theoretical and/or practical form;
 - 3) using the distance learning methods and techniques.

14. The credit results are determined on the following grading scale:
 - 1) 5.0 –excellent;
 - 2) 4.5 – very good;
 - 3) 4.0 – good;
 - 4) 3.5 - satisfactory
 - 5) 3.0 – sufficient;
 - 6) 2.0 – failed.
15. The Course Participant has 2 attempts at each test, i.e. the first attempt and one retake attempt.
16. The Course Participant who received a failed grade at the first attempt is obliged to improve it within the time limit set by the Subject Coordinator.
17. The credit dates are set by the Subject Coordinators.
18. The condition for completing the Course is that the Participant meets all the requirements specified in the regulations and program of the Course.
19. After completing the Course, the Participant receives a Course Completion Certificate along with the list of grades for all the subjects taken as part of the Course.
20. The Course Participant may be exempted from the entrance examination part regarding knowledge of science subjects during the procedure of enrollment to studies in the field of Medicine or Dental Medicine at the Medical University of Lodz in the year of completing the Course, provided that the Participant has obtained positive final grades in all subjects taken during the Course and an average grade of 4.0 and above.
21. The average grade for the Course is calculated as the arithmetic mean of the final grades counted to the second decimal place.

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Rights and obligations of the Course Participant

1. The Course Participant does not have the rights of a student of the Medical University of Lodz.
2. The Course Participant has the right in particular to:
 - justify absences at classes in accordance with the Regulations;
 - education according to the Course program;
 - use the University Information and Library Center;
 - access to e-mail in the umed.pl domain;
 - access to their own written work.
3. The Course Participant is obliged in particular to:
 - conclude a contract with the University on the terms of payment for education in another form of education no later than on the day of the beginning of classes;
 - comply with the Course Regulations and the regulations of individual subjects;
 - show up for classes on time;
 - participate in all forms of didactic activities, including the ones conducted by using the distance learning methods and techniques;

- show respect for the University employees and observe the rules of collegial coexistence;
 - protect the good name of the University;
 - respect the University property;
 - comply with the principles of order, manners, hygiene and personal data protection;
 - acquire knowledge, skills and social competences within the scope specified in the Course program;
 - immediately inform the Main Course Coordinator about changes in personal data indicated during enrollment in writing or by e-mail.
4. The Course Participant:
- is financially responsible for the destruction, loss or damage of the University property used by them;
 - is not authorized to use the Student Fund intended for the students of the Medical University of Lodz;
 - cannot record image and/or sound using electronic devices during classes without the consent of the Subject Coordinator.
5. If during a credit test or examination the Course Participant is found guilty of:
- non-independent work, including consultations with third parties or other candidates;
 - unauthorized use of teaching aids;
 - persistent or gross disturbance of order;
 - bringing an electronic device that enables, in particular, communication or recording of images and/or sounds without the teacher's explicit instruction;
- The Subject Coordinator is obliged to give the Course Participant a failed grade for this attempt. This fact is also reported to the Administrative Course Coordinator.

§7

Removal from the list of Course Participants

1. The University may remove the Course Participant in the following cases:
 - 1) resignation from the Course by the Participant;
 - 2) failure to pay the fee for educational services within the deadline specified in the Regulations and contract;
 - 3) violation of the rules applicable at the University described in § 6.
2. The removal of the Participant who is a foreigner takes the form of an administrative decision of the Rector of the Medical University of Lodz.
3. The Participant may resign from the PREMED Premedical Preparatory Course without giving a reason, by submitting to the Administrative Center for Studies in English a written declaration of resignation or sending a declaration of resignation to the address provided by the University.
4. If the Participant is removed from the list as a result of resignation, the date of removal is considered to be the day the University receives the resignation submitted in person or sent

to the e-mail address of the Administrative Course Coordinator, using the account in the umed.pl domain.

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Refund of fees paid for educational services

1. The University will refund the Course fee in full in the event of the Participant's resignation before the Course begins.
2. In the event of resignation after the start date of the Course, neither the Participant nor any third parties, if they made any payments on behalf of and for the benefit of the Participant, have the right to require reimbursement of fees for educational services provided by the University before the date of the contract termination.
3. In the event of removal from the list, including as a result of resignation from the Course, at the written request of the Participant (or their legal guardian specified in the contract), the Participant is entitled to a refund of the fees paid in proportion to the missed classes offered by the University, accordingly after the date of removal from the list of Participants or the date of submission of a written declaration of resignation by the Course Participant.
4. The Participant is entitled to a refund only for classes organized after the date of the contract termination. The number of classes for which the Participant or legal guardian may request reimbursement does not include classes in which the Participant did not participate before the contract termination, regardless of the reason.
5. The refund is reduced by the prices of books and access to the Pearson Mastering platform.

§9

The detailed conditions of the Course participation will be specified in the contract concluded between the Participant and the University.

I confirm that I have read the Regulations.

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(date)

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(signature of the Course Participant)