

## REGULATIONS OF THE COURSES:

### FOREIGN LANGUAGE (POLISH)

for the 1st year English Language Dentistry Programme Students

**ESSENTIALS OF POLISH MEDICAL TERMINOLOGY/BASICS OF DENTIST-PATIENT COMMUNICATION IN POLISH**

for the 1st year English Language Dentistry Programme Students

**ENGLISH IN MEDICINE. COMMUNICATION WITH CHALLENGING PATIENTS/  
MEDICAL ENGLISH. SELECTED DISEASES OF 21<sup>ST</sup> CENTURY**

for the 2nd year English Language Dentistry Programme Students

conducted in the Department of Foreign Languages,  
The Faculty of Medical Sciences in Zabrze in the academic year 2023/2024

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

### §1

#### **Rules of participation in classes**

1. All classes are conducted according to the schedule set by the Dean.
2. Participation in classes is obligatory.
3. Students are obliged to attend classes with the group they are assigned to at the start of the academic year.
4. All classes are in person and students are obliged to arrive to classes punctually.
5. Students are required to be prepared for classes in accordance with the planned subject matter, based on the specified literature.
6. During classes each student must:
  - comply with the content of the oath and the regulations applicable at SUM, and in particular to respect the dignity of all participants of the teaching process and uphold and preserve the name and reputation of the University,
  - observe the rules of occupational health and safety,
  - use personal protective equipment 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 classroom instructor.
8. No food is to be consumed in the classrooms.
9. During teaching classes and final examinations for the course, students are prohibited from bringing and using electronic devices. Audio-visual recording is strictly prohibited.
10. 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

1. Every absence in class must be excused by providing the class instructor 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.).
2. Excusing absences is conducted according to the Regulations of Studies in the Silesian Medical University in Katowice (article 15).
3. Every excused absence in the classes should be remedied. Should the student be absent in class, their knowledge of the material presented in the missed classes will be verified by the Head of Department or an authorised person.

## §3

### Rules of earning course credits

1. The necessary conditions to earn course credits are participation in all the planned classes and obtaining positive grades from all partial tests (oral or written) that verify the knowledge gained during classes.
2. 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.
3. In the event of failing a partial test, a student has the right to retake it twice.
4. In the case a student fails to pass retake tests, the Student has the right to sit a test (oral or written) that covers the entire material of the subject course.
5. Test dates are scheduled by the Head of Department conducting the course.
6. Absence at a test scheduled by the Head of the Department entails loss of said test attempt.
7. In the case a student fails to earn credit for the course, they forfeit the right to sit the examination on the primary date, which is tantamount to receiving an unsatisfactory grade from the first scheduled date of the exam.
8. A student has the right to attempt to earn credits for the course before each examination date.

## §4

### Rules of passing the course (credit/graded credit/examination)

#### FOREIGN LANGUAGE (POLISH) - examination

ESSENTIALS OF POLISH MEDICAL TERMINOLOGY/BASICS OF DENTIST-PATIENT COMMUNICATION IN POLISH - **credit**

ENGLISH IN MEDICINE. COMMUNICATION WITH CHALLENGING PATIENTS/MEDICAL ENGLISH. SELECTED DISEASES OF 21ST CENTURY - **credit**

1. To pass the following courses: *Essentials of Polish Medical Terminology, Basics of dentist-patient communication in Polish, English in Medicine. Communication with Challenging Patients and Medical English. Selected Diseases of 21st Century*, a student needs to earn course credits by participating in all the planned classes and

- obtaining positive grades from all partial tests (oral or written) that verify the knowledge gained during classes.
2. To pass the *foreign language course* a student needs to pass the final examination.
  3. The number of final graded tests or final examinations a student sits must not exceed one per day.
  4. To sit an examination, a student must earn course credit prior to the examination.
  5. The date of the exam is set and announced in accordance with §19 of the Regulations of Studies.
  6. Lack of credit for the course or an unexcused absence on the primary date of the final examination entails gaining an unsatisfactory grade. This is applicable to all the exam attempts.
  7. The scope of the material to be tested at the final exam covers the material from the classes and obligatory literature, all in accordance with the syllabus.
  8. The final examination is a written test (paper- or computer-based, accessed on the campus).
  9. Pursuant to the Rules of Studies in the Medical University of Silesia, the passing score for each test examination is 70%.
  10. Should a student fail the examination on the primary date, they have a right to two re-sits.
  11. The first or second re-sit 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.
  12. 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.
  13. A positive grade in an examination is final. Retaking an exam in order to acquire a higher positive grade is unacceptable.
  14. The examination results are submitted into the Virtual University system within 5 working days starting from the date of the examination.

## §5

**Consultations with course instructors**

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

## §6

**Current administrative issues regarding didactics**

1. All matters regarding the didactic process, including requests for making up for absences, should be arranged by email with the Course Coordinator, Małgorzata Wdowik, MA, email: malgorzata.wdowik@sum.edu.pl
2. Electronic correspondence with the SUM employees and other subjects should be sent from the Student's email 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 domain.

## §7

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

## §8

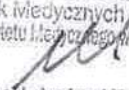
**The mode and form of conducting classes, tests and examinations may change depending on the current epidemiological situation and the resulting Ordinance of His Magnificence Rector of the Medical University of Silesia in Katowice.**

## §9

**The Regulations come into force as of October 1, 2023.**

  
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Head of Department

PRODZIEKAN DS. STUDENCKICH  
Wydziału Nauk Medycznych w Zabrze  
Śląskiego Uniwersytetu Medycznego w Katowicach

  
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dr hab. n. med. Andrzej Tomasz

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The Dean of the Faculty of Medical Sciences in Zabrze