

REGULATIONS OF THE COURSES OF POLISH

for the Students of:

- 1st and 2nd year, European Medical Programme, English Division (WNMK)
- 1st and 2nd year, International Medical Programme, English Division (WNMK)

conducted in the Department Of Foreign Languages,
The Faculty of Medical Sciences in Zabrze
Academic year 2022/2023

Classes are conducted in accordance with the Regulations of Studies in the Medical University of Silesia in Katowice (enclosure No. 1 to Ordinance 49/2022 of the Senate of the Medical University of Silesia in Katowice of 29 June 2022) and the present Regulations.

1. Rules of participation in classes

- All classes (labs) are conducted according to the schedule established by the Dean.
- Participation in classes is obligatory.
- Students are obliged to attend classes with the group they are assigned to at the beginning of the academic year.
- Students are obliged to arrive to classes punctually.
- Students are required to be prepared for classes in accordance with the planned subject matter, based on the specified literature.
- During 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.
- 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.
- No food is to be consumed in the classrooms.
- Audio-visual recording by the Students is strictly forbidden both in class and during finals. Students are forbidden to bring and use any electronic devices during examinations and finals.
- All learning 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 of excusing and making up for an absence

- Every absence in class must be excused by providing the Tutor immediately, not later than 5 working days after the lapse of the cause of absence, with a suitable absence certificate (from a doctor, court, etc.).

- Excusing absences is conducted according to the Regulations of Studies in the Medical University of Silesia in Katowice (article 15).
- Every excused absence in class should be remedied. The knowledge of the material presented in the missed class will be verified by the Tutor.

3. Rules of earning course credits

- The necessary conditions to earn course credits include participation in all the planned classes and obtaining positive grades from all partial tests (oral or written) that verify the knowledge gained during classes.
- In the case of a Student's absence at a partial test, they can take another attempt at the established term, which counts as a retake.
- In the event of failing a partial test, a Student has the right to retake it twice.
- Should a Student fail to pass retake tests, they have the right to sit a test (oral or written) that covers the entire material of the subject course.
- Absence at a test scheduled by the Head of the Department entails loss of a said test attempt.
- In the case a Student fails to earn course credits, they are not allowed to sit the examination on the primary date, and thus receive an unsatisfactory grade at this attempt (if applicable).
- A Student has the right to attempt to earn course credits before each examination date.

4. Rules of passing the course

POLISH for the Students of the 1st and 2nd year, International Programme – graded credit POLISH for the Students of the 2nd year, European Programme – examination

- The International Programme Students earn a graded credit for each year. The grade is based on the arithmetic average of all the partial grades obtained during the course.
- The European Programme Students sit an examination after having obtained credits for the first and second year.
- Students can only have one graded final or one examination per day.
- The date of the exam is arranged in accordance with article 19 of the Regulations of Studies.
- Lack of credit for the subject or an unexcused absence at a final examination entails gaining the unsatisfactory grade. This is applicable to all the exam attempts.
- The scope of the material to be tested at the exam covers the materials from the classes and obligatory literature, all in accordance with the syllabus.
- The examination is realized in a form specified in the syllabus (a paper written test exam).
- Should a Student fail the first examination attempt, they have the right to two re-sits.
- The first or second re-sit examination may be a board exam. It may be granted upon the Student's written request. A board exam is an extraordinary method of assessing learning effects and it must not be understood as an additional exam attempt.

- Students are strictly forbidden to communicate with others during examinations, whether in person or with the use of electronic devices. The use of any didactic materials and sources by Students during examinations is also forbidden. The instances of noncompliance will constitute the reason for discontinuation of the exam. A Student who does not obey the said rules fails the examination (receives an unsatisfactory grade). Appropriate notification of the fact is written by the Examiner in the exam record.
- A positive grade in an examination is final. Re-sitting the exam in order to acquire a higher positive grade is unacceptable.
- The scoring system, rules of evaluation, and the procedure of announcing exam results are specified in the Regulations of Studies at the Medical University of Silesia.

5. Consultations with the Tutor and contact with the Department

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

6. Current administrative issues regarding didactics

- All issues regarding the didactic process should be arranged by e-mail with the Tutor or the Course Coordinator, Jolanta Misiarz, MA, e-mail: jmisiarz@sum.edu.pl
- Electronic correspondence with the SUM employees and other subjects should be sent from the Student’s university e-mail account.
- Students are obliged to read the messages they receive in their Student’s e-mail box in the s...@365.sum.edu.pl domain.

7. All disputed issues and the ones not included in these Regulations will be settled according to the current Regulations of Studies in the Silesian Medical University in Katowice, enclosure No. 1 to Ordinance 49/2022 of the Senate of the Medical University of Silesia in Katowice of 29 June 2022.

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 Regulations come into force on 1 October 2023.

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Head of Department

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Dean of the Faculty of Medical Sciences in Zabrze