

## REGULATIONS OF THE COURSES OF POLISH

### for the Students of:

- **1<sup>st</sup> and 2<sup>nd</sup> year, European Medical Programme, English Division (WNMK)**
- **1<sup>st</sup> year, International Medical Programme, English Division (WNMK)**

conducted in the Department of Foreign Languages  
The Faculty of Medical Sciences in Zabrze  
The Medical University of Silesia (SUM)  
Academic year 2024/2025

Head of the Department: dr n. hum. Julia Makowska-Songin

**The classes are conducted in accordance with the Academic Regulations of the Medical University of Silesia in Katowice (enclosure No. 1 to Ordinance 37/2024 of the Senate of the Medical University of Silesia in Katowice of 18 June 2024) and the present Regulations.**

### §1

#### Rules for participation in the classes

1. All the classes (labs) are conducted according to the schedule established by the Dean.
2. Participation in the classes is obligatory.
3. Students are obliged to attend the classes with the group they are assigned to at the beginning of the academic year.
4. In the European Programme, the classes are held in the stationary format exclusively. In the International Programme, a proportion of the classes take a form of e-learning. Students are obliged to arrive to the stationary classes punctually.
5. Students are required to be prepared for the classes in accordance with the planned subject matter, based on specified literature. They are also required to have the teaching materials as indicated by the Tutor in class.
6. During the classes Students are obliged to:
  - comply with the oath and regulations applicable at SUM, in particular to respect the dignity of all the participants of the teaching process, and to uphold the name and reputations of the University,
  - observe the rules of occupational health and safety,
  - use personal protective measures according to the rules of the Department.
7. Students must take care of their immediate space in classes, keep order and look after the equipment used. Any shortcomings should be reported to the Tutor conducting the class. Students of a given group/section are financially responsible for any damage to the equipment discovered after the class.
8. No food is to be consumed in the classrooms.
9. During the classes, the use of electronic devices is allowed only for teaching purposes with the consent of the Tutor. During colloquia and final examinations, Students are strictly prohibited from bringing in and using electronic devices.
10. During the classes and colloquia alike, audiovisual recording is prohibited.

11. All the teaching materials are subject to copyright protection as intellectual property. Copyright infringement and violation of image protection (through recording, photographing, copying or registering) will result in disciplinary action.

## §2

### **Rules for the successful completion of the course (subsequent semesters)**

1. A prerequisite for the successful completion of the course (a particular semester) is the attendance at all scheduled classes and successful completion of all colloquia (oral or written) verifying learning outcomes.
2. In the case of a Student's absence at a colloquium, they can take another attempt at the established term, which counts as a retake.
3. In the event of failing a colloquium, a Student has the right to retake it twice.
4. Should a Student fail both retake colloquia, they have the right to sit a credit colloquium (oral or written) that covers the entire material of the subject course.
5. The dates of the colloquia and credit colloquia are set by the Head of the Department teaching the course.
6. The Student's absence at a colloquium and/or credit colloquium as scheduled will result in the loss of the said attempt.
7. In the case a Student fails to complete the course successfully (earn credits), they are not allowed to sit the examination on the primary date, and thus receive an unsatisfactory grade at this attempt.
8. A Student has the right to attempt to earn course credits before each examination date.
9. The results of the colloquia are announced within 5 working days of the colloquia, during the next class or during consultations. Students have the right to inspect the assessed work up to 5 working days after the results are announced. The date of inspection is announced by the Tutor.

## §3

### **Rules for excusing and making up class absences**

1. Any absence from class must be excused by presenting an appropriate document (medical certificate, court certificate, etc.) to the Tutor immediately, at the next class or within 5 working days after the reason for the absence has ceased.
2. Excusing absences is conducted according to the Academic Regulations of the Medical University of Silesia in Katowice (§15).
3. Any missed classes should be excused and made up. Making up missed classes is possible with another group with the consent of the Tutor, or individually in the mode and by the deadline set by the Course Coordinator.
4. In the case of each absence from classes, the Student is obliged to take part in the verification of the acquired learning outcomes according to the rules and deadlines established by the Course Coordinator.

## §4

### **Rules for the final examination**

1. The form of the final course credit for Polish is an examination.

2. Students can only have one course examination per day.
3. A prerequisite for taking the examination is the successful completion of the course.
4. The date of the examination is arranged in accordance with §19 of the SUM Academic Regulations.
5. Failure to complete the course or unexcused absence of a Student from the examination on a specified date is tantamount to receiving an unsatisfactory grade (applies to all the examination attempts).
6. The scope of the material to be tested at the examination covers the materials from the classes and obligatory literature.
7. The examination shall be conducted in a written test form.
8. In accordance with the SUM Academic Regulations, in the case of test examinations credit is obtained when 70% of correct answers are achieved.
9. Should a Student fail the first examination attempt, they have the right to two retakes.
10. Should there be a reason to believe that verification of the learning outcomes achieved has not taken place correctly, the Dean may, at the written request of the Student or the Examiner, order a board examination. A board examination is of an extraordinary nature and cannot be treated as an extra term.
11. Students are strictly forbidden to communicate with others during examinations, whether in person or with the use of electronic devices. The use of any supporting materials and sources by Students during examinations is also prohibited. The instances of noncompliance will constitute the reason for discontinuation of the examination. A Student who does not obey the said rules will fail the examination (receive an unsatisfactory grade). The fact will be notified by the Examiner in the exam record.
12. A positive grade in the examination is final. Retaking the exam in order to score a higher positive grade is unacceptable.
13. The results of the examination are announced within 5 working days from the date of the examination in the University's computer system.
14. Students have the right to inspect the assessed work within 5 working days of the announcement of the results. The dates of the inspection are announced on the Department website: <http://www.studiumjezykow.sum.edu.pl>.

## §5

### **Rules for consulting the Tutor**

Consultation hours are as planned in the schedule available on the Department website: <http://studiumjezykow.sum.edu.pl>.

## §6

### **Day-to-day administrative matters concerning teaching**

1. All issues regarding teaching should be arranged by e-mail with the Tutor or the Course Coordinator, mgr Jolanta Misiarz, e-mail: [jmisiarz@sum.edu.pl](mailto:jmisiarz@sum.edu.pl)
2. Electronic correspondence with the SUM employees and other subjects should be sent from the Student's university e-mail account.
3. Students are obliged to read the messages they receive in their Student's e-mail box in the [s...@365.sum.edu.pl](mailto:s...@365.sum.edu.pl) domain

## §7


Any disputes and issues not covered by the present Regulations will be resolved according to the SUM Academic Regulations in force, enclosure No. 1 to Ordinance 37/2024 of the Senate of the Medical University of Silesia in Katowice of 18 June 2024.

## §8

**The mode and form of conducting classes, tests and examinations may change based on the Ordinance of His Magnificence Rector of the Silesian Medical University in Katowice.**

## §9

The present Regulations come into force on 1 October 2024.

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