

Final Examination Regulations
for students of the 6th year of Medicine Programme
uniform long-cycle studies, full-time and part-time mode,
including studies in English,
practical profile

I. General provisions

§1

The final examination for students of the 6th year of Medicine Programme, hereinafter referred to as the final examination, is conducted pursuant to:

1. Act of 20 July 2018 Law on Higher Education and Science.
2. Regulations of the Minister of Science and Higher Education of 27 September 2018 on higher education studies.
3. Study Regulations of the Nicolaus Copernicus University in Toruń of 30 April 2019 (as amended).
4. Regulation of the Minister of Science and Higher Education of 26 July 2019 on the standards of education in the following study programmes: medicine, medicine and dentistry, pharmacy, nursing, midwifery, laboratory medicine, physiotherapy and emergency medicine.

§2

The final examination is a form of commission assessment of the level of knowledge, skills and professional competences in the scope specified by the learning outcomes, plan and programme of study in Medicine programme.

§3

The level of substantial knowledge and practical skills necessary to practice the medical profession are subject to assessment.

§4

The final examination:

1. ensures objectiveness of assessment, through the proper and accurate choice of methods for evaluating the results of teaching,
2. evaluates the degree of a graduate's preparation for individual and safe practice of the medical profession.

§5

The prerequisite for admission to the final examination is the completion, within the deadline set by the Dean or Vice-Dean, of all the skills and competences included in the Clerkship Log and confirmation of all credits in the USOS system.

§6

The final examination is supervised by the Dean.

It is administered by the Medical Final Examination Commission (hereinafter referred to as Examination Commission).

The Head of the Examination Commission is appointed by the Dean. If the examination needs to be conducted simultaneously in different locations, the dean will appoint Examination Teams and Examination Team Heads, who will be part of the Examination Commission and will report to the Head of the Examination Commission.

§7

The time and location of the final examination are determined by the Dean of the Faculty of Medicine at least 2 months before the planned date of the examination.

§ 8

1. At the request of a student who has failed to take an examination within a set examination date for justifiable reasons, the Dean may designate an additional date, in consultation with the Head of the Examination Commission, provided that organisational possibilities make this possible.
2. A request for an additional examination date must be submitted within 7 days of the date on which the reason for failure ceases to exist.
3. If a student has not taken the examination within the time limit referred to in sec.1, and if an additional date has not been set for him/her, he/she loses the examination date.
4. A student who has passed the National Medical Examination (Państwowy Egzamin Lekarski) may apply for exemption from the test examination. The application together with confirmation of the LEK examination (Medical Final Examination) should be submitted to the Office of Dean of the Faculty of Medicine and the decision is taken by the Vice-Dean for Student Affairs and Didactics of the Faculty of Medicine.

§ 9

1. At the request of a student who has not passed the examination, submitted within 3 days of the announcement of the result, in which he/she reports:
 - a) justifiable objection to the examiner's impartiality or,
 - b) the occurrence of circumstances indicating that the final examination was conducted improperly, the Dean may order the organisation of a commission examination which should be held as soon as possible.
2. The examination referred to in sec. 1 shall be conducted by a commission appointed by the Dean. The examiner in the commission shall be another specialist in the course for which the examination was ordered, and if this is not possible, a specialist in a related discipline. At the student's request, a representative of the student self-government appointed by the student participates in the examination as an observer.
3. If the application submitted pursuant to sec. 1 point 1 applies to the examination conducted in writing, the commission referred to in sec. 2, checks the examination paper again.
4. Obtaining a positive grade in the commission examination replaces the previous examination result.

II. Description of the Final Examination

§ 10

The final examination consists of two parts:

1. Test examination
2. Practical examination.

The condition for admission to the practical examination is obtaining at least 60% of the possible points from the preceding test examination or exemption from the theoretical part of the examinations by the Vice-Dean for Students Affairs and Didactics on the basis of passing the National Medical Examination (Państwowy Egzamin Lekarski).

TEST EXAMINATION

§ 11

1. The test is administered according to the principles of the Medical Final Examination (LEK). It is a test of theoretical knowledge on internal diseases, including cardiovascular diseases, paediatrics, including neonatology, surgery, including trauma surgery, obstetrics and gynaecology, psychiatry, family medicine, emergency medicine and intensive care, bioethics and medical law, medical certification, and public health; additionally, the set of questions on internal diseases, paediatrics, surgery, obstetrics and gynaecology, and family medicine includes questions concerning oncology.
2. The single-choice test consists of a set of 200 closed questions (each containing 5 possible answers – 1 correct and 4 incorrect) The questions are prepared by academic teachers of the Faculty of Medicine appointed by the Dean. The knowledge questions for the final examination must be based on the sources in the subject syllabi. One point is awarded for one correct answer given by the examinee. Zero points are awarded for selecting two, more than two, or none of the answers.
3. The Examination Commission prepares sets of test questions that differ only in the order of the questions. On the date indicated by the Dean of the Faculty of Medicine, sets of questions bearing the seal of the Faculty of Medicine are placed in envelopes, sealed and secured in the place indicated by the dean of the Faculty of Medicine.
4. On the day of the final examination, the Head of the Examination Commission collects secured and stamped sets of questions, checking the correctness of the security.

§ 12

1. Students taking the final examination arrive in advance so that the examination starts at the agreed time.
2. Students enter the examination room after prior verification of their identity by members of the Examination Commission on the basis of a student ID, personal ID card or passport. Then they receive randomly assigned sets of test questions and answer sheets and sign the attendance list (attachment).
3. Students who do not have a student ID, personal ID card or passport confirming their identity are not allowed to take the test exam.

§ 13

1. The test must be solved without assistance. Contacting other persons or using learning aids constitutes the basis for termination of the examination with reference to the particular student and for his/her disqualification.
2. Decision on the student's disqualification is made by the Head of the Examination Commission administering the examination, taking into consideration the degree of violation of procedures.
3. The Head of the Examination Commission must record the fact of a student's disqualification in the examination protocol, indicating the reasons for and time of termination of the examination.
4. Disqualification equals receiving a failing grade in the test examination.

§ 14

1. Devices used for copying, transmitting and receiving information, particularly mobile phones, are not allowed during the test.
2. To students who breach the provision specified in sec. 1 herein, provisions of § 13 shall apply.

§ 15

1. Before taking their seats in the examination room, students are required to leave their personal belongings in the cloakroom.
2. Once all students taking the test examination have taken their seats, the Head of the Examination Commission:
 - a) informs students about the organisation and course of the examination;
 - b) reminds students that they are required to turn off and deposit any devices that may be used for copying, transferring or receiving information, including smartwatches;
 - c) orders all notes, notebooks, bags, briefcases, etc. to be deposited in a designated place;
 - d) informs students about the ban on the use of any additional devices for copying, transferring and receiving information, and about the consequences of defying this ban;
 - e) informs students that in the case of having substantive objections concerning the test questions they are entitled to submit a written appeal, immediately after the examination has finished but **before leaving the examination room**.
3. The items deposited shall be put in a place indicated by the Head of the Examination Commission. Mobile phones and smartwatches are placed in envelopes marked with the name of the owner and sealed in their presence. After the end of the test examination, the Head or a member of the Examination Commission issues a deposit to the owner after verification of identity on the basis of an identity card, student ID or passport.
4. Three students, randomly appointed by the Head of the Examination Commission, will check that the envelopes containing the examination papers are properly secured and have been delivered intact.
5. The members of the Examination Commission will distribute to the students answer sheets bearing the seal of the Faculty of Medicine, followed by sets of test questions.
6. Students occupying adjacent places cannot be given the same set of test questions.

7. The Head of the Examination Commission or the Examination Team oversees the correct distribution of the answer sheets and test question sets.
8. Anyone who arrives after the start of the examination will not be allowed to take the examination.

§ 16

1. The duration of the test examination is 240 minutes (4 hours).
Before the start of the test examination, the Head of the Examination Commission or the Head of the Examination Team shall inform all persons present of the start time, end time and duration of the test examination.
2. After checking the proper distribution of answer sheets and sets of test questions, the Head of the Examination Commission or the Head of the Examination Team announces the start of the examination.
3. No third parties are allowed to enter the examination room after the test examination has started.

§ 17

1. The examination should be held in an atmosphere of academic solemnity and diligence.
2. To students behaving in a manner not in line with the character of the examination or disturbing its course, provisions of §13 shall apply.

§ 18

1. Students are not allowed to leave the examination room during the examination.
2. In justified situations, the Head of the Examination Commission or Examination Team may allow a student to leave the examination room in the presence of the Examination Commission's member. Before leaving the room, the student is required to leave the answer sheet and a set of test questions with the Head of the Examination Board or the Examination Team.
3. The fact of a student leaving the examination room referred to in sec. 2 herein is recorded in the examination protocol.

§ 19

1. Prior to the commencement of the test examination, the Head of the Examination Commission or the Examination Team informs the examinees about their right to submit substantive comments on the test questions. Written objections should be submitted to the Head of the Examination Commission immediately after the examination, but before leaving the examination room.
2. The objection ought to be lodged on the appeal form (attachment to examination documentation). While formulating the objection, the student has the right to inspect the set of test questions.
3. The reported objection will be verified by the Examination Commission immediately after the test examination, before checking and calculating the results.
4. The Examination Commission shall decide whether to accept or reject the objection by adding a written justification of the decision on the submitted objection sheet. The submitted objection sheet with the decision is attached to the examination report.

5. In the event of more objections submitted to the same question, the Examination Commission may prepare a single document containing the resolution of the objections and its justification, which is attached to the examination report.
6. If the objections raised are recognised as justified, the question objected against will be omitted when determining the result of the test examination in relation to all examinees and will reduce the maximum number of points that can be obtained accordingly. The invalid question is not scored.

§ 20

1. When the time allocated for solving the test has expired, the Head of the Examination Commission or Examination Team will announce the end of the test examination.
2. After announcing the end of the test, examinees put away their answer sheets and sets of test questions. They remain seated until all answer sheets and sets of test questions are collected by members of the Examination Commission, and then they leave the room.
3. A student who completes the examination before the end is announced, shall hand in the answer sheet and the set of test questions to the Member or Head of the Examination Commission or Examination room, and leave the room without the possibility of return.
4. In the presence of three randomly selected students who remain in the examination room, the Examination Commission or Examination Team folds the answer sheets and sets of test questions, thus securing and preparing them to be taken out of the examination room.
5. Before leaving the room, the Head of the Examination Commission or Examination Team fills in the examination protocol and signs it together with the Examination Commission Members or Examination Team Members.

PRACTICAL EXAMINATION

§ 21

The objective structured clinical examination (practical examination) is the second component of the final examination for 6th year students of Medicine programme. In order to be allowed to take the practical examination, students must obtain at least 60% of the points from the preceding test examination or exemption from the theoretical part of the examinations by the Vice-Dean of Student Affairs and Didactics of the Faculty of Medicine on the basis of additional achievements, e.g. winning competitions.

§ 22

The practical examination for 6th year students of Medicine programme is held before Examination Teams appointed by the Dean of the Faculty of Medicine.

§ 23

The practical examination for the students of the 6th year of the Medicine programme is held in the practical form at the Centre for Medical Simulation of NCU Collegium Medicum in Bydgoszcz.

§ 24

The objective practical examination for the students of the 6th year of Medicine programme is administered at several stations where the examinee carries out various procedures and assignments constituting parts of the practical examination. The measurement and assessment cover manual skills, clinical knowledge, interpretation of auxiliary medical findings as well as competences in the area of the interpersonal communication.

§ 25

The practical test for the students of the 6th year of Medicine programme is administered using reliable methods, techniques and tools of assessment. The content of individual assignments is carefully selected and represents a sufficiently large sample of clinical content covered during courses in internal diseases (including cardiovascular diseases), paediatrics (including neonatology), surgery (including trauma surgery), obstetrics and gynaecology, psychiatry, family medicine, emergency medicine and intensive care.

§ 26

The criterion for receiving a positive grade for the practical test is obtaining a minimum of 60% for the tasks covered by the examination.

Winners of medical simulation competitions and contests may apply for exemption from the practical examination. The decision at the student's request is made by the Vice-Dean for Student Affairs and Didactics of the Faculty of Medicine.

§ 27

Principles of the objective practical examination:

1. Students arrive for the examination according to the date and time information given in advance. The consequence of lateness will be inadmissibility to the practical examination.

2. In order to take the examination, students must verify their identity on the basis of their student ID card, personal ID card or passport, and then sign the exam attendance list. Students who do not have an identity document cannot take the practical examination.
3. It is forbidden to possess devices used for copying, transmitting and receiving information during the practical test - therefore, mobile phones and other electronic devices should be left with the Examination Commission members where they will be secured.
4. During the practical exam the student must be dressed comfortably (sweatshirt and trousers), hair must be properly pinned up, and it is forbidden to wear any jewellery. During the examination the student is obliged to wear medical or sport shoes, a lab coat and a stethoscope.
5. Students sign the attendance list, then receive a card indicating the order in which they will move between examination stations.
6. Students collect their locker keys, immediately go to the cloakroom where they leave their personal belongings and change. A stethoscope and an information sheet (documents previously received from the Commission Members) should be taken to the examination. Other personal belongings and clothing should be deposited in the locker.
7. Subsequently, the students go to the waiting room (waiting area for the examination), where they will get acquainted with the instructions for passing through the examination stations.
8. Two minutes before the time indicated on the card as the start of the examination, the student shall go in front of the room which is the starting point of the examination. The student is then admitted to the examination station at a sound signal.
9. The student passes through the examination stations according to the information card, always stopping in front of the door and waiting for the sound signal indicating the moment of entry. The student leaves the station after the announcement that the time for the task has expired.
10. At each examination station the student completes the tasks in accordance with a strict time limit.
11. The tasks are graded on a point scale. The total maximum number of points awarded for all tasks assigned to each station is 20. A minimum of 12 points is required to pass the tasks assigned to a station.
12. A total score of less than 60% of the required points in the practical examination or failure to complete the tasks assigned to 2 or more examination stations regardless of the total score obtained is tantamount to a failing grade.
13. In order for the exam to run smoothly - after completing the practical examination - the student changes clothes in the cloakroom, collects the belongings left with the Examination Commission Members and leaves the Centre for Medical Simulation at Collegium Medicum in Bydgoszcz.

§ 28

1. In order to obtain a passing grade, the student must obtain the required percentage of correct answers in the test and practical examinations or be exempted from the theoretical or practical part of the examinations by the Vice-Dean for Student Affairs and Didactics of the Faculty of Medicine.
2. The examination is graded according to the following formula:

percentage of correct answers in the theoretical part (or in the LEK examination) + percentage score for the practical part of the exam

2 (two)

The assessment criteria for the final examination are as follows:

% of points obtained	Grade
92 ≤ ≤ 100	(5.0) – very good
88 ≤ < 92	(4.5) – good plus
80 ≤ < 88	(4.0) – good
71 ≤ < 80	(3.5) – satisfactory plus
60 ≤ < 71	(3.0) – satisfactory
0 < 60	(2.0) – fail

3. Examination results of are recorded in the final examination protocol and in the USOS system.
4. In the event of a failed test examination, the re-take examination consists of a test examination and a practical examination.
5. The re-take test examination may be replaced at the request of the Dean of the Faculty of Medicine by another form of knowledge testing (oral, descriptive).
6. In the event of a failed practical examination, the re-take examination consists only of a practical examination.
7. The Examination Commission informs the examined students about their results immediately, but no later than within 3 days from their determination, by entering them into the USOS system.
8. The date of the re-take examination is set by the Dean for a date no earlier than 5 days after the result of the first examination date is announced.

III. Final examination documentation

§ 29

1. Documentation on the final examination for students of the 6th year of Medical programme is kept by the Examination Commission and shall be then archived by the Dean's Office of the Faculty of Medicine, in accordance with the applicable regulations.
2. During the test examination and the practical examination, a protocol confirming students' attendance is drawn up.
3. A protocol of the course of the test examination and the practical examination is drawn up by the Examination Commission in accordance with the annex attached to the regulations.

§ 30

In cases not covered by these regulations, the provisions of the Study Regulations of Nicolaus Copernicus University in Toruń of 30 April 2019 (as amended).

ANNEXES

official seal of the Faculty of Medicine

Annex no. 1

Bydgoszcz,

**Report
confirming the student's attendance and receipt of the code by the student**

study programme: Medicine

level of study: uniform long-cycle

profile: general academic

Final examination on

Location of the test examination:

Number of persons who took the final examination:

A list of students by name (including their student ID number) with a code, date and student's signature:

No.	Surname	Name	ID number	CODE	Student's signature confirming attendance	Student's signature confirming receipt of the code
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
26.						
27.						
28.						
29.						
30.						

Head of the Examination Team:

.....

(academic title, first name and surname)

.....

(signature)

Members of the Examination Team:

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

(academic title, first name and surname)

(signature)

official seal of the Faculty of Medicine

Bydgoszcz,

Objection card regarding substantive comments on test tasks

study programme: Medicine
level of study: uniform long-cycle
profile: general academic

Final examination on

Location of the test examination:

OBJECTION REGARDING THE EXAM TASK

Student code number:

Number of the contested task:

Test version:

Content of the reservation:

Justification:

I have accepted the objection card.

.....
signature of the Head of the Examination Commission

Resolution for the objection

take into account

reject

Justification:

Head of the Commission Examination:

.....
(academic title, first name and surname)

.....
(signature)

official seal of the Faculty of Medicine

Bydgoszcz,

Report from the test examination

Final examination for 6th year students of Medicine programme

study programme: Medicine
level of study: uniform long-cycle
profile: general academic
mode of study: full-time, part-time and studies in English

Final examination on

Location of the final examination:

1. Head of the Examination Commission:

.....
(academic title, first name and surname)

.....
(signature)

Members of the Examination Commission:

.....
.....
.....
.....
.....
.....
(academic title, first name and surname)

.....
.....
.....
.....
.....
.....
(signature)

2. Students taking examination and examination materials:

Number of students allowed to take the examination:

..... students took the examination.

Number of students who did not show up:

3. Details of the final examination:

Examination start time:

Examination end time:

Comments on the course of the examination (including information on any disqualifications, students leaving the examination room, any objections raised by students):

.....
.....
.....
.....

4. After the final examination, the following were submitted to the Dean's Office of the Faculty of Medicine:

Test task sets:

Version A

used (in words:)

unused (in words:)

Version B

used (in words:)

unused (in words:)

Answer sheets:

used (in words:)

unused (in words:)

Person submitting the report:
(name and surname) (signature)

Person receiving the report:
(name and surname) (signature)

Signatures of the Head and Members of the Examination Commission

Head of the Examination Commission:

.....

(signature)

Members of the Examination Commission:

.....
.....
.....
.....
.....
.....

(academic title, first name and surname)

(signature)

official seal of the Faculty of Medicine

Bydgoszcz,

Report from the practical examination

study programme: Medicine
 level of study: uniform long-cycle
 profile: general academic
 mode of study: full-time, part-time and studies in English

Practical examination on

Location of the practical examination:

Confirmation of student attendance at the practical examination

List of students by name:

No.	Surname	First name	Student ID number	Student's signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Students taking examination:

Number of students allowed to take the examination:

..... students took the examination.

Number of students who did not show up:

Details of the final examination:

Examination start time:

Examination end time:

Head of the Examination Commission:

.....

.....

(academic title, name and surname)

(signature)

Members of the Examination Commission:

.....

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(academic title, first name and surname)

(signature)